

COUNCIL OF EXCELLENCE

EMERGENCY SAFETY RECOMMENDATIONS

6/27/2018

1. General Statement
2. Safety Committee Responsibilities
3. Communication
4. Procedures

1. General Statement Recommendations:

We, the Council of Excellence Safety Committee, are taking responsibility for the safety of the Lou Walker Senior Center Members, by formulating and submitting recommendations to LWSC Administrative Safety staff to ensure awareness and safety plans are in place during an emergency. These include the provisions of a safe place of relaxation, learning, and fun, where safety risks are minimized for all individuals at the center.

To assist us in achieving the highest level of safety at the LWSC, there will be regular Safety Committee meetings with LWSC Safety staff. The Committee recommends that Information and excavation plans will be posted in full view for all to see and become familiar with in the event of an emergency, highlighting important safety points and informing members of all exits in the building.

We recommend that **all** visitors log into the Visitor's Book when entering the Lobby. Responsibility of the Security Guard.

2. Safety Committee Responsibilities Recommendation:

- The Safety Committee agrees to take reasonable steps to ensure that they do not place themselves or others at risk or harm.
- The Committee recommends their assistance with the LWSC Safety staff in carrying out regular fire risks and other safety audits at the center to ensure that all precautions are taken, as well as, all procedures followed.
- The Committee is expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of LWSC members, staff, and visitors.
- **The Safety Committee wear a colored vest when in an emergency situation.**

3. Communication Recommendation:

It is recommended that the Safety Committee members be kept informed of any relevant changes to emergency safety policies and procedures.

4. Procedure Recommendations:

- Fire risk and other safety assessments will be reviewed regularly by the LWSC Safety Staff, with updates to the COE Safety Committee.
- Fire evacuation be practiced 2-3 times a year. A record will be kept of the date and the time taken to evacuate the building.
- Other safety procedures (tornado, severe storms, violence) will also be practiced.
- Safety review of policy and procedures will be provided to the Safety Committee.
- All escape routes be clearly labeled and always kept free from obstructions. That all escape routes be checked monthly, and the Safety Committee be updated.
- All fire extinguishers will be serviced and maintained annually by the Fire Department. If anyone should notice defective or missing equipment, they should report it to the LWSC Staff and Safety Committee.
- Alarms be checked every 6 months by LWSC staff for defects and tested weekly to ensure working properly. Monthly updating to Safety Committee Chair.
- Emergency lighting be checked every 6 months by a suitable contractor or LWSC staff. Monthly updating to Safety Committee Chair.

COE Safety Committee – on hearing or setting off the alarm Recommendations:

- Encourage everyone around you to evacuate as soon as possible.
- Check to see if all rooms are empty and doors are closed.
- Check with LWSC Safety Staff for further directions.

Fire Alarm Status Recommendations:

- If the fire alarm is for a genuine fire, the LWSC designated staff person or Safety Committee member must call the fire department as soon as possible.
- ****If the fire alarm is a false alarm, then LWSC designated Safety Staff person, and/or a Safety Committee member should establish the cause before letting anyone re-enter the building.**

(Updated 7/9/18)

EMERGENCIES - What To Do:

FIRE

If a fire is discovered:

- Raise the alarm immediately. (This can be done by activating the nearest Fire Alarm Call Point. Fire Alarm Call Points are in the corridors and can be activated by pressing hard against the glass with your thumb.)
- Evacuate immediately using the nearest available fire exit.
 - Do not stop to pick up any personal possessions.
 - Do not stop to shut windows, but the last one out of a room should shut the door.

If you hear the fire alarm:

- Leave the building immediately using the nearest available fire exit.
- COE Committee Volunteers need to ensure that any members in their presence get out of the building safely.
- If you know someone is in the bathroom, inform the COE Committee Volunteers or LWSC staff as you leave.
- Everyone should report to their respective assembly point (based on where you are in the building). If you are with a visitor, ensure they accompany you.

Assisted Evacuation

- Any member who cannot leave the building unaided in the event of an emergency will need to be assisted by the COE Committee Volunteers.
- Please let us know how you can best be assisted.

TORNADO

In a building or house with no basement, or an apartment:

- **Avoid windows.**
- **Go to the lowest floor, small center room (like a bathroom or closet), under a stairwell, or in an interior hallway with no windows.**
- **Crouch as low as possible to the floor, facing down; and cover your head with your hands.**

HAIL

- Stay indoors and keep away from windows, glass doors and skylights which can shatter if hit by hailstones.
- If Outside, take cover, finding shelter, avoiding underpasses or any low lying areas that may flood.

THUNDERSTORMS//SEVERE THUNDERSTORMS

- If Indoors, stay away from windows, doors, and fireplaces.
- Don't use a land-line telephone, can use cellphone.
- Outside, stay away from trees and powerlines.
- Stay away from items that conduct electricity, such as corded telephones, radiators, metal pipes, sinks, appliances, and bathtubs.

LIGHTNING

- If Outside – Seek shelter in an enclosed building, Or, a hard-topped vehicle.
- Wait 30 minutes after the last lightning strikes in a severe storm before going outside.

****2018 COE Committee Volunteers: Anna Marie Baity (Chair), John Overstreet, Sherry Cooper, Joyce Harts, Rashiid Sheriff, Mark Armwood**
COE Committee Volunteers will wear a colored vest when in an emergency situation.

ASSIGNED AREAS DURING EMERGENCIES

- **VICTORY ROOM: John Overstreet, Rashiid Sheriff, Mark Armwood**
- **POTTERY-ART-BILLIARDS-COMPUTER ROOMS: Sherry Cooper and Joyce Harts**
- **POOL-GYM-ACTIVITY ROOMS: (Need 2 COE Volunteers). Admin Assisted: Warren**
- **ROOMS 123/124-TOASTMASTER ROOM: (Need 2 COE Volunteers).**
- **LIBRARY-SALON-GIFT SHOP-1ST HALLWAY ROOM FRONT, FRONT DESK AREA: (Need 2-3 COE Volunteers).**
- **STAFF OFFICE AND PICCADILLY AREAS??**