

## POLICIES AND PROCEDURE MANUAL

<b>Chapter:</b>	<b>Human Resources</b>		
<b>Title:</b>	<b>Emergency Notification Procedure - External</b>		
<b>Policy:</b> <input type="checkbox"/> <b>Procedure:</b> <input checked="" type="checkbox"/> <b>Page:</b> 1 of 2	<b>Review Cycle:</b> Biennial  <b>Author:</b> Deputy Director	<b>Adopted Date:</b> 05.2018  <b>Review Date:</b> 07.01.2025	<b>Related Policies:</b> Personnel Manual

### **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](mailto:emergency@midstatehealthnetwork.org) email in accordance with the emergency notification procedure – staff.

<b>Type of Emergency</b>	<b>How to Report (Phone Numbers)</b>
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 E in closet nearest the South entrance
- Suite F on the wall across from the suite East rear entrance

**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:**

**MSHN:** Mid-State Health Network

**Other Related Materials**

Emergency Notification Procedure – Internal Procedure 1.0

**References/Legal Authority**

N/A

**Change Log:**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
05.2018	New Procedure	Deputy Director
05.2019	Annual Review	Deputy Director
07.2021	Annual Review	Deputy Director
02.2023	Biennial Review	Deputy Director
03.2025	Biennial Review	Deputy Director