



Utah Foster Care Foundation Emergency Management and Business Continuity Plan Action Guide

**5296 Commerce Dr. Murray Utah 84107
801-994-5205**

**Primary Emergency Manager: Lee Wright, HR Manager
Secondary Emergency Manager: Kelly Peterson, CEO
Secondary Emergency Manager: Mike Hamblin, Director
Secondary Emergency Manager: Nikki MacKay, Director
Secondary Emergency Manager: Mick Woolsey, Director
Floor Warden: Angelique Anderson, Receptionist**

**437 Circleway Drive
Cedar City Utah 84720
Mick Woolsey**

**Primary Emergency Manager: Lee Wright, HR Manager
Secondary Emergency Manager: Kelly Peterson, CEO
Secondary Emergency Manager: Mike Hamblin, Director
Secondary Emergency Manager: Nikki MacKay, Director
Secondary Emergency Manager: Mick Woolsey, Director**

**3340 S. Harrison Blvd, Suite 200
Ogden Utah 84403
Brenda Durtschi**

**Primary Emergency Manager: Lee Wright, HR Manager
Secondary Emergency Manager: Kelly Peterson, CEO
Secondary Emergency Manager: Mike Hamblin, Director
Secondary Emergency Manager: Nikki MacKay, Director
Secondary Emergency Manager: Mick Woolsey, Director**

**833 Cassie Drive
South Ogden Utah 84405
Brian Young**

**Primary Emergency Manager: Lee Wright, HR Manager
Secondary Emergency Manager: Kelly Peterson, CEO
Secondary Emergency Manager: Mike Hamblin, Director
Secondary Emergency Manager: Nikki MacKay, Director
Secondary Emergency Manager: Mick Woolsey, Director**

**274 W. Center Street
Orem Utah 84057
Wendy Bunnell**

**Primary Emergency Manager: Lee Wright, HR Manager
Secondary Emergency Manager: Kelly Peterson, CEO
Secondary Emergency Manager: Mike Hamblin, Director
Secondary Emergency Manager: Nikki MacKay, Director
Secondary Emergency Manager: Mick Woolsey, Director**

**321 N. Mall Drive #B102
St. George Utah 84057
Debbie Hofhines**

**Primary Emergency Manager: Lee Wright, HR Manager
Secondary Emergency Manager: Kelly Peterson, CEO
Secondary Emergency Manager: Mike Hamblin, Director
Secondary Emergency Manager: Nikki MacKay, Director
Secondary Emergency Manager: Mick Woolsey, Director**

**201 E 500 N
Richfield Utah 84701
Marissa Douglas**

**Primary Emergency Manager: Lee Wright, HR Manager
Secondary Emergency Manager: Kelly Peterson, CEO
Secondary Emergency Manager: Mike Hamblin, Director
Secondary Emergency Manager: Nikki MacKay, Director
Secondary Emergency Manager: Mick Woolsey, Director**

**475 W Price River Drive Suite 152
Price Utah 84501
Kobi Marchello**

**Primary Emergency Manager: Lee Wright, HR Manager
Secondary Emergency Manager: Kelly Peterson, CEO
Secondary Emergency Manager: Mike Hamblin, Director
Secondary Emergency Manager: Nikki MacKay, Director
Secondary Emergency Manager: Mick Woolsey, Director**

**180 S 300 E Suite C
Moab Utah 84532
Geri Swift**

**Primary Emergency Manager: Lee Wright, HR Manager
Secondary Emergency Manager: Kelly Peterson, CEO
Secondary Emergency Manager: Mike Hamblin, Director
Secondary Emergency Manager: Nikki MacKay, Director
Secondary Emergency Manager: Mick Woolsey, Director**

**1052 W Market Drive
Vernal Utah 84078
Les Harris**

**Primary Emergency Manager: Lee Wright, HR Manager
Secondary Emergency Manager: Kelly Peterson, CEO
Secondary Emergency Manager: Mike Hamblin, Director
Secondary Emergency Manager: Nikki MacKay, Director
Secondary Emergency Manager: Mick Woolsey, Director**

**RR 3 Box 8008 460 E 2000 S
Roosevelt Utah 84066
Faith Spencer**

**Primary Emergency Manager: Lee Wright, HR Manager
Secondary Emergency Manager: Kelly Peterson, CEO
Secondary Emergency Manager: Mike Hamblin, Director
Secondary Emergency Manager: Nikki MacKay, Director
Secondary Emergency Manager: Mick Woolsey, Director**

**Utah Department of Public Safety
Division of Emergency Services and Homeland Security
(801) 538-3400 - 24-hours
(800) 753-2858 - 24-hours
www.des.utah.gov**

HOW TO USE THIS GUIDE

Emergency Alert System

Tune to the local radio station for information regarding a potential or impending emergency. All Utah radio stations participate in the Emergency Alert System (EAS). KSL-AM 1160 and KALL-AM 910 respectively serve as primary and secondary EAS stations in Utah.

Warning and Notification

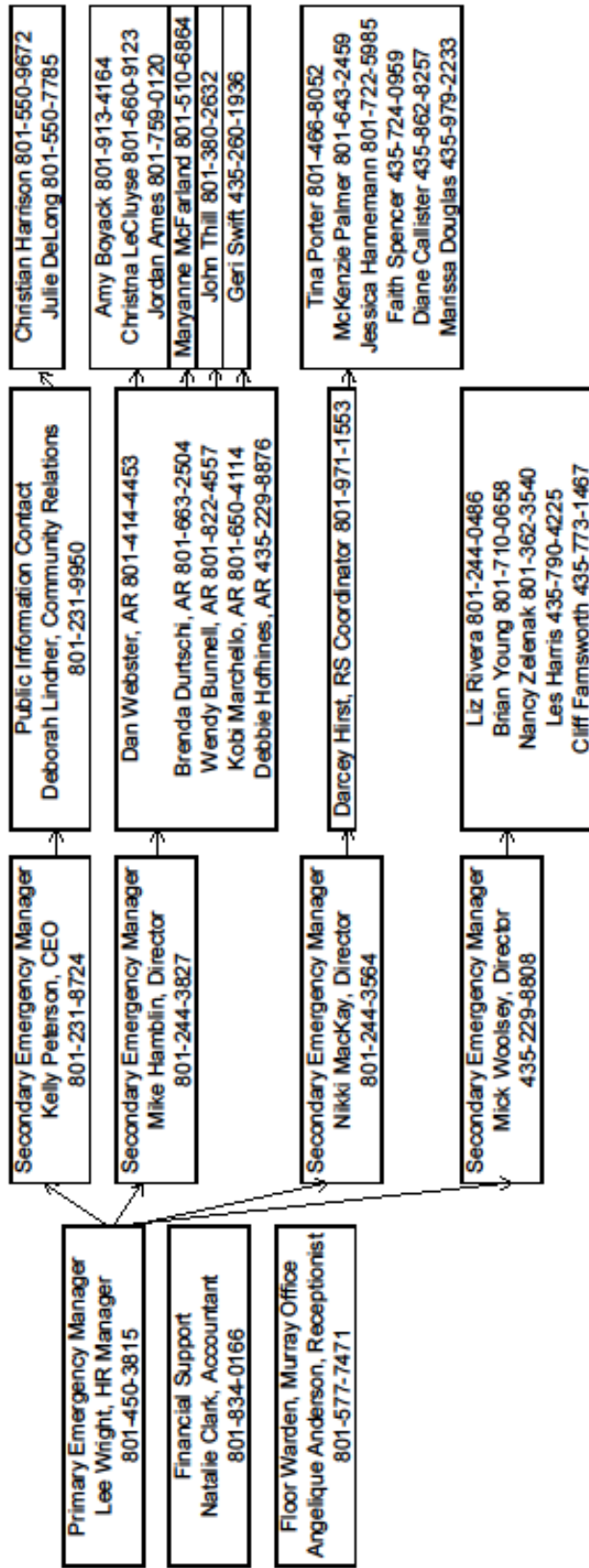
- ✓ Notify security and/or Call 911 if necessary. Assess life and safety issues first!
- ✓ Notify Lee Wright or Kelly Peterson.
- ✓ Lee Wright or Kelly Peterson notifies key individuals.
- ✓ Warn employees and visitors.
- ✓ Use clear and plain language within the warning to avoid confusion.
- ✓ If immediate action is not required, Lee Wright or Kelly Peterson notifies key individuals at a meeting during operating hours.
- ✓ Lee Wright or Kelly Peterson notifies other business offices as necessary.

Response to Any Emergency

- ✓ Notify security and/or Call 911. Notify Lee Wright or Kelly Peterson.
- ✓ Notify and assemble CPR trained staff in the building or facility for emergencies as appropriate.
- ✓ Deny entry to high-risk area(s).
- ✓ Lee Wright or Kelly Peterson will take charge of the area(s) until the incident is terminated, or relieved by a responsible designee.
- ✓ Preserve evidence if a crime has been committed. Keep detailed notes of incident.
- ✓ Refer media to the designated Public Information Officer, Deborah Lindner.
- ✓ Call DCFS liaison Charri Brummer @ 801-538-4100 or 801-554-5582 or cbrummer@utah.gov
- ✓ Payroll will be done by the HR Manager or Accountant
- ✓ Bills will be paid by the Accountant online, by credit card, or with checks as needed

Utah Foster Care Foundation Emergency Calling Tree

911



1/19/2012

EVACUATION

EVACUATION:

- ✓ Notify security and/or call 911 if necessary.
- ✓ Lee Wright or Kelly Peterson determines evacuation procedures after consulting with emergency responders and/or supervisors.
- ✓ Lee Wright or Kelly Peterson determines if employees and visitors should be evacuated outside of building(s), or to emergency shelters.
- ✓ Direct employees and visitors to follow fire drill procedures.
- ✓ If possible, Lee Wright or Kelly Peterson should take a personnel roster, a Visitor Sign-In and Sign-Out list if available, so that employees and visitors can be accounted for. Roll must be taken after evacuation.
- ✓ Turn off lights, electrical equipment.
- ✓ Place evacuation sign in window (e.g., 8 1/2 x 11 paper with the word "Evacuated" in large, legible letters).

Public Information

- ✓ All Staff Must Refer All Media Inquiries to the Public Information Officer (PIO).
- ✓ The PIO assumes full responsibility for issuing public statements during an emergency situation.
- ✓ The PIO serves as official spokesperson unless another individual is designated. Alternate spokespersons should be identified in advance.

Position	Name	Work#	Cell#
PIO:	Deborah Lindner	801-747-0517	801-231-9950
Alternate #1:	Kelly Peterson	801-747-0511	801-231-8724
Alternate #2:	Mike Hamblin	801-747-0518	801-244-3827
Alternate #3:	Nikki MacKay	801-747-0525	801-244-3564
Alternate #4:	Mick Woolsey	435-867-0030	435-229-8808

During an emergency, adhere to the following procedures:

- ✓ Establish a media information center away from the facility.
- ✓ Regularly provide updates to media. Only provide known facts. Do not guess, exaggerate, offer personal opinions, or promote rumors or sensationalism. Never say, "No comment." Do not argue with the media.
- ✓ Maintain a log of all telephone inquiries and conversations. Where possible, use

a scripted response to inquiries, e.g., press release.

Public Information:

- ✓ The PIO should develop a variety of pre-scripted media releases before an incident occurs. Adapt statements during a crisis to meet existing needs.
- ✓ Emphasize the safety of the public, employees and visitors.
- ✓ Briefly describe the business plan for responding to emergencies.
- ✓ Make certain all information released is factual.
- ✓ Respect the privacy of affected persons and their families.
- ✓ Do not release names to the media.

Biological/Chemical/Radiological Threats/Incidents

- ✓ Assess situation.
- ✓ Notify Lee Wright or Kelly Peterson.
- ✓ Be aware of possible secondary devices.
- ✓ Evacuate persons from the potential at-risk areas to minimize potential exposure.
- ✓ Keep people out of the contaminated area and secure the area.
- ✓ Avoid additional exposure and/or contamination
- ✓ Identify but do not touch evidence and treat as a crime scene.
- ✓ Notify security and/or Call 911 and advise the following:
 - Number of apparent victims?
 - Types of injuries and symptoms present?
 - May potentially be none if a recent radiological or biological exposure.
 - Multiple victims?
 - Serious illness?
 - Nausea, trouble breathing?
 - Convulsions?
 - Information from witnesses' (what they saw and heard)?
 - Exact location of incident (type of building or occupancy)?
 - Nature of agent and type of exposure (if known)?
 - Droplets, oily film?
 - Unexplained odors?
 - Low clouds/fog unrelated to weather?
 - Other unusual information?

Hazardous Materials / Chemical Spill

Incident in Business Building:

- ✓ Notify security and/or Call 911.
- ✓ Notify Lee Wright or Kelly Peterson.
- ✓ Lee Wright or Kelly Peterson will notify key individuals.
- ✓ Deny entry to area of leak/spill.
- ✓ Lee Wright or Kelly Peterson will take charge of area until fire, police or

HAZMAT personnel take over the incident.

- ✓ Officer in charge will recommend sheltering or evacuation actions.
- ✓ Follow plans and procedures for sheltering in place or evacuation.
- ✓ Lee Wright or Kelly Peterson will consult with fire, police or HAZMAT personnel before resuming services.

Incident near Agency Building:

- ✓ Fire, police or HAZMAT personnel will notify Lee Wright or Kelly Peterson.
- ✓ Lee Wright or Kelly Peterson will notify key individuals.
- ✓ The officer in charge of the scene will recommend sheltering in place or evacuation.
- ✓ Follow plans and procedures for sheltering in place or evacuation.
- ✓ Resume normal operations after notification by fire or HAZMAT officials.

Bomb Threat

- ✓ Ask where bomb is located, when bomb will go off, what materials are in the bomb, who is calling and why is caller doing this?
- ✓ Listen closely to caller's voice, speech patterns, and for background noises.
- ✓ After hanging up, immediately notify security and/or Call 911.
- ✓ Notify Lee Wright or Kelly Peterson.
- ✓ Lee Wright or Kelly Peterson may order evacuation of all persons inside the building or as directed by authorities. (Evacuation may not be an appropriate response)
- ✓ If evacuation is determined to be necessary by authorities, Lee Wright or Kelly Peterson alerts employees and visitors. Do not mention term "Bomb Threat."
- ✓ Use standard fire drill procedures to evacuate the agency facilities.
- ✓ Direct employees and visitors to take their belongings.
- ✓ Employees and visitors must be evacuated to a safe distance away from the building or facility.
- ✓ After consulting with the emergency workers, Lee Wright or Kelly Peterson may direct the movement of employees to a primary emergency shelter, if there is inclement weather or the building or facility is damaged.
- ✓ A roll of all employees and visitors should be taken following evacuation.
- ✓ No one should re-enter facilities until declared to be safe by fire or police personnel.
- ✓ Lee Wright or Kelly Peterson notifies employees and visitors when emergency is terminated. Resume normal operations.

Fire

If you see a fire or smoke:

- ✓ Call the Fire Department at **911**. Give the exact location of the fire and any other available details.
- ✓ Proceed to a safe area away from the fire.

- DO NOT attempt to fight the fire
- DO NOT use the elevators
- ✓ Using the back of your hand, feel any door before opening it to see if it is hot.
- ✓ Close, but don't lock, doors behind you to help contain the fire and smoke.
- ✓ If smoke is present, stay as close to the floor as possible.

If all escape routes are blocked:

- ✓ Move as far away from the fire as possible closing all doors as you go.
- ✓ Stuff clothing or other material around ventilation ducts and cracks in doors to prevent smoke from penetrating the area.
- ✓ If a phone is accessible, dial **911** and give them your precise location.

Evacuation Procedures:

The following evacuation procedures should be observed:

- ✓ If possible, grab purses, wallets, valuables, etc. as soon as it becomes necessary to evacuate. You will not be allowed back into the space until the Fire Department says it is safe to re-enter.
- ✓ Before opening any door to the corridor, check the door and doorknob for heat. If it is warm, stay in your office and caulk around the door seams using wet towels or "duct" tape. **DO NOT OPEN THE DOOR!** Find another exit to the corridor.
- ✓ If both your door and doorknob are cool and you leave your office:
- ✓ Check for smoke in the corridor
- ✓ When smoke is present, stay low by crawling since clean air is closest to the floor.
- ✓ Everyone should proceed quickly, but calmly to the nearest stairwell. **DO NOT RUN!**
- ✓ **DO NOT PANIC!** Panic is the most harmful and most difficult element to control in an emergency.
- ✓ **DO NOT USE THE ELEVATORS!** Reports have indicated that elevators frequently travel to the fire floor.
- ✓ Check stairwells for smoke.
- ✓ If the corridor and/or stairwells are smoke filled, **RETURN TO YOUR OFFICE.**
- ✓ Once you are in the stairwell, should you encounter smoke on your descent, get out of the stairwell into any clear corridor and proceed to a different stairwell.
- ✓ Choose an area outside the building where all staff should rendezvous at after leaving the building.

Fire Prevention Tips:

- ✓ Unplug electrical appliances like coffee pots or water heaters when not in use.
- ✓ Individual space heaters overload circuits and can cause a fire and are not permitted.
- ✓ Make sure the power is shut off on all office equipment such as calculators, computers, etc. at the close of the business day.
- ✓ Provide adequate ventilation for office equipment like copying machines, printers or computers.

In the event that a fire, smoke from a fire, or a gas odor has been detected...

- ✓ If available, pull the fire alarm located by the closest exit door to the outside of the building.
- ✓ Notify security and/or Call 911.
- ✓ Evacuate employees and visitors to a safe distance outside of the building.
- ✓ Management must ensure that all offices are evacuated.
- ✓ After evacuation, the Floor Warden, Angelique Anderson, should take a roll and account for all employees and visitors.
- ✓ If the building is damaged or inclement weather conditions exist, Lee Wright or Kelly Peterson will make the decision to move to an alternate facility as indicated in the business Service Continuity Plan.
- ✓ Lee Wright or Kelly Peterson will ensure that no one re-enters the building(s) until termination of the emergency and the facility is declared safe.

Severe Storm

Severe wind, snow, rain, hail, thunderstorms and flash floods are not uncommon in Utah. Tornadoes, while not common, do occur as well. Procedures for dealing with these threats are similar.

- ✓ Be alert for weather warnings. Monitor Emergency Alert Stations or NOAA Weather Stations (National Weather Service, Weather Channel) during times of inclement weather.
- ✓ Move to safe areas away from windows. Review "duck and cover" procedures if tornadoes threaten.
- ✓ Close blinds on windows and stay away from outside walls.
- ✓ Take roll and account for all employees and visitors.
- ✓ Be ready to move quickly if the need arises.
- ✓ Remain in safe areas until warning expires or emergency personnel have issued "all-clear" advisories.

Earthquake

During an Earthquake:

- ✓ Stay calm.
- ✓ Stay put. If you are indoors, stay there. If outdoors, stay there.
- ✓ Take cover. If indoors, take cover under a desk, table, bench, or supported archway, or along an inside wall or corner. Avoid open doorways, windows, bookcases, hanging fixtures, and outside walls until the shaking stops.
- ✓ If no protection is available, drop to the floor and cover the back of your head with your hands. Employees and visitors should move to "duck and cover" positions.
- ✓ The electricity may be interrupted, fire alarms may sound and sprinklers go on.

After an Earthquake:

- ✓ Evaluate the situation.
- ✓ Use caution if evacuation of employees and visitors is warranted.
- ✓ Check staff and visitors for injuries. Account for all employees and visitors. Roll must be taken after evacuation.
- ✓ Administer first aid if necessary.
- ✓ Don't move the seriously injured unless the area or building must be evacuated.
- ✓ Be careful in areas near fallen obstacles and broken glass.
- ✓ Notify maintenance department of damage to natural gas, water and electrical lines.
- ✓ Do not use the telephone, light switches, matches, candles, or other open flame unless you are absolutely certain there is no natural gas leaking.
- ✓ Do not touch damaged or broken electrical equipment.
- ✓ Be prepared for aftershocks.

Lock-Down Procedures

Lock-down procedures may be implemented in situations involving dangerous intruders or other incidents that may result in harm to personnel inside a building or facility.

- ✓ Lee Wright or Kelly Peterson will issue lock-down notification / procedures by announcing a warning by sending a high priority e-mail to employee, sending a messenger to each area of the office by telephone or radio communication.
- ✓ P.A. announcements should be clear and in plain language. Use of code words or phrases is not recommended.
- ✓ Direct all employees and visitors into offices or areas that can be

secured.

- ✓ Lock office doors.
- ✓ Close blinds on the windows.
- ✓ Move all persons away from windows or doors.
- ✓ Allow no one outside of the offices or secured area until Lee Wright or Kelly Peterson gives an all-clear signal.

Sheltering Procedures

Sheltering provides refuge for employees and visitors within business building(s) during an emergency. Shelters should be located in areas that maximize the safety of personnel. Safe areas may change depending on the type of emergency.

- ✓ Identify safe area(s) in each building.
- ✓ Lee Wright or Kelly Peterson shall warn employees and visitors to assemble in safe areas.
- ✓ If available, take a personnel roster. All employees and visitors should be accounted for after arriving in a safe area.
- ✓ Close all exterior doors.
- ✓ If possible, turn off any ventilation leading outdoors.
- ✓ If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- ✓ All persons must remain in safe areas until notified by Lee Wright or Kelly Peterson, or emergency responders.
- ✓

Weapons

Employee or visitor who is aware of an unlawful weapon brought to facility:

- ✓ Immediately notify Lee Wright or Kelly Peterson.
- ✓ Identify the individual suspected of bringing an unlawful weapon; where the weapon is located; if the suspect has threatened anyone; and any other details that may prevent the suspect from hurting someone or themselves.

Lee Wright or Kelly Peterson:

- ✓ Call police immediately if an unlawful weapon is suspected to be in the possession of an employee or visitor to the facility.
- ✓ If reasonable, maintain surveillance of the suspect until police arrive.
- ✓ When police arrive, provide a private area for questioning the suspect.
- ✓ Conduct a search of the building or facility with police, as required.
- ✓ Keep detailed notes of all events and why the search was conducted.
- ✓ Record the results of the search, and subsequent management actions.
- ✓ If the suspect threatens you with a weapon, do not attempt to disarm him/her. Back away with your arms up. Try to remain calm.

Intruder / Hostage

Intruder - "An Unauthorized Person Who Enters Building or Facility"

- ✓ Notify Lee Wright or Kelly Peterson.
- ✓ Ask another staff member to accompany you before approaching intruder.
- ✓ Politely greet intruder and identify yourself.
- ✓ Ask intruder the purpose of his/her visit.
- ✓ Inform intruder that all visitors must register at the main entry.
- ✓ If purpose is not legitimate, ask intruder to leave.
- ✓ Accompany intruder to exit.

If An Intruder Refuses to Leave:

- ✓ Warn of consequences for staying on property. Inform intruder that police will be called.
- ✓ Notify security or call 911 if intruder refuses to leave. Provide full description of intruder.
- ✓ Walk away from intruder if he/she indicates potential for violence (be aware of actions, location, weapons or packages, etc.).
- ✓ Lee Wright or Kelly Peterson notifies superiors and may implement lock-down procedures.

Hostage Situation:

- ✓ If hostage taker is unaware of your presence, do not intervene.
- ✓ Call security and/or 911 immediately. Provide details of the situation and ask for assistance.
- ✓ Deny entry to area near hostage scene.
- ✓ Notify Lee Wright or Kelly Peterson; Lee Wright or Kelly Peterson will notify key individuals as required.
- ✓ Give control of scene to police and hostage negotiation team.
- ✓ Keep detailed notes of events and actions.

If Taken Hostage:

- ✓ Follow instructions of hostage taker.
- ✓ Try to stay calm. Calm employees and visitors if they are present.
- ✓ Treat the hostage taker as normally as possible.
- ✓ Be respectful to hostage taker. Do not argue or make suggestions.

Assault / Fights

- ✓ Notify security and/or Call 911 if necessary.
- ✓ Ensure the safety of employees and visitors and if necessary, evacuate.
- ✓ Notify CERT/first-aid/CPR trained staff in the building of a medical emergency.
- ✓ Notify Lee Wright or Kelly Peterson.
- ✓ Deny entry to area where assault took place.
- ✓ If possible, de-escalate and defuse the situation.

- ✓ Lee Wright or Kelly Peterson will notify police if a weapon was used in the assault, if the victim has physical injury causing substantial pain or impairment of physical condition, or if the assault involved sexual contact.
- ✓ Lee Wright or Kelly Peterson will document all actions. Ask victim(s) and witness(es) to make a written account of the incident.
- ✓ Lee Wright or Kelly Peterson will assess counseling needs of victim(s) and/or witness(es) and implement post-crisis procedures.
- ✓ Refer media to the designated Public Information Officer.

Civil Disturbance

- ✓ Notify security and/or Call 911 if necessary.
- ✓ Notify Lee Wright or Kelly Peterson. Lee Wright or Kelly Peterson will notify key individuals as necessary.
- ✓ Ensure the safety of employees and visitors.
- ✓ Contain area of unrest if possible; deny entry as appropriate.
- ✓ Move employees and visitors involved in disturbance to an isolated area.
- ✓ Advise employees and visitors of situation and lock down if appropriate (see Lock-Down Procedures).
- ✓ Terminate normal operations.
- ✓ Take detailed notes.

All Management Personnel:

- ✓ Keep employees and visitors calm.
- ✓ Lock building doors
- ✓ Do not allow employees or visitors outside of office until you receive an "all clear" signal from Lee Wright or Kelly Peterson.
- ✓ Make a list of any employees or visitors absent.
- ✓ Document all incidents.

Serious Injury / Death

If incident occurs at facilities:

- ✓ Notify security and/or call 911.
- ✓ Notify first aid/CPR-certified persons in agency facility of medical emergencies.
- ✓ Notify Lee Wright or Kelly Peterson. Lee Wright or Kelly Peterson will notify emergency contact(s) of affected employees.
- ✓ Lee Wright or Kelly Peterson will designate staff member to accompany ill/injured person(s) to the hospital.
- ✓ Identify witnesses and refer to the Lee Wright or Kelly Peterson. Refer for counseling as necessary.
- ✓ Determine method to notify employees and visitors.
- ✓ Refer media to the Public Information Officer.

If incident occurs outside of agency:

- ✓ Notify Lee Wright or Kelly Peterson. Employees may be notified before normal operating hours.
- ✓ Determine method of notifying employee emergency contacts. Arrange counseling services for those who need assistance.
- ✓ Refer media to the Public Information Officer.

Post-crisis intervention:

- ✓ Meet with counseling staff and other mental health officials to determine level of intervention needed for employees.
- ✓ Designate rooms as private counseling areas.
- ✓ Escort affected employees, close friends, and other highly stressed individuals to counselors.
- ✓ Assess stress level of staff; recommend counseling as needed.
- ✓ Follow up with employees receiving counseling.
- ✓ Designate management and staff personnel to attend funeral(s), if any.
- ✓ Allow for changes in normal routines or work schedules.

Suicide Attempt

Suicide Attempt in Facility:

Verify information; notify security and/or call 911.

- ✓ Notify Lee Wright or Kelly Peterson and mental health officials.
- ✓ If an employee or visitor appears to be suicidal, the Lee Wright or Kelly Peterson may schedule a meeting with first responders and mental health officials to determine course of action.
- ✓ Stay with suicidal person until professional help arrives. Do not leave a suicidal person alone.
- ✓ Try to calm suicidal person.
- ✓ Try to isolate suicidal person from employees and visitors.
- ✓ Determine method to notify management and staff. Hold daily staff debriefings before and after normal operating hours as needed.

Suicide Death / Serious Injury;

- ✓ Verify information; notify security and/or call 911.
- ✓ Notify Lee Wright or Kelly Peterson.
- ✓ Lee Wright or Kelly Peterson will notify key individuals and personnel before the next workday, following suicide or attempted suicide.
- ✓ Implement post-crisis intervention.
- ✓ Determine method of notifying employees and visitors. Do not mention "suicide" or details about death in notification. Do not hold memorials or make death appear heroic. Protect privacy of affected family.

Post-Crisis Intervention:

- ✓ Meet with counseling staff and mental health officials to determine level of intervention for employees and visitors.
- ✓ Designate rooms as private counseling areas.
- ✓ Escort relatives, friends, and other highly stressed individuals to counselors.
- ✓ Resume normal activities A.S.A.P.
- ✓ Assess stress level of staff; recommend counseling as required.
- ✓ Refer media to Public Information Officer. Do not let media interview employees.
- ✓ Follow up with employees who receive counseling.
- ✓

Pandemic

Communicate:

- ✓ Encourage everyone to get an annual influenza vaccination (“flu shot”).
- ✓ Know the importance of:
 - Keeping Healthy
 - Hand washing
 - Respiratory etiquette (cover coughs and sneezes, using disposable tissues when possible),
 - Healthy diet,
 - Exercise,
 - How to recognize the difference between influenza (flu) and a cold (influenza is much more severe, it hits you very suddenly, you have fever and aches),
 - The difference between “seasonal flu” and “pandemic flu” (seasonal flu comes every year, pandemic flu is when the flu strain changes and people become much sicker than usual, and some may die).

Staffing Plans:

- Staff will be allowed to work from home
- During a public health emergency, sick employees must not come to work, even if the Foundation is short-staffed. The Foundation cannot allow sick employees to stay at work and sick employees will be sent home.
- Employees will be asked to donate PTO/Sick Leave to a generic pandemic use sick leave account. This account can be used for those employees without sick leave who become ill. Employees will not be penalized for getting sick
- A doctor’s release will be required to return to work for any illness during a pandemic
- Order cleaning supplies such as disinfecting wipes to clean

desks, phones and keyboards daily (baby wipes with alcohol added works as well)

- If attending a meeting is necessary stand/sit away from other attendees.
- Stop hand shaking
- Avoid unnecessary meetings

✓ Other things to consider:

- Travel may be cut back
- Monitor the news for statewide updates
- Check the Foundation's HR Website for additional information