

HEALTHWEST

PROCEDURE

Prepared by:  
Environment of Care Committee

No. 07-007

Effective: January 3, 1997  
Revised: April 19, 2017

Approved by:

Subject: Emergency Relocation  
of Services

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I. PURPOSE

To ensure the safety of employees, individuals receiving services, and visitors of HealthWest facilities by establishing procedures for situations in which a HealthWest facility is unable to be used for provision of clinical and/or administrative services, and to clarify the need for relocation and implementing the relocation process.

II. APPLICATION

All HealthWest facilities.

III. DEFINITIONS

A. Uninhabitable:

A building is determined to be dangerous to occupy for staff and individuals receiving services..

B. Unusable:

A building is not in a condition for staff and individuals receiving services to complete the services intended.

C. Site Safety Officer:

Is designated as the primary Safety Officer at each HealthWest building, overseeing day-to-day safety issues.

D. Safety Coordinator: Individual who oversees all Site Safety Officers and is Chairperson of the Environment of Care Committee and member of the Risk Management Committee.

IV. PROCEDURE

A. In cases of fire, storm damage to a building, loss of power, vandalism, acts of terrorism, or other circumstances that render a HealthWest facility uninhabitable:

1. The Site Safety Officer/designee will confer with the immediate Supervisor, which is the process that continues until the agency Executive Director/designee has been notified.
  2. The agency Executive Director/designee will assess the information at hand and determine whether or not facility closure and/or temporary relocation of services is warranted. If warranted, the agency Executive Director/designee will contact the County Administrator/designee to request permission to close the affected facility(ies) and/or temporarily relocate services as deemed appropriate, in accordance with the County of Muskegon Emergency Building Closures Procedure, effective September 22, 2006 (2<sup>nd</sup> Revision March 2014).
  3. Only the County Administrator/designee will determine if the facility(ies) shall be closed, the duration of time to be closed, and the time staff are expected to report back to work. In the case of a 24-hour facility, the agency Executive Director must obtain authorization from the County Administrator/designee before making a determination to close.
  4. In the event that a facility is closed, staff will be notified by telephone via the County emergency "First Call" system for return to work times and other pertinent information.
  5. Decisions to notify public communication resources will be done in consultation with supervision and with the approval of the agency Executive Director/designee. Information may include the estimated length of time the facility will be out of service and suggest service alternatives.
  6. Staff present at the facility, if any, shall attempt to cancel any appointments, alert family members, police and all referral agencies of the situation.
  7. All records and medications shall be secured in the facility if at all possible. The Site Safety Officer/designee shall secure the building with assistance from County Facilities Management, if needed. If damage makes this impossible, the records and medications shall be transported to the nearest HealthWest facility and secured there.
  8. If temporary relocation is deemed necessary, each site shall follow its written procedures, if applicable, or Administrative directives regarding relocation of staff, individuals receiving services, files, medications, etc., to another building facility so service is interrupted for as brief a time as possible.
- B. All buildings evacuated will be reoccupied upon the approval of the agency Executive Director/designee after the appropriate inspection source has given his or her assurance that the building is safe for occupancy and notification of re-occupancy has been issued by the County Administrator/designee. The move back to the facility shall be accomplished as quickly as possible when the building is habitable and safe for individuals receiving services and staff.
- C. Staff shall receive training in these procedures at their initial employee orientation and review trainings shall be held as needed at each building site.

- D. The Environment of Care Committee will review this procedure annually and consider methods to improve Emergency Relocation of Services procedures. The Safety Coordinator will monitor each site to assure policy compliance.

V. REFERENCES

- A. County of Muskegon, Emergency Building Closure Procedures, Effective September 22, 2006, 2<sup>nd</sup> Revision March 2014.

- B. Continuation of Operations Plan (COOP)

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