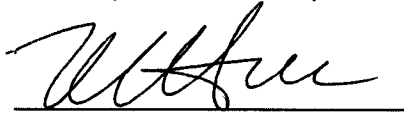


EVACUATION POLICY

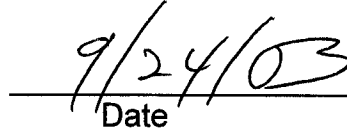
It is the policy the Charleston/Dorchester Community Mental Health Center to ensure the safety of consumers, visitors and staff in the event of a natural and/or man-made emergency requiring evacuation. In the event that localized evacuation of a Center facility (ies) is required, the following procedures will be followed.

1. The decision to evacuate the building is a management decision to be made by the Person-in-Charge or their designee of the particular facility. When possible, the decision to evacuate should be made after consulting with the Center's Executive Director or his designee.
2. If the decision to evacuate is made, staff, consumers and visitors (if applicable) will be notified by the facility's Person-in-Charge.
3. All should calmly and immediately evacuate the building.
4. Elevators should not be used under any circumstances for evacuation.
5. Supervisors and their designees are responsible for ensuring that their staff, consumers and visitors (as applicable) have been informed of the evacuation, have in fact left the building and are all accounted for.
6. Once outside the building, all persons should move to a safe distance from the building and assemble at pre-designated areas for further instruction.
7. As soon as possible after the decision to evacuate has been made appropriate emergency personnel will be contacted and no one will re-enter the building until the emergency personnel on site determine that it is safe to do so.
8. Within the context of an evacuation incident, it will be the responsibility of the Director of Human Resources or the Assistant Director of Human Resources, to determine the extent to which confidential emergency information pertaining to any staff member is obtained and/or utilized.
9. It will be the responsibility of the Executive Director or his designee, to determine the extent to which confidential emergency information pertaining to any consumer is obtained and/or utilized.

10. Those services areas which are operated 24/7 will follow their pre-established evacuation plans.
11. The Center Director will be notified and updated of any/all service area evacuations.
12. Dependent upon the particular circumstances surrounding the evacuation, the Center Director in conjunction with appropriate center staff and emergency personnel will determine the need for temporary shelter, identification and/or continuation of services, as well as the involvement of the Charleston County Emergency Preparedness Department.



Thomas G. Hiers, Ph.D.
Executive Director



Date