

Morgan Support Services

Day Program General Evacuation Procedures

The Health and Safety Compliance Officer or any member of the management team will order the evacuation. If staff notices a potential reason to evacuate the building, they must notify the HSCO or a member of the management team immediately. The HSCO, the management team, H&S committee members, and assigned employees who has an evacuation assignment should immediately begin his/her function as indicated below.

Directing the Evacuation

Following the established and safest evacuation route, staff will lead the people we support and visitors to the pre-arranged assembly area. The evacuation route is posted in each room of the day program. All staff will be responsible for knowing the pre-arranged assembly area for each MSS location they are assigned. The HSCO or the management team will provide this information upon request and during trainings and drills.

Searching the Premises

In an orderly fashion, the HSCO and the management team will search all areas of the facility to be sure no one is left behind, such as in a restroom or office. As each area is searched, the HSCO and the management team will close the door to indicate that the area has been searched and cleared.

Account for Everyone

The Program Manager or a member of the management team, if the Program Manager is not available, will take the attendance sheet for the people we support and the list of employee names and numbers to the assembly area. The attendance sheet and list of employees are posted in the Program Manager's office. Once in the assembly area, the Program Manager or member of the management team will account for everyone using the attendance sheet and employee list. The Program Manager or a member of the management team will send an emergency alert to all employees via the GroupMe EMERGENCY CONTACT communication log. All employees will be required to sign in to the GroupMe log and report their location and who they're with within 5 minutes.

Render First Aid

A member of the Health & Safety Committee will be assigned to take a First Aid kit with him/her to the assembly area. First aid kits are located at each exit and are highlighted on the evacuation routes. If needed, staff will apply First Aid to any persons with injuries until emergency responders arrive.

Emergency Contact Information

Morgan Support Services maintains a file box of emergency information for the people we support. The file box is stored in the records room when not being held by the assigned employee. The HSCO, assigned employee, or member of the management team must take the file box to the assembly area.

Change of Secondary Evacuation Location

In the event of a power failure, medical, or violent emergency that renders the building unsuited for continuation of services, the Executive Director will indicate that everyone is to report to the secondary location where the program will recommence services until each step of the evacuation plan has been implemented and safety/health checks are completed. All staff, people we support, and MSS affiliates in Greensboro are to report to 1105 Willow Road (New Light Baptist Church) and all staff, people we support, and MSS affiliates in Winston-Salem are to report to 3733 Ogburn Avenue (Great Commission Community Church) in the event that the facility is deemed unsafe. Services will continue as closely as possible to resemble day to day operations.

Staff Assignments

The HSCO is responsible for making staff assignments. If assigned staff is not in the building during an emergency evacuation, The HSCO and the management team will execute the assignments.

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When you have completed this training and have had the opportunity to have all of your questions answered fully, complete this quiz found at this link: <https://mssconfidential.online/evacuationquiz>