

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

POLICY

It is the policy of the clinical service programs of the Department of Communication Disorders (Center for Communication Disorders, Access Network, Southern Connecticut Audiology Services) 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 clinical program personnel in cases of fire or medical emergency.

PROCEDURES

1. The clinical service programs of the Department of Communication Disorders 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 clinical program 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 clinical program 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 clinical program staff will call campus emergency services at 911 for emergency medical assistance. Immediately thereafter, a staff member will contact a family member of the client and campus police to notify them of the emergency. The case supervisor and Clinical 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 clinical program staff member will contact either campus police (911) 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 clinical program staff members during their orientation.