



Health & Safety Plan
For Emergencies
Dixon and Coal
Creek Buildings

November 20, 2002
Update: July 13, 2007
Update: October, 2008
Update: April, 2014

Following an emergency, only authorized Imagine! management personnel will communicate with the public and/or media. Please refer to the Crisis Communication Plan.

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General Precautions

Although most employees may never experience the scenarios addressed in this guide, it is important that all staff members can respond appropriately in case of emergency. Most importantly, employees responsible for supporting and/or supervising consumers, must know of the consumers' whereabouts at all times, in order to assist them in an emergency situation.

For Lafayette office buildings, the Safety Manager will be the Executive Assistant. For all other locations the role of Safety Manager will be assigned by the supervisor.

Missing Consumers

A consumer may appear to be missing during any of the emergency situations addressed here, or for a number of other reasons.

Upon notification that a consumer is missing, the following procedures apply:

1. Assemble available management personnel.
2. Organize and institute a thorough search of the facility and of nearby, buildings and grounds.
3. If the search fails to locate the missing consumer, notify the local police department and be prepared to provide them with the following information:
 - a. Name
 - b. Sex
 - c. Age
 - d. Time Discovered Missing
 - e. Where Individual Was Last Seen
 - f. Physical Description (Height, Weight, Race, Hair Color)
 - g. Physical Impairments, If Any
 - h. Mental Condition
 - i. Language Spoken, if Known
 - j. Description of Clothing, If Known
 - k. Is Consumer Harmful to Self or Others?
 - l. Home Address
 - m. Address of Family/Friends
 - n. Favorite Locations of Consumer, If Known
4. Institute an expanding search of the neighborhood surrounding the facility.
5. Notify family/friends/guardian and the favorite locations of the consumer/child and request that IMAGINE! be notified immediately if the consumer shows up.
6. When the consumer is located, notify law enforcement personnel, search personnel, family/friends/guardian and any others who were alerted when the consumer was reported missing.

Internal Security

Under certain circumstances resulting from the emergencies addressed here, it may be necessary to increase the internal security of any Imagine! facility by restricting the entry to only specified individuals. Those whom it might be necessary to deny entry could range from an unwieldy number of well-meaning relatives of casualty victims to unruly participants of mob violence. The circumstances will dictate the type and degree of internal security required. In any case, the general procedures that apply are:

1. The security supervisor will determine the need for internal security. At the administrative buildings this will typically be the Executive Assistant or another member of the executive team. At program sites, it will be the current supervisor or safety committee representative.
2. The security supervisor will enlist personnel who will constitute the Internal Security Force who will:
3. Determine which doors will be authorized entries and who will control each.
4. Determine who will be permitted entry to the facility.
5. Determine what identification will constitute authorization to enter the facility.
6. The CEO or designee will decide if Internal Security is necessary during off-duty hours and direct any notification to local law enforcement.

Utility Outages/Leaks

Utility Outages may occur at any Imagine! facility due to utilities problems and/or emergency situations addressed later in this document.

Electricity Outage

In the event of an electrical outage, call Xcel Energy at 1-800-895-1999. The Executive Assistant or Receptionist will ensure that all switches are off. If it is determined that the outage will last for over 2 hours, prepare for the building to be closed for the day. There is no alternate power supply.

Water Outage

In the event of a water outage, call the Water Department at 303-665-5588. Restrict the use of available water at the facility immediately and attempt to locate alternate sources of water. If alternate water supplies are not available and the shut off is to be extended, available management will decide whether or not to close the building for the day.

The Executive Assistant is responsible for location and maintenance of emergency flashlights and battery pack for the administrative buildings. The Innovations Director is responsible for the same for residential buildings.

Gas Leak

In the event of a gas leak (rotten egg smell) call Xcel Energy at 1-800-895-2999 and evacuate the building until an Xcel Energy technician approves the building for occupancy. If the gas shut-off cannot be corrected within 2 hours and impacts operations, prepare for the building to be closed for the day.

Evacuation of Personnel

In certain circumstances, including but not limited to those addressed in this document, temporary evacuation may become necessary. The procedure is as follows:

1. The CEO or Security Supervisor will decide where to assemble personnel.
2. If evacuation from an office building is advisable, the location of first choice will be the other Lafayette building. Each home and work site must establish evacuation destinations near their own locations.
3. If indicated, all personnel will assemble for further instructions in or near the temporary evacuation site.
4. The CEO or Supervisor will assign duties, as necessary, to promote either full evacuation or return to the work areas.
5. To the extent possible and as directed, responsible personnel will ensure that vital records are moved or otherwise safeguarded.
6. In any event that a site is not safe, or does not have adequate utilities after 2 hours, the CEO or Security Officer may close the site until it is operational. In this case, consumers will be relocated and nonessential employees may leave until called to return.

Considerate Accommodations:

When planning meetings and appointments at the Dixon building, please offer ground floor options to people who may have difficulty evacuating the from the second floor.

Fire

The safety and lives of the entire Imagine! community – consumers and employees – depend on the knowledge and reaction of all personnel in a fire. Therefore, it is mandatory that each employee know the rules of fire prevention and what action they must take in the event of a fire.

Prevention of Fire

1. Smoking is prohibited in all Imagine! facilities.
2. All flammable liquids should be stored in the cabinet designated for this purpose.
3. Oily or solvent-soaked rags and other material must be removed at the end of each work shift.
4. Cardboard and other trash should be removed frequently and the areas must be kept clear of accumulation of paper, dust and other litter.
5. Fire extinguishers will be checked at regular intervals.
6. Fire drills will be held periodically according to applicable regulations.
7. Storage of production materials will be consistent with local fire codes.
8. Electrical equipment will be turned off when not in use.
9. Extension cords are for temporary use only, and should not be used for permanent installation.

Occurrence of Fire

1. Upon discovering a fire at Imagine!, any person can activate the alarm which relays the signal to the local fire department.
2. As the alarm sounds, all personnel will leave the building.
3. In case of fire, the supervisor or staff member in each work area will instruct consumers and others for whom they are responsible to exit the building. Those individuals who are ambulatory should be encouraged to move quickly to the designated exits.
4. It is important that individuals in wheelchairs are evacuated in the safest possible manner. All Imagine! exits are wheelchair accessible. If on the second floor at the Dixon building, individuals using wheel chairs and other ambulation devices will need to be assisted in the safest manner possible down the main stairs. * (see evacuation note, p.7)
5. Exits may be blocked, so supervisors and other personnel must be aware of alternate exits. In no case during an evacuation should any access to the building be blocked by groups of consumers or vehicles.
6. All personnel will remain **at least 150 feet** from the building, and will not block emergency access to the facility.
7. After evacuation, the Safety Manager will confirm that all personnel are accounted for and report this to the Executive Director and fire officials.
8. In Lafayette, If the weather is foul, consumers may be temporarily sheltered at the Lafayette City Hall, Library, and/or Recreation Center if the other building is inaccessible.
9. If required, evacuation will follow, proceeding with the **Evacuation of Personnel Plan**.

Flood Plan for Imagine!

The three general categories of floods are:

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

Internal Flood

1. Upon discovery of an internal flood, the person responsible for the site will be notified; this person will assess the situation and issue appropriate directives..
2. The electricity will be turned off to avoid accidents. If the building is occupied, consumers/employees will be evacuated from the affected area of the building.
3. Materials, supplies, and equipment will be removed from the affected area. Off-duty staff may be called in to supplement the work force.
4. The Executive Assistant will coordinate the return to operations in the Administrative buildings after clean-up. Program managers will do the same for program sites.
5. A report will be issued to the CEO regarding the actions taken during an episode of internal flooding.
6. Mold Mitigation and Building Restoration will be coordinated by the Executive Assistant for administrative buildings, and by the Innovations Director for residential buildings.

External Flash Flood

1. An external flash flood is the most likely type of flood to cause extensive damage and casualties at Imagine!.
2. In the event of a flash flood which affects Imagine!, the primary concern is for the safety of consumers and staff. Other actions to protect property may be taken only after the safety of all consumers and personnel is assured.
3. For evacuation plans, staff and consumers will move to the location specified by the Boulder County Department of Emergency Preparedness.
4. Telephone 911 to reach emergency help. Be advised that other facilities in the immediate area will also be affected and help may be delayed.
5. If evacuation is deemed to be critical, consumers will be taken to higher ground. Evacuation may then proceed from that point.
6. After the crisis is past, off-duty personnel may be called to aid in the clean-up.

Chinook/Windstorm

Imagine! is at annual risk 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 severe damage and injury to unprotected property and persons.

Preparation

1. A high wind warning is usually issued from the National Weather Service six to twelve hours before the advent of a Chinook, and Imagine! is on the calling list from the Office of Emergency Preparedness of Boulder County.
2. Because of the number of windows in Imagine!'s Lafayette facilities, physical damage is a possibility. Windows can be blown out and flying debris can be hazardous.
3. The Executive Assistant is prepared to deal with broken windows and other slight damage, but in the event of major structural damage, the plan for **Explosion** will be followed.
4. If evacuation is advised, extreme care should be taken, especially opening doors of the building and of any vehicles used in the evacuation. The east side of the buildings should be used for staging, as it provides protection from the wind.
5. Electrical service is likely to be interrupted for unknown lengths of time. In this event, the Safety Manager will coordinate the utilities assessment. Attempts will be made to ascertain the length of the outage, but this information is difficult to obtain.

Tornado

Imagine! sites, especially those in the eastern parts of the catchment area may be at risk for tornados. There are two types of tornado alerts:

1. A **Tornado Watch** – local weather conditions are favorable for the development of a tornado.
2. A **Tornado Warning** – A tornado has been sighted or indicated by radar.

Preparation

Imagine! is part of the Emergency Status RSS Feed from the Office of Emergency Management <http://boulderoem.com/emergency-status> ; however, a radio should be available to receive the latest weather bulletins. To request a NOAA weather radio for a facility, contact the Executive Assistant.) If a tornado warning is issued for the area in which an Imagine! site is located, then the following procedures are to be put into effect:

1. Move all consumers/staff to internal corridors and common areas.
2. Clear large rooms and areas near windows.
3. Take all fire precautions.
4. Place vital records in as safe a place as time permits.
5. If it is possible to do so safely, secure outdoor objects to prevent them from becoming airborne and possibly hazardous.

After the Tornado Passes

1. Restore calm to consumers and personnel.
2. Check all consumers and personnel for injuries and shock.
3. The Safety Manager will coordinate the building inspection.
4. If major structural damage has occurred, consumers and personnel will be evacuated according to the Evacuation Plan.

Usually after a tornado, there is a high probability of torrential rain, which may result in a flash flood in this area, in which case Flood Plan will be followed as needed.

Earthquake

In the unlikely event of a major earthquake, damage will be widespread and help will be slow or non-existent.

During the Earthquake

1. Personnel should attempt to get consumers to a safe location. However, do not attempt an evacuation during the first shock.
2. Insofar as possible, remain calm.

After the Initial Shock

1. If moderate or major structural damage has occurred, such as collapsed walls or roof, broken utility lines, or fire breaks out, follow the Explosion instructions. If minimal structural damage has occurred, proceed with this plan.
2. Restore calm to all consumers and personnel.
3. Check all consumers and personnel for injury and shock.
4. Utilities will be turned off.
5. The Safety Manager will evaluate the damage and report to the CEO.
6. The Safety Manager will evaluate, and, if necessary, contact Xcel Energy for further evaluation of utilities before resuming service to Imagine!.

Explosion

In the event of an explosion at Imagine!, the following procedures will apply:

1. Telephone 911 for emergency assistance.
2. Evacuate the immediate area, followed by a general evacuation, if necessary.
3. Initiate First Aid for injuries, under the direction of trained personnel.
4. Set up Disaster Control according to the Crisis Communication and Disaster Plans.
5. Executive Assistant will coordinate building and utilities inspection and report damages to CEO.
6. Executive Assistant will report any casualties or fatalities to CEO.
7. The CEO or designee will:
 - Notify Coroner, if fatalities have occurred.
 - Notify next-of-kin of any casualties or fatalities.

Bomb Threat

Although unlikely, a bomb threat is possible. Standard precautions should be taken in all workplaces. Bomb threats are received by various means, but a telephone call is the most common. In the event of a bomb threat, the following actions will be taken.

1. Employees must remain alert to any unfamiliar, unauthorized or suspicious people and immediately report their presence to the Executive Assistant,
2. Employees must remain alert for any suspicious or unusual items found in their work area and immediately report such items to their administrative supervisor.
DO NOT REMOVE OR TOUCH THE OBJECT IN QUESTION.
3. Upon notification of a bomb threat, or that a suspicious object has been found, the Executive Assistant or Safety Manager will take actions listed below.
 2. If the bomb threat caller is still on another line, use a separate line to call 911 and report:
 - a. Your name and facility name.
 - b. A bomb threat is being received.
 - c. The number that is being used.
 - d. **Request an emergency trace.**
 3. Commence with immediate evacuation of all people to an open area **at least 300 feet from the facility.**
 4. Meet law enforcement personnel and make available the building plans.
 5. Have the person receiving the bomb threat available to talk with law enforcement personnel when they arrive.
 6. Do **NOT** re-enter the building until it has been cleared by the bomb disposal unit.
 7. In the event of an explosion, see **Explosion.**

Suspicious Object Located

1. Call 911 and report a suspicious object with exact location and a full description of the object.
2. Commence evacuation of consumers and personnel, beginning with those nearest to the suspicious object. Evacuate to **at least 300 feet from the building.**
3. Notify other agencies in the immediate area of the hazard.
4. Call in off-duty personnel, if necessary.
5. Evacuate all other personnel, leaving doors open to minimize blast damage.
6. If an explosion occurs before evacuation is complete, follow the plan for **Explosion.**
7. Do not permit re-entry into the building until it has been cleared by the bomb disposal unit.

Armed Robbery

In the event of an armed robbery at any Imagine! facility, the following actions should be taken:

1. Remain calm and make no movement which might cause the robber to harm you.
2. Regardless of the demands, quietly accede to them.
3. Mentally note as many characteristics of the robber as possible, such as sex, age, height, weight, color of skin, eyes, and hair, physical characteristics, type of speech and accent.
4. Try to remember all that was taken by the robber.
5. Notify the CEO as soon as there is no further danger from the robber.
6. The CEO or designee should call local law enforcement immediately. All people actually involved in the robbery should remain available to be interviewed by law enforcement personnel.