

## **CUMBERLAND HEIGHTS**

### **SAFETY ORIENTATION OF FAMILY GROUPS**

The following information must be given to each Family Group on the **first day of orientation** and be included in the Family Packet. After the information has been given, the family counselor will note the number of persons present and date/sign the form. The completed form will be forwarded to the Environment of Care General Safety Sub-Committee Chairperson on a weekly basis.

In the event of a fire alarm or any emergency, exit the building by the fastest means possible to the pre-arranged gathering area. Gather in the parking lot to the right rear of the building.

1. Show groups where the nearest exits are in relation to meeting areas and inform groups that there are exit plans posted in each building.
2. Inform family members that no one is to reenter the building, until the all-clear signal is given by a senior staff member or emergency personnel present.
3. Instructions given by team responding to a fire alarm are to be followed at all times.
4. Everyone is to respond to fire drills and fire alarms as if they are real emergencies.
5. There are staff on duty who are trained in CPR and First Aid to assist in any emergency that may occur at Cumberland Heights.
6. Smoking and tobacco use is limited to the designated areas and is not permitted in any building by any person at any time. No patients in the adolescent programs are allowed to smoke or use tobacco products at any time on Cumberland Heights premises.