

APPENDIX F

Area: Program Administration
Subject: Fire and Medical Emergencies
Policy No 290

POLICY

It is the policy of the Center for Communication Disorders to outline and post specific procedures to be followed in cases of fire and medical emergency.

PURPOSE

The purpose of this policy is to ensure the safety, health and protection of all client and Center personnel in cases of fire or medical emergency.

PROCEDURES

1. The Center will follow the University Fire Marshal's procedure for building evacuation in case of a fire emergency.
 - a. floor plan will be posted outside each room of the Center Department facilities. This plan will designate two alternative exits for the room in case of fire emergency.
 - b. notices from the Fire Marshal's office containing instructions in case of fire or fire drill will be posted with the floor plans.
2. For medical emergencies, the Center staff will follow these procedures:
 - a. In cases of accident or illness of a child receiving services, the clinician will notify the parent of the situation and the parent/guardian will assume the responsibility for the child's welfare.
 - b. In cases of life-threatening emergency of either a child, adult, or a staff member, the clinician will call for help. Another Center staff will call campus emergency services at 2-5375 or the New Haven Police at 911 for emergency medical assistance. Immediately thereafter, a Center staff member will contact a family member of the client and campus police to notify them of the emergency. The case supervisor and Center Director must also be notified.
 - c. In cases of illness of adults in which the adult is not able to decide for himself what action should be taken, a Center staff member will contact either campus police 2-5375 or the infirmary to obtain medical advice.
A CLIENT WHO IS ILL MUST NEVER BE LEFT UNATTENDED.
3. Emergency procedures will be communicated to clients, parents and staff through written information presented at the beginning of each treatment term.
4. Emergency procedures will be explained to new Center staff members during their orientation.