



Emergency Procedures

Date Implemented: 1/1/14

Date(s) Updated: 6/6/14

Regulation(s) supporting the need for this policy: 10 CCR 2505-10 8.611 A4; 6 CCR 1011-1 19.1

Background

Innovations has created the following emergency procedures to protect staff, providers, and consumers in the event of a planned evacuation or a true emergency. It is the responsibility of staff and providers to understand the information herein and to respond to emergencies as a part of their job or contract, respectively.

Risk Assessment

The types of disasters that may occur in Boulder and Broomfield counties include pandemics, natural, and human-caused events. Flash floods pose the greatest natural threat to Boulder city and county. Other natural hazards that occur in our area include wildfire, severe weather events such as tornadoes, lightning, high winds, hail, snowstorms and drought. Human-caused disasters include hazardous material spills, fire, civil disturbance, terrorism and nuclear attack.

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IN AN EMERGENCY EVACUATION

If you can safely call 911 give the following information to the dispatcher:

- 1) Your name and location (identify your location as an Imagine! home)
- 2) The type of emergency and any identified injuries
- 3) How many people are in the house
- 4) That you are proceeding with an evacuation

If you are unable to safely call 911-- proceed with the evacuation. When you are safely evacuated, designate someone to go to a neighbor's house to call 911.

Begin evacuation:

- 1) Choose the best exit to evacuate the home. In most homes there are three potential exits from the home: the front door, all of the windows in consumer's rooms, along with the back door.
- 2) Decide which consumers you can evacuate based on proximity. If you are unable to assist consumers during the evacuation process then call 911 immediately from the home or the neighbor's house.
- 3) **In all cases**, take the medication lock box and the Staff Handbook with you. **If time permits**, gather consumers' adaptive equipment and forms of identification as well.
- 4) Decide on a safe location outside of the home to wait until emergency personal arrive e.g. across the street in the neighbors yard.
- 5) After you evacuate the premise you will need to facilitate a head count. If you determine there are persons remaining in the home; don't return to the premise unless you can do so safely without putting yourself in danger. If you feel it is unsafe to return to the house, the emergency response team should arrive at your location in under three minutes, at which point, you can direct them to where you think the residents are inside the home.

If it is unsafe for consumers to return the residence then alternative arrangements can be made by contacting the Program Manager or Innovations emergency number. The Innovations main administrative building at **1665 Coal Creek Dr. Lafayette, CO 80026** can be used as temporary shelter. All emergency contact information and medication administration can occur through MedSupport remotely.



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IN A PLANNED EVACUATION

- 1) Call the Program Manager or Innovations emergency number and inform them that you are evacuating the residence.
- 2) Consumer-specific evacuation information will be located in each consumer's Health and Safety Assessment and Plan.
- 3) If you need temporary shelter go to Innovations main administrative building at **1665 Coal Creek Dr. Lafayette, CO 80026.**
- 4) Pack an overnight bag for the consumers including: all **medications** and personal care items. All medication administration can occur through MedSupport remotely. Please refer to emergency evacuations list at the end of the emergency procedures for detailed information. Take the Staff Handbook with you.
- 5) Either drive, call a cab, or call another residential site to arrange transportation.
- 6) Call the consumers' families when you have reached the temporary shelter location. All emergency information is in the Manual or can be accessed on MedSupport.

Since the evacuation is planned, arrange to pack and take these items with you:

- 1) Medications, medication supplies, special diet materials, oxygen, etc.
- 2) Forms of identification, program book, and medical book
- 3) Personal care items: briefs, gloves, chucks, toothbrush, hairbrush, eye glasses, shampoo, conditioner, etc.
- 4) Adaptive equipment: wheelchair, walker, cane, shower chair, braces, dishware
- 5) Spare clothing: undergarments, weather appropriate clothing, TED hose if applicable
- 6) Personal needs money
- 7) First aid kit
- 8) Flash light

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FIRE

If smoke alarms go off you will need to follow these steps:

- 1) Check for smoke. If you identify thick smoke is present in the residence begin to crawl on your hands and knees to your nearest exit.
- 2) Before opening doors, feel the door surface for heat. If the door is hot to the touch there is likely a fire on the other side- don't open the door! Identify an alternate exit and attempt to evacuate the premise.
- 3) If you are unable to evacuate, stuff sheets or curtains under the doorway of the room. Stay low and cover your face to avoid breathing-in smoke.
- 4) Remember that every second counts during an evacuation. If you feel that you can safely reach a consumer while evacuating, then assist the consumer through the nearest exit.
- 5) Run to the nearest neighbor and call 911. **DO NOT RE-ENTER THE RESIDENCE.**
- 6) If the fire is small and can be contained-- staff should extinguish the fire using the directions on the nearest located fire extinguisher. The fire extinguisher is designed for trash, wood, paper, liquids, grease, and electrical equipment fires.



Use these steps to extinguish a fire:

- 1) **Pull the pin. Aim low, pointing the nozzle at the base of the fire.**
- 2) **Squeeze the handle**
- 3) **Sweep the extinguisher from side to side.**

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FLOOD

The three general categories of floods are:

- 1) **Internal flood** - Confined to the building and usually caused by leaky pipes, heater, or roof.
- 2) **External Generalized Flood** - This type of flood has a slow rise in water depth which will allow time for warning and if necessary, evacuation. Usually, these types of floods are a result of heavy precipitation in the local catchment area for a long period of time.
- 3) **External Flash Flood** - This occurs with little or no warning and is usually the result of a torrential downpour or a broken dam.

Internal flood: IF STAFF OR CONSUMERS ARE IN IMMEDIATE DANGER CALL 911.

- 1) If water flow is near any electrical outlets or other electrical wiring, immediately shut off electricity to that region of the house.
- 2) Evacuate consumers and staff from flooded area and, if needed, from the home.
- 3) Remove all material, supplies, and equipment from flooded area if you can.
- 4) If flooding is due to an internal plumbing problem, turn off the main water valve for the home.
- 5) Contact Program Manager or Innovations weekend emergency number to discuss an action plan.

External Generalized Flood: IF STAFF OR CONSUMERS ARE IN IMMEDIATE DANGER CALL 911.

- 1) Contact Program Manager or Innovations weekend emergency number to discuss an action plan.
- 2) If an evacuation is necessary you will need to pack medications, overnight personal items, and any necessary items for the consumer. Your designated location may be another residential site or 1665 Coal Creek Dr. Lafayette, CO 80026.

External Flash Flood: IF STAFF OR CONSUMERS ARE IN IMMEDIATE DANGER CALL 911.

- 1) Ensure that the radio and/or television are tuned to news programs for current updates.
- 2) Contact Program Manager, or Innovations weekend emergency number to discuss action plan
- 3) If an evacuation is necessary you will need to pack medications, overnight personal items, and any necessary items for the consumer. Your designated location may be another residential site or 1665 Coal Creek Dr. Lafayette, CO 80026.

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STRUCTURAL COLLAPSE

- 1) **Call 911 immediately!**
- 2) Determine whether or not it is safe to evacuate the building, and evacuate if it is safe to do so.
- 3) If consumers and/or staff are trapped, determine whether or not it is safe to assist them in evacuating. Do not put your life in danger to assist others.
- 4) Provide first aid to consumers and/or staff who need assistance. If it is safe to do so, provide first aid to those who are trapped. Again, do not put your life in danger to assist others.
- 5) As the house will likely be uninhabitable for some time, follow the steps for an emergency evacuation as listed above.



EXPLOSION

- 1) **If the Explosion is Inside the House**
 - a. **Call 911 immediately!**
 - b. Depending on the severity of the explosion you may need to initiate an emergency evacuation (refer to emergency evacuation procedures above).
 - c. If you have time, and no one is in danger, call the Program Manager or Innovations weekend emergency number to discuss an action plan.
 - d. Initiate First Aid for injuries under direction of emergency medical personnel.
 - e. Police or other designated personnel will inspect the building to determine the damage to the structure, and will decide if staff and residents can re-enter the residence.
 - f. If staff, providers, and consumers are unable to return to the house, a temporary shelter location is the Innovations administration building at 1665 Coal Creek Dr.

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Lafayette, CO 80026. Arrangements will be made to accommodate medications and personal care items.

2) **If the Explosion is Outside the House**

- a. **Call 911 immediately!**
- b. Assess the situation to determine whether it is safer to evacuate the house or to remain sheltered inside.
- c. If you have time, and no one is in danger, call the Program Manager or Innovations weekend emergency number to discuss an action plan.
- d. Initiate First Aid for injuries under direction of emergency medical personnel.
- e. Follow police and first responder guidance to determine whether or not to evacuate the building. The building may have sustained damage from the explosion and may need to be evacuated.
- f. If staff, providers, and consumers are unable to return to the house, a temporary shelter location is the Innovations administration building at 1665 Coal Creek Dr. Lafayette, CO 80026. Arrangements will be made to accommodate medications and personal care items.



EARTHQUAKE

In the unlikely event of a major earthquake, damage will be widespread and emergency personnel will be slow to respond.

During the earthquake you will need to remain calm and guide consumers through the emergency response. The appropriate emergency response to an earthquake will depend on your location. Follow these action steps in the event of an earthquake:

If you are indoors:

- 1) Direct all staff and consumers to a safe place under a desk, a bed, heavy furniture, or a strong doorway.
- 2) Position yourself away from windows that could shatter.
- 3) Watch for falling debris from the ceiling, the walls, the light fixtures, etc.
- 4) Stay clear of cabinets, shelves and anything else that could topple and fall onto you or a consumer.
- 5) Do not use matches or any open flame; extinguish cigarettes and any other burning items.

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If you are outdoors:

- 1) Avoid high buildings, walls, power poles and other objects that could fall.
- 2) If possible move quickly and safely to an open area away from hazards.
- 3) If you are in an automobile, stop in the nearest safe place (preferably an open space) and stay in the car.

After the initial shock:

- 1) If moderate or major structural damage has occurred, such as collapsed walls or broken utility lines, or if fire breaks out, follow the plan titled "EXPLOSION."
- 2) If minimal structural damage has occurred, proceed as follows:
 - a. Restore calm to consumers and staff.
 - b. Remain in the identified safe area. After shock may occur and is common.
 - c. When you determine you can leave the safe area, check all persons for injury and shock. Administer First Aid if needed. If you identify serious injuries, call 911.
 - d. Turn off the furnace and electricity.
 - e. Clean up any spilled chemicals, medicines, or any other potentially harmful items immediately, so long as you are to do so safely and take the necessary precautions.
 - f. **Do not use matches, lighters, candles or any other flame until the gas has been turned off.**



TORNADO

Tornado Watch

A tornado watch means that local weather conditions are favorable for the development of a tornado. When a tornado watch is announced you need to do the following:

- 1) Ensure that the radio or television are tuned to news programs for current updates
- 2) Observe the sky for green hues, large and dark clouds, hail, or extremely loud thunder.
- 3) Locate medications, first aid kit, and other emergency supplies (cushions from couches, blankets, water, food, flashlight, radio and batteries) and move downstairs.
- 4) Ensure that all staff and consumers remain on the premise and facilitate a preliminary head count.

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Tornado Warning

A tornado warning means that a tornado has been sighted or is indicated by radar. When a tornado warning is announced you need to do the following:

- 1) Remain calm!
- 2) Move all staff and consumers to the safest possible location in the home, which is typically the basement area or an inside room on the lowest floor that does not have windows. Remember that this could be a center hallway, bathroom, or closet. If possible, try to protect yourself and the consumer by staying under a sturdy object. It is important to cover your body with a blanket, sleeping bag, or mattress, and protect your head with anything available—even your hands. To prevent injuries, avoid taking shelter where there are heavy objects.
- 3) Do a head count to make sure all consumers and staff members present during the tornado watch are still present.
- 4) If possible, turn off furnace and electricity.
- 5) Stay inside until tornado passes and weather bureau calls off the warning.
- 6) Offer comfort and calm to staff and consumers.

After the tornado ends, please follow these steps:

- 1) Check yourself and consumers for injuries. Be careful not to move another person if you suspect an injury unless it will protect them from immediate harm.
- 2) It may be necessary for you to initiate CPR if you are trained. In the case of a serious injury, you may need to attempt to yell for, or call, emergency personnel.
- 3) Offer comfort and reassurance to consumers.
- 4) Call Program Manager or Innovations weekend emergency number to notify a supervisor of the current status of the site.
- 5) If major structural damage has occurred follow “EXPLOSION” plan.
- 6) Usually after a tornado there is a high probability of torrential rain which may result in external flooding.



CHINOOK/WINDSTORM

The Boulder area is at risk yearly from Chinook winds, especially during the period from mid-November to mid-February. Gusts exceeding hurricane strength may be experienced at any time during these windstorms and can cause sever damage and injury to unprotected property and personnel.

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Preparation:

- 1) High wind warning is usually issued from the National Weather Service six to twelve hours before the event of a Chinook wind storm.
- 2) Damage to the home is not likely, however, windows can be blown-out and flying debris can be a substantial hazard.
- 3) If any major structural damage occurs, follow the “EXPLOSION” plan.
- 4) If evacuation is advised, extreme care should be taken in exiting the home and transporting consumers. In the event of an evacuation you will need to pack medication and personal care items.
- 5) Electrical services may be interrupted for unknown lengths of time. If inclement weather prevails, and the house temperature drops significantly, plan to evacuate to another residential site or the Innovations administrative building at 1665 Coal Creek Dr. Lafayette, CO 80026.



NUCLEAR ATTACK

It has been determined by the City of Boulder that no appropriate response exists for an attack on the immediate area. Shelters are inadequate, and evacuation is, at best, unlikely. Therefore, there stands no plan for any sort of evacuation or other emergency action to be taken during a nuclear attack.



BOMB THREAT/SUSPICIOUS OBJECT

Most bomb threats are received via telephone. If you receive a call from someone threatening to detonate a bomb your initial instinct will be to hang up the phone. Instead, the United States Homeland Security website recommends the following guidelines:

- 1) Listen
- 2) Be calm, courteous and show interest in what the caller is telling you.

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- 3) Do not interrupt the caller.
- 4) Calmly obtain as much information as possible, such as **what time the bomb will explode, where the bomb will explode, where the bomb is placed, what the bomb looks like, if the person on the phone planted the bomb, and, if so, why they planted the bomb. Try to write this information down. It is unlikely that the caller will identify themselves. However, the FBI suggests keeping the caller on the phone to identify any characteristic information about the caller.**
 - 1) If you are working with another person signal for them to call 911 from another phone.
 - 2) Then, have the other staff person dial “0” for the operator. Tell them that you are currently receiving a bomb threat, and give the number the threat was received on. **ASK FOR AN EMERGENCY TRACE.**
 - 3) **DO NOT** hang up, even if the caller does. If at all possible, leave the receiver off the hook until the police arrive.
 - 4) Evacuate the building and activate the fire alarm system.

If a suspicious object or package is identified you will need to do the following:

- 1) Call 911 and report a suspicious object with exact location and a full description of the object.
- 2) Do not open the package.
- 3) Commence evacuation of all persons. Evacuate at least 300 feet from the home.
- 4) If an explosion occurs before the evacuation is completed, follow the “EXPLOSION” plan.
- 5) Do not enter the building until it has been cleared by the bomb disposal unit or local authorities.



ARMED ROBBERY

The Colorado Association of Robbery Investigators offers these guidelines for responding to an armed robbery:

- 1) Try to remain calm. Refrain from making any sudden movements to upset the robber.
- 2) Do exactly as you are told. **DO NOT RESIST!**
- 3) Tell the robber about anything that might surprise him or her, such as someone who is expected to arrive soon.
- 4) If you have to move or reach, tell the robber what you are going to do and why.
- 5) Try to get a good look at the robber so you can describe him or her later.

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- 6) Don't be a hero. It's better to lose your money than your life.
- 7) Give the robber time to leave.
- 8) Note his or her direction of travel when he or she leaves.
- 9) Try to get a description of his or her vehicle **ONLY** if you can do so without exposing yourself to harm.

After the robber has exited the home:

- 1) Try to remember all that was taken by the robber.
- 2) When robber has left, call 911, Executive Director, Program Manager and Residential Site Supervisor.
- 3) All witnesses to the robbery should remain on the premise to talk to law enforcement personnel.

Home burglaries are most common during the day when residents are at school, work, etc. The FBI reports that a home burglary occurs every 15.4 seconds in the United States.

- 1) If you enter the home and identify that a burglary has occurred, immediately call the police and report the burglary.
- 2) Do not remain in the home. Go to a neighbor's house, or wait outside until the home has been searched and deemed safe by the police.



ELECTRICAL OUTAGE

- 1) If the electrical outage only affects a specific area of the house you will need to check the breakers inside the breaker box. Often a breaker merely needs to be flipped back on.
- 2) If an electrical outage is pervasive throughout all parts of the house, then you will need to call Public Service for detailed information regarding a potential power outage in your area.
- 3) Turn off electrical equipment you were using before the power was shut off.
- 4) Call the Program Manager or Innovations weekend emergency number if the electrical outage is likely to last for an extended period of time.
- 5) If an electrical outage is determined to be 2 hours or more, and there are issues of concern, such as internal house temperature, sufficient lighting, etc., plan to evacuate the home.

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In the event of a wide-spread electrical outage the American Red Cross recommends having at least a 3 day supply of water and food. In addition, the American Red Cross also recommends having access to these emergency items:

- 1) Medical supplies and first aid manual
- 2) Hygiene supplies
- 3) Portable radio, flashlights and extra batteries
- 4) Method for treating water (16 drops of bleach per gallon)
- 5) Fire extinguisher
- 6) Blanket and extra clothing
- 7) Manual can opener

The American Red Cross advises eating foods in this order: perishable foods, frozen foods, and canned/packaged foods. For alternative means for preparing food you may need to cook on an outside grill—never use an open flame in the house. In most cases, canned foods may be consumed directly out of the can.

Furthermore, for consumer's who use electric wheelchairs or power-dependent life supports, several utility companies may be able to offer alternatives. Remember to advocate for consumers and ask for assistance.



WATER OUTAGE

- 1) If you determine that there is water outage, you will need to contact the water department.
- 2) Immediately restrict use of available water throughout the home.
- 3) Begin planning for possible evacuation of the home.
- 4) If water cannot be turned back on within a reasonable time you may need to evacuate consumers and staff to another location.
- 5) The most common cause of a water outage is a frozen pipe. In such a case there is a chance for a pipe bursting, which would cause internal flooding of the region underneath the house and perhaps on the ground floor as well. If this happens the main water supply valve needs to be shut off by a plumber.

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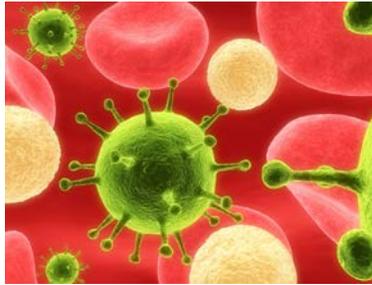


MISSING CONSUMER

The majority of consumers enrolled in services through Imagine! Innovations are considered to be vulnerable and at risk. Therefore, it is imperative to contact the police department as soon as a consumer is determined to be missing. For consumers with extended windows of unsupervised time, or who are fairly independent in the community, contact the Program Manager or Innovations weekend emergency number to determine if/when the police need to be contacted.

- 1) After a preliminary search concludes that a consumer is missing, you will need to call the police immediately and inform them that you work with adults with developmental disabilities through Imagine! Innovations.
- 2) Provide the dispatcher the following information:
 - a. The consumer's, name, age, sex, and general physical description, including
 - b. Height, weight, hair color, skin color, and other distinguishing characteristics.
 - c. Time consumer was discovered missing.
 - d. Where the consumer was last seen.
 - e. Any medical conditions, allergies to medicine, and emotional or behavioral issues that may be of significance to a rescuer.
 - f. Description of clothing.
 - g. Home address and phone number.
 - h. Places where consumer may likely go: favorite parks, stores, restaurants or cafes.
- 3) Contact Program Manager or Innovations weekend emergency number to develop a plan.
- 4) Guardians, family members, and advocates are required to be notified once a consumer is determined missing.
- 5) If staff or providers are able to locate the consumer, it is the responsibility of staff or providers to immediately contact the police, search parties, and all other persons who were notified the consumer was missing.

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COMMUNICABLE DISEASE OUTBREAK

Exposure Incident

- 1) An exposure incident is a specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties. Examples include incidents such as a bite that breaks the surface of the skin, blood spattered into the eyes or mouth, a needle stick from a needle that has previously been used to inject substances into another person, assisting with first aid to open and profusely bleeding wounds that bleed onto unprotected skin or mucus membranes, etc.
- 2) Immediately scrub the area with a disinfectant such as Betadine and flush well with water.
- 3) Immediately notify the Director of Nursing of potential exposure or contact the Emergency Room for further direction.
- 4) The employee will document the route of exposure and the circumstances under which the exposure incident occurred. The employee shall complete an Employee Incident Report.

Post-Exposure Evaluation and Follow-up

- 1) Following a report of an exposure incident, the Director of Nursing shall attempt to secure consent from the source person or their legal representative to test the blood to determine HBV and HIV infectivity. When the source person is already known to be infected with HBV or HIV, testing need not be repeated.
- 2) If consent is not obtained, Innovations Group Homes shall establish that legally required consent cannot be obtained.
- 3) When testing can be completed, the results will be documented.
- 4) The employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
 - a. Identify and document the source person unless identification is not possible or prohibited by state or local law.
 - b. Results of the testing of the source person shall be made available to the exposed employee if the source person or their legal representative has granted legal permission.

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- 5) The employee's blood shall be collected as soon as possible and tested after consent has been obtained by the employee. If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the employee may instruct the attending health care provider to preserve the sample for at least ninety (90) days. If, with the ninety (90) days of the exposure incident, the employee elects to have the baseline sample tested, the employee shall notify the appropriate health care provider.
- 6) Innovations Group Homes will counsel and educate when post exposure treatment is indicated, as recommended by the U.S. Public Health Service.



GAS LEAK

How to Recognize a Gas Leak

Use your senses to recognize a potentially dangerous natural gas leak:

- 1) **Smell:** Natural gas is odorless except for the harmless odorant that is added to help detect a leak. The added odorant, called mercaptan, has a sulfur-like smell, similar to a rotten-egg.
- 2) **Hear:** A leak may produce a noise that ranges from next to nothing to a slight hissing or blowing sound to a loud roar - depending on the leak's size and pressure.
- 3) **See:** A leak may cause dust, dirt or debris to fly, or create blowing or continuous bubbling movement in water. It also can cause a spot of dead or discolored vegetation in an otherwise green area.

How to respond to a natural gas leak

- 1) **Immediately** get everyone out of the home, and move a safe distance away.
- 2) Do **NOT** use telephones (cellular included) on the premises where the leak is suspected. Phones can create a spark.
- 3) Do **NOT** use matches, lighters or other open flames or activate light switches, electrical appliances, flashlights, doorbells or even garage door openers, as they could create a spark.
- 4) Do **NOT** start up or shut down motor vehicles or any other electrical equipment.
- 5) Move to a location a safe distance away from your home when the odor is outdoors.

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- 6) When you are a safe distance away, call Xcel Energy at 800-895-2999 or 911 in an emergency.
- 7) Stay away and do not re-enter the building until the Energy company and/or the emergency responders have told you it's safe to return.



BLIZZARD

A blizzard is a winter storm with winds of 35 mph or more with snow and blowing snow reducing visibility to less than ¼ mile for 3 hours or more. Blizzards can be extremely dangerous, so it is critical to take prompt actions to keep people safe.

IF OUTSIDE

- 1) **Find shelter:**
 - a. Try to stay dry.
 - b. Cover all exposed body parts.
- 2) **No shelter:**
 - a. Build a lean-to, windbreak or snow cave for protection from the wind.
 - b. Build a fire for heat and to attract attention.
 - c. Place rocks around the fire to absorb and reflect heat.
- 3) **Melt snow for drinking water:**
 - a. Eating snow will lower your body temperature.

IF IN A VEHICLE

- 1) **Stay in vehicle:**
 - a. You will become quickly disoriented in wind-driven snow and cold.
 - b. Run the motor about 10 minutes each hour for heat.
 - c. Open the window a little for fresh air to avoid carbon monoxide poisoning.
 - d. Make sure the exhaust pipe is not blocked.
- 2) **Be visible to rescuers:**
 - a. Turn on the dome light at night when running the engine.
 - b. Tie a colored cloth, preferably red, to your antenna or door.
 - c. After snow stops falling, raise the hood to indicate you need help.

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3) Exercise:

- a. From time to time, move arms, legs, fingers and toes vigorously to keep blood circulating and to keep warm.

IF INSIDE

1) Stay inside:

- a. When using alternate heat from a fireplace, wood stove, space heater, etc., use fire safeguards and properly ventilate.

2) If no heat:

- a. Close off unneeded rooms.
- b. Stuff towels or rags in cracks under doors.
- c. Cover windows at night.
- d. Eat and drink. Food provides the body with energy for producing its own heat. Keep the body replenished with fluids to prevent dehydration.
- e. Wear layers of loose-fitting, lightweight, warm clothing.
- f. Remove layers to avoid overheating, perspiration and subsequent chill.

AVOID OVEREXERTION, such as shoveling heavy snow, pushing a car or walking in deep snow. The strain from the cold and the hard labor may cause a heart attack. Sweating could lead to a chill and hypothermia.

By signing the Emergency Procedures document, I acknowledge that I have received general information from Imagine! Innovations for selected emergency responses. Furthermore, I understand that I have a responsibility in assisting consumers during emergency situations.

Employee/Provider Name

Employee/Provider Signature

Date



Emergency Procedures

ADDITIONAL RESOURCES

AMERICAN RED CROSS (COLORADO CHAPTER)

<http://www.coloradoredcross.org/>

FEMA

<http://www.fema.gov/hazard/index.shtm>

CITY OF BOULDER- OFFICE OF EMERGENCY MANAGEMENT

<http://boulderoem.com/emergency-status>