



Policy or Procedure Subject: Emergency Preparedness Plan		SAF.PY.003.r00 Assoc. Forms: SAF.PY.FRM.003.r00, SAF.PY.FRM.002B.r00, SAF.PY.FRM.002A.r00 SAF.PY.FRM.003A.r00
Department or Section: Laboratory Safety		Issue Date: 7/15/2021
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Objective or Purpose:

Emergency Preparedness Plan for Helix Diagnostics offers procedures to follow for employees in case of different type of emergencies. The Emergency Preparedness Plan includes:

- Medical Emergency, Accident, or Injury
- Fire
- Power Loss
- Laboratory Information System Down
- Severe Weather
 - Blizzard
 - Tornado
 - Earthquake
 - Flood
 - Hurricane
- Bomb Threat
- Active Shooter

Introduction:

All laboratory personnel should be prepared for emergencies mentioned above. To prepare for an emergency everyone should be familiar with the response plan and should have received training. New employee orientation should include laboratory emergency procedures.

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Emergency Personnel Names and Phone Numbers

DESIGNATED RESPONSIBLE OFFICIAL FOR OPERATION:

Name and position	Contact number
Don Henderson, V.P. of Operations	810-626-8421
Amber Macumber, Director, Laboratory Operation	989-329-0281
Michele Ziegler, Human Resources	248-892-8821
Jessica Preston, VP of Medical Affairs	313-407-9374
Bosky Upadhyay, Safety officer	919-601-1203
Wendy Dalton, Quality and Compliance Officer	586-291-9097
Shakir Al Kafgi, Building manager (6620)	248-420-4300

EMERGENCY PHONE NUMBERS

Call 911

OR

Waterford Township Fire Department	248-673-0405
Waterford Township Police	248-674-0351
GUARDIAN SECURITY: (Authorized caller: Marianne Hallett)	248-505-4539
Michigan Poison Control Center	1-800-222-1222

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MEDICAL EMERGENCY, ACCIDENT, OR INJURY

Medical emergency can be any type of injury or accident that requires immediate medical attention. For example, burn due to fire, electric shock, fall, breathing difficulty etc.

In case of a serious medical emergency

1. call: **911**
2. Provide the following information:
 - a. Nature of medical emergency
 - b. Location of the emergency (address, building, room number), and
 - c. Your name and phone number from which you are calling.
3. Rescue the victim from life-threatening danger only if it can be done safely.
4. If the area is unsafe, then evacuate, close doors to area, and prevent access.
5. Remain with the injured person if it is safe to do so until medical assistance arrives.
6. First aid should only be administered by people trained and certified in first aid and/or CPR.
 - First aid kits are available in each department.
7. Notify your supervisor immediately
8. When possible, fill out AccessPoint incident reporting forms and send it to Human Resources and Safety Officer. All the forms should be submitted within 24-48 hours of injury to AccessPoint.
 - Forms are found under Incident Reporting Policy
 - For US laboratories subject to OSHA regulations, all workplace fatalities must be reported to the Occupational Safety and Health Administration (OSHA) within eight hours and work-related in-patient hospitalizations, amputations, or losses of an eye within 24 hours.

In the event of a chemical spill to the body, take the following action:

1. Call for assistance and notify others
2. Move everyone away from the site of spill or accident
3. Lead the affected person to sink, if the spill is to a small area such as the hand or forearm and can be adequately flushed by the sink faucet water, or the emergency shower if the spill cannot be flushed adequately by a sink faucet. Safety shower can be activated by pulling the handle.
4. Have the person stay under the shower until medical help arrives or for 15 minutes
5. Remove all contaminated and potentially affected clothing while under the shower. Use a clean lab-coat or blanket as a wrap.

In the event of a splash to the eye take the following actions:

1. Immediately lead the person or persons to the eyewash
2. Remove contact lenses if they are being worn

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3. Lower their heads to place their eyes in the stream of the eyewash. It may be necessary to aid the victims in holding their eyes open.
4. Do not rub the eyes.
5. Flush the eyes until medical help arrives or for a minimum of 15 minutes
6. Notify your supervisor, Human Resources (HR) and Safety Officer as soon as possible.
 - When possible, fill out AccessPoint incident reporting forms and send it to Human Resources and Safety Officer.
 - Forms are found under Incident Reporting Policy

In case of Needle stick or cut with contaminated sharp item:

1. Immediately wash the area with soap and water for at least 15 minutes
2. Obtain medical attention if needed immediately.
3. Report to your supervisor or anyone in charge immediately and then Safety Officer.
4. The identified source patient of exposure must be tested for HIV, HCV, and HbsAg.
5. A consent form for identified source patient must be obtained prior to obtaining the blood sample. (See attached consent form) Order source patient panel (after consent has received) in Copia. Label source patient tubes and transport bag with "SOURCE" sticker.
7. Source Patient Sample Panel= SRCPN
8. Fill out AccessPoint Incident reporting forms and also "Sharp injury log", submit to Safety Officer and HR.
 - Sharp Injury log attached
9. Laboratory Scientist will notify with laboratory results to Safety Officer or designee. Do not disclose results on the phone, only say results are available in the system.
10. Go to Urgent Care or Emergency Department for complete medical evaluation. (See "Lab Accidents/Incidents and Occupational Injuries Reporting, Recording, and evaluation Policy")
11. All the medical evaluation documents need to be submitted to HR and Safety Officer by an employee within 15 days of evaluation.
12. Human Resources should be filing the employee medical documents into employee file.
 - Follow procedure from Bloodborne Pathogen Plan for Needle stick injury and Post Exposure procedure.
 - Needle stick injury should also be reported on separate "Sharp Injury Log"

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FIRE EMERGENCY

Introduction:

Fire is a chemical reaction called combustion. A fire can occur anywhere, even at work and main sources of workplace fires are electrical problems, chemical accidents, and smoking related accidents. At work it is important to know what fire hazards are present and how to respond to a fire emergency.

Fire is sustained by 3 components fuel, oxygen, and heat. To extinguish the fire one of these three components, need to be eliminated.

Fires are divided into four major classes, based on fuel type.

- Class A: Common type of fire. Combustibles are wood, cloth, paper, cardboard, many plastics, rubber, dust etc.
- Class B: Flammable liquids. For example, oils, gasoline, solvents, paints or grease.
- Class C: Electrical equipment
- Class D: Combustible metals. For example, sodium, magnesium, aluminum

Fire safety Rules to follow for Employees:

- Report all fire hazards to your supervisor immediately.
- Firefighting equipment shall be used only for firefighting purposes.
- Smoking is not permitted at any time in the Helix buildings.
- Do not block off access to firefighting equipment.
- Keep doors, aisles, fire escapes and stairways completely unobstructed at all times.
- In the case of a fire, your first consideration must be the safety of all persons, then attention should be directed to the protection of property.
- Change clothes immediately if they are soaked with oil, gasoline, or any other flammable liquid.
- Know how to report a fire and how to respond on a fire alarm.
- Know the location of all fire alarms, fire extinguishers, and how to use them if trained.
- Know the fire exits to be used in an emergency.

When Fire is Discovered:

- Fire alarm will sound with flashing emergency lights.
- Stop all activities and immediately initiate evacuation.
- Close doors behind you as you leave, if it is safe to do so and if there is no one left behind.
- Assist visitor, guests, and the impaired, as necessary.
- Go to the nearest emergency exit or follow exit signs to the nearest stairwell. If the primary evacuation route or exit is blocked, seek a secondary route.
 - Local Fire Department will be notified by the Guardian security system.
- Do not use elevator.
- Once outside the building report to your designated meeting site.

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- **Designated Meeting Area** (Helix 6620 location): East side of the building in the parking area (do not stay in grass area)
- **Designated Meeting Area** (Helix 6695 location): East side of the building, in the front of the parking area
- **Designated Meeting Area (Helix Bank Building)**: North side (back parking lot) of the building (use any side of the exit to evacuate the building)
- Remain outside until the competent authority, Safety officer or designee announces that it is safe to re-enter.

Designated Official/Safety officer, Emergency Coordinator or supervisors must

- Coordinate an orderly evacuation of personnel.
- Ensure that all employees have evacuated the area/floor.
- Each section supervisor or lead will be responsible to perform an accurate head count of personnel reported to the designated area by making them sign on the evacuation attendance log from their department. Supervisor will submit this log to safety officer after the incidence. Notify Safety officer of any fire incident happened after hours and submit the attendance form.
 - See Record of Fire Drill/Incident Evacuation Attendance Log attached.

If You Discover Smoke or Fire:

Remember R.A.C.E

R: Rescue, evacuate and be aware of those who may need assistance. Guide people from immediate danger, if safe to do so. Remind others to report to their designated meeting site.

A: Alarm, Pull the building fire alarm to alert others. Call 911.

C: Confine, Close doors as you exit, if it is safe to do so. Shut off fuel sources such as piped or bottled gas, but only if this can be done safely.

E: Evacuate, Leave the building. Exit via a safe path of travel. Do not use elevator. Proceed to your designated meeting site. Alert emergency responders about others trapped or left behind in the building.

Fight the fire ONLY IF:

- Needed to clear the path of evacuation. Self-safety is a priority over building.
- The fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.
- It is important to know which kind of extinguishers are present in your workplace. There are many different types of portable fire extinguishers out there which is designed for specific class of fire. For example, dry chemical, water, foam, carbon dioxide, halon etc.

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How to Use Fire Extinguisher

Remember P. A. S. S.

P: Pull the pin or ring.

A: Approach the fire and stop about 8 feet away. **Aim** the nozzle at the base of the fire.

S: Squeeze or press the handle to activate discharge.

S: Sweep the nozzle slowly from side to side, aiming at the base of the fire.

- In case of a use of fire extinguisher to extinguish a small fire, you must fill out an incident report and notify Safety Officer. Safety Officer will notify building management to replace the discharged fire extinguisher promptly.

If Clothing is on Fire

Stop moving.

Drop to the floor.

Roll on the floor to smother flame.

Drench with water from an emergency shower or sink hose.

Seek medical assistance, if necessary.

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EVACUATION ROUTES

- Evacuation of building can occur in cases of fire, toxic chemical spill, gas leakage or any other type of emergency that can pose risk on employees if located inside the building.
- All employees should at least know two evacuation routes from the building
- Know the location of fire extinguishers, fire blankets, fire alarms.
- Follow R.A.C.E., if smoke or flame is discovered in work area.
- Ensure that people follow the appropriate evacuation route, and that they are directed to their designated meeting site.
- Make sure paths of travel to the nearest exit stairwell doors are unobstructed.
- Make sure stairwell doors remain closed, latched, and unobstructed.
- Make sure stairwells and stairwell landings are clutter-free at all times.
- Review building maps for primary and secondary routes of evacuation.
- Be aware of those who may need to be assisted or alerted; for example, someone with a disability, or someone working in a noisy room.

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Power Loss

- In the event of a power loss, the backup generator will turn on. There may be a momentary delay before the generator turn on.
- Stay at one place or move to safe place if necessary.
- Make sure all your electrical equipment is working properly when it is on back-up power.

In the event of an extended power loss to a facility certain precautionary measure should be taken depending on the need.

- Unnecessary electrical equipment and appliances should be turned off if power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Notify building manager. Contact number and name is listed below:
Shakir Al Kafgi, Building manager (6620)- 248-420-4300

Lab Information System (LIS) Down

- In case of a laboratory information system down, please contact a person from the Information Technology (IT) Department.
- Follow downtime procedure until the system comes back up. See separate policy for downtime process. Keep record of all the work done during downtime.

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SEVERE WEATHER AND NATURAL DISASTERS

Blizzard:

If indoors:

- Stay calm and await instructions from the Emergency Coordinator, Safety Officer or Supervisor.
- Stay indoors!
- If there is no heat: - Close off unneeded rooms or areas. - Stuff towels or rags in cracks under doors. - Cover windows at night.
- Notify supervisor or Safety Officer if not present there.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose fitting, light weight, warm clothing if available.

If outdoors:

- Find a dry shelter, cover all exposed parts of the body.
- If shelter is not available: Prepare a lean-to, wind break, or snow cave for protection from the wind.
- Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
- Do not eat snow. It will lower your body temperature, melt it first.
- If stranded in a car or truck: Stay in the vehicle! Call for help.
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning.
- Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers. Turn on the dome light at night when running the engine.
- Tie a colored cloth to your antenna or door. Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

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Tornado:

When a warning is issued by sirens or other means, seek inside shelter. Consider the following:

- Small interior rooms on the lowest floor and without windows
- Hallways on the lowest floor away from doors and windows and rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows
- Use arms to protect head and neck
- Remain sheltered until the tornado threat is announced to be over

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the Safety Officer or Supervisor.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the Safety Officer.

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the Safety Officer or Supervisor.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

Hurricane:

- A hurricane watch issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.
- We are on high ground, away from the coast, still if hurricane watch has been issued: secure the building, moving all loose items indoors and boarding up windows and openings.
- Stay calm and await instructions from the Emergency Coordinator or the Safety Officer or Supervisor.
- Move to a safe place if time allows.
- Continue to monitor local TV and radio stations for instructions.
- Collect drinking water in appropriate containers.

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- Be ready to evacuate as directed by the Emergency Coordinator or the Safety Officer or Supervisor.
- Leave areas that might be affected by storm tide or stream flooding.
- During a hurricane: Remain indoors and consider the following:
- Small interior rooms on the lowest floor and without windows, hallways on the lowest floor away from doors and windows, and rooms constructed with reinforced concrete, brick, or block with no windows not blocked.

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Telephone Bomb Threat

Bomb threats generally come by telephone. They are usually made by individuals who want to create an atmosphere of anxiety or panic. Take all bomb threats seriously.

If you receive a bomb threat by telephone:

1. **BE CALM, BE COURTEOUS, LISTEN, DO NOT INTERRUPT THE CALLER**
2. If possible, notify a member of management while the caller is on the phone.
3. If you have caller ID, record the incoming number of the call. If given the chance, ask the caller the following questions from the checklist.
 - Keep the “Telephone Bomb Threat Checklist” available next to phone. See form below and at the end attached.
4. Pretend difficulty hearing caller -Keep caller talking.
5. If building is occupied, inform caller that detonation could cause injury or death of lot of lives.
6. Do not touch any suspicious device or package.
7. Call police as soon as you get a chance and describe the threat.
8. Immediately notify the management and Safety Officer and describe the threat.
9. Submit the form to Safety officer or management and local police to investigate.

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Telephone Bomb Threat Checklist

Your Name: _____ Date: _____ Time: _____

Caller's identity: Sex: Male _____ Female _____ Adult _____ Juvenile _____ Approx. age _____

Origin of call from caller ID: Local _____ Long Distance _____

Caller ID number? _____

Exact wording of the threat: _____

VOICE CHARACTERISTICS	SPEECH	LANGUAGE
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Excellent
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Distinct	<input type="checkbox"/> Fair
<input type="checkbox"/> Raspy	<input type="checkbox"/> Stutter	<input type="checkbox"/> Foul
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Slurred	<input type="checkbox"/> Good
<input type="checkbox"/> Soft	<input type="checkbox"/> Slow	<input type="checkbox"/> Poor
<input type="checkbox"/> Deep	<input type="checkbox"/> Distorted	<input type="checkbox"/> Other
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Nasal	
<input type="checkbox"/> Other	<input type="checkbox"/> Other	
ACCENT	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Local	<input type="checkbox"/> Calm	<input type="checkbox"/> Factory
<input type="checkbox"/> Foreign	<input type="checkbox"/> Rational	<input type="checkbox"/> Machines
<input type="checkbox"/> Race	<input type="checkbox"/> Coherent	<input type="checkbox"/> Music
<input type="checkbox"/> Not Local	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Office
<input type="checkbox"/> Region	<input type="checkbox"/> Righteous	<input type="checkbox"/> Machines
	<input type="checkbox"/> Angry	<input type="checkbox"/> Street
	<input type="checkbox"/> Irrational	<input type="checkbox"/> Traffic
	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Trains
	<input type="checkbox"/> Emotional	<input type="checkbox"/> Animals
	<input type="checkbox"/> Laughing	<input type="checkbox"/> Quiet
		<input type="checkbox"/> Voices
		<input type="checkbox"/> Airplanes
		<input type="checkbox"/> Party
		<input type="checkbox"/> Atmosphere

- If caller seems agreeable to further conversation, ask following questions:

1. What is your name?

2. Where are you calling from?

3. Where is the bomb located?

4. When will it go off?

5. What kind of a bomb is it?

6. What kind of a package?

7. How do you know so much about it?

8. Why are you doing this?

- Collect as much information as you can from caller.

Extra Notes: _____

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How to Identify Suspicious Mail or Package (Envelope or Package)

- No return address, a nonsensical return address, or an unverifiable one
- Cancellation or postmark that differs from the return address
- Mail inconsistent with the types of mail normally received
- A poorly typed or handwritten address or cut-and-paste lettering
- Misspelled words, especially common ones
- The recipient's name or title is inaccurate
- The mail is addressed to a title, not a person
- Addressed to an incorrect or nonexistent department
- Excessive postage, packing tape, or packing string
- Separate instruction, exclamatory, warning, or notification labels such as "Fragile. Handle With Care," "Rush. Do Not Delay," "To Be Opened in the Privacy Of ...," "Your Lucky Day Is Here," or "Prize Enclosed."
- A foreign postmark
- Restrictive markings such as "personal," "private," or "addressee only"
- Oily stains, discoloration, loose powder, or crystallization on the wrapper
- A strange or surprising odor
- Lopsided or uneven packaging, soft spots, or bulges
- Ticking or sloshing sounds
- Pressure or resistance noted when removing content from an envelope or package
- Protruding wire(s) from package
- Any letter or package arriving before or after a telephone call from an unknown person asking if the item was received.
- See the U.S. Postal Service poster illustrating suspicious mail and packages on the link below.

<https://about.usps.com/securing-the-mail/suspiciousmail.htm>

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Active Shooter policy/procedure

Objective: To assist staff at Helix Diagnostics to respond to an active event.

Definitions:

- a) Active Shooter: An active shooter is defined as “an individual actively engaging in killing or attempting to kill people in a confined and populated area”. In most cases, active shooter uses firearms and there is no pattern or method to their selection of victims.
- b) “Hide Out” or “Hide” instruction means to seek a hiding place outside of public view, preferably providing protection if shots are fired in your direction and in a locked area.

Policy:

In order to preserve life and address the reality of an active shooter event, these guidelines have been established to guide Helix Diagnostics employees to respond to this event in order to maximize survivability. It is very important to quickly determine the most reasonable way to protect your own life and to assist others as appropriate.

Procedure:

- The intent of most active shooters is to kill as many people as quickly as possible. Traditional law enforcement response will include the concept of “surround and contain” to minimize the number of victims. In order to save lives, the law enforcement agency having jurisdiction will initiate an immediate response.
- If an active shooter or other threat is in the vicinity of the facility, lock down procedures will go into effect. Lockdown procedures are listed below.
- Upon discovery of an active shooter situation, as soon as possible and when safe to do so:
 - Notify law enforcement (911) via facility or personal cell phone. The phone call to 911 (from the area where the caller is safely concealed) should provide the following information:
 - Description of suspect and possible location.
 - Number and types of weapons.
 - Suspect’s direction of travel.
 - Location and condition of any victim

How to respond when an active shooter is in your vicinity:

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

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a) Evacuate:

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hand visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

b) Hide out:

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction
- Not trap you or restrict your options for movement
- To prevent an active shooter from entering your hiding place:
- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

c) Take an action against the active shooter:

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her.
- Throwing items and improving weapons
- Yelling

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- Committing to your actions

How to respond when law enforcement arrives:

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bullet proof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns etc.
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officer's instructions
- Put down any items in your hands (i.e. bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
 - Number of shooters, if more than one
 - Physical description of shooter/s
 - Number and type of weapons held by the shooter/s
 - Number of potential victims at the location
-
- The first officers to arrive to the scene will not stop to help the injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.
 - Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

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Human Resources' Responsibilities:

- Conduct effective employee screening and background checks
- Create a system for reporting signs of potentially violent behavior
- Make counselling services available to employees
- Develop policies to follow
- Distribute critical items to appropriate managers/employees, including:
 - Floor plans
 - Keys
- Facility personnel lists and telephone numbers
- A safety officer can assemble crisis kits containing:
 - Radios
 - Floor plans
 - Staff rosters, and emergency contact numbers
 - First aid kits
 - Flashlights

Reactions of Managers During an Active Shooter Situation:

Employees and customers are likely to follow the lead of managers during an emergency. During an emergency, managers should be familiar with their emergency preparedness plan and be prepared to:

- Take immediate action
- Remain calm
- Lock and barricade doors
- Evacuate staff and customers via a preplanned evacuation route to a safe area
- Assisting individuals with special needs and/or disabilities
- The building should be handicap-accessible, in compliance with ADA requirements.

Recognizing Potential Workplace Violence:

An active shooter in your workplace may be a current or former employee, or an acquaintance of a current or former employee. Intuitive managers and coworkers may notice characteristics of potentially violent behavior in an employee. Alert your human Resources Department if you believe an employee or coworker exhibits potentially violent behavior.

Indicators of potential Violence by an Employee:

Employees typically do not just “snap,” but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by an employee may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies)

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- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism; vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression/withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of company policies
- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal; comments about “putting things in order”
- Behavior, which is suspect of paranoia, (“everybody is against me)
- Increasingly talks of problems at home
- Escalation of domestic problems into the workplace; talk of severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons, and violent crimes.

Managing the Consequences of an Active Shooter Situation:

- After the active shooter has been incapacitated and is no longer threat, human resources and/or management should engage in post-event assessment and activities, including:
- An accounting of all individuals at a designated assembly point to determine who, if anyone, is missing and potentially injured.
- Determine a method for notifying families of individuals affected by the active shooter, including notification of any casualties.
- Assessing the psychological state of individuals at the scene and referring them to health care specialists accordingly.
- Identifying and filling any critical personnel or operational gaps left in the organization because of the active shooter.

Lessons Learned:

To facilitate effective planning for future emergencies, it is important to analyze the recent active shooter situation and create an after an action report. The analysis and reporting contained in this report is useful for:

- Serving as documentation for response activities
- Identifying successes and failures that occurred during the event
- Providing an analysis of the effectiveness of the existing policies
- Describing and defining a plan for making improvements to the plan and policy.

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References:

https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf

Reviewed By	Date
Lab Director: <u>Amro Almradi</u> Signed: <u>Amro Almradi</u>	07/15/21
Lab Manager: <u>Bosky Upadhyay safety officer</u> Signed: <u>B.T. Upadhyay</u>	7/19/21
Technical Supervisor: _____ Signed: _____	

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SOURCE INDIVIDUAL CONSENT FORM

I, _____, have been identified as the source of blood or bodily
(Name)

fluid involved in an occupational exposure incident at _____
(Place of exposure)

on _____. Pursuant to OSHA regulations governing bloodborne pathogens, and the
(Date)

Exposure Control Plan enacted by Helix Diagnostics Lab, I have been requested to consent to the testing of my blood to detect the presence of antibodies to the Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and Hepatitis C virus (HCV).

Accordingly:

_____ I grant my consent for the testing of my blood and/or bodily fluid in order to ascertain whether the HIV, HBV or HCV is present. My consent is hereby given voluntarily of my own free will. My consent has not been obtained through duress, coercion, or pressure.

_____ I refuse to grant my consent for such testing.

Date: _____

Signature: _____

Printed Name: _____

Parent /Guardian’s Full Name if Minor: _____

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Telephone Bomb Threat Checklist

Your Name: _____ Date: _____ Time: _____
 Caller's identity: Sex: Male _____ Female _____ Adult _____ Juvenile _____ Approx. age _____
 Origin of call from caller ID: Local _____ Long Distance _____
 Caller ID number? _____
 Exact wording of the threat: _____

<p>VOICE CHARACTERISTICS</p> <p>___ Loud ___ Soft ___ High Pitch ___ Deep ___ Raspy ___ Pleasant ___ Intoxicated _____ Other</p> <p>ACCENT</p> <p>___ Local ___ Not Local ___ Foreign ___ Region ___ Race</p>	<p>SPEECH</p> <p>___ Fast ___ Slow ___ Distinct ___ Distorted ___ Stutter ___ Nasal ___ Slurred _____ Other</p> <p>MANNER</p> <p>___ Calm ___ Angry ___ Rational ___ Irrational ___ Coherent ___ Incoherent ___ Deliberate ___ Emotional ___ Righteous ___ Laughing</p>	<p>LANGUAGE</p> <p>___ Excellent ___ Good ___ Fair ___ Poor ___ Foul _____ Other</p> <p>BACKGROUND NOISES</p> <p>___ Factory ___ Trains ___ Machines ___ Animals ___ Music ___ Quiet ___ Office ___ Voices ___ Machines ___ Airplanes ___ Street ___ Party ___ Traffic ___ Atmosphere</p>
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- If caller seems agreeable to further conversation, ask following questions:

9. What is your name?

10. Where are you calling from?

11. Where is the bomb located?

12. When will it go off?

13. What kind of a bomb is it?

14. What kind of a package?

15. How do you know so much about it?

16. Why are you doing this?

- Collect as much information as you can from caller.

Extra Notes: _____

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