

POLICIES AND PROCEDURE MANUAL

Chapter:	Human Resources		
Title:	Emergency Notification Procedure - External		
Policy: <input type="checkbox"/> Procedure: <input checked="" type="checkbox"/> Page: 1 of 2	Review Cycle: Biennial Author: Deputy Director	Adopted Date: 05.2018 Review Date: 07.11.2023 Revision Eff. Date:	Related Policies: Personnel Manual 4.0

Purpose

This procedure is established to take every possible action to comply with all emergency regulations and protect Mid-State Health Network (MSHN) client, employees and assets in emergency situations.

Reporting Procedures

MSHN staff shall report the emergency immediately as identified below. In addition, MSHN staff shall notify all employees of the emergent situation using the emergency@midstatehealthnetwork.org email in accordance with the emergency notification procedure – staff.

Type of Emergency	How to Report (Phone Numbers)
Fire	911
Tornado	911
Shooter	911
Bomb threat	911
Medical	911
Power Outage	877-295-5001 (BWL)

Emergency Escape Route

An emergency escape route charts are posted shall be posted in each suite occupied by MSHN. Department supervisors are to insure all employees within their department are familiar with the location of the route charts.

Severe Weather/Tornado

When a hazardous weather alert is announced, all employees should immediately go to the designated tornado refuge area. All employees should stay in the tornado refuge area until given the all clear sign.

The designated tornado refuge area is Suite E and Suite F closest to the center wall.

Fire Extinguishers Locations

Fire extinguishers shall be located in each suite occupied by MSHN. Department supervisors are to insure all employees within their department are familiar with the location.

- Suite B inside closet of main entrance office area (South wall)
- Suite C inside closet behind copy machine (West wall)
- Suite E in closet adjoining the restroom (East wall)
- Suite F on the wall across from the suite rear entrance (East wall)

Applies to

- All Mid-State Health Network Staff
- Selected MSHN Staff, as follows:
- MSHN’s CMHSP Participants: Policy Only Policy and Procedure
- Other: Sub-contract Providers

Definitions

N/A

Other Related Materials

Emergency Notification Procedure – Internal Procedure 1.0

References/Legal Authority

N/A

Change Log:

Date of Change	Description of Change	Responsible Party
05.2018	New Procedure	Deputy Director
05.2019	Annual Review	Deputy Director
07.2021	Annual Review	Deputy Director
02.2023	Biennial Review	Deputy Director