



EMERGENCY PLAN For Safe Harbor

EMERGENCY TELEPHONE NUMBERS

Fire - Police 911

For All Emergencies Dial 9-1-1

Non-Emergency Police Dispatch (231) 922-4550

OTHER IMPORTANT NUMBERS

Lead Staff: Aimee Palmateer (231) 645-4120

Safe Harbor Chair: Mike McDonald (231) 935-3759 or (231) 342-0768

Safe Harbor Vice-Chair: George Thompson (231) 620-5970

Safe Harbor Facilities Management Chair: Peter Starkel (231) 714-9590

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ROLE OF AN EMERGENCY RESPONSE TEAM

Staff Person (currently furnished by Goodwill)

The Staff Person is trained to know the floor plans of each room and the emergency evacuation procedures for any emergency - medical, fire, etc. The Staff Person on duty assumes responsibility for implementing the emergency plan at the time of the incident and providing leadership until other personnel arrive on scene. The Volunteer Team Leader will assist the Staff Person and work under the direction of the Staff Person.

Responsibilities may include the following:

- Ensuring access to a list of overnight guests and headcount
- Ensuring that all emergency response team members are assigned duties and understand all emergency procedures.
 - Assign one volunteer to be at gathering place and check off guest names
 - Assign one volunteer to assist handicapped guests during an evacuation
- Working with other emergency response team members to evaluate an emergency.
- Ensuring proper emergency communication.
- Delegating needed emergency actions.
- The Staff Person should be trained in the use of fire extinguishers
- The Staff Person may also be called by the emergency agency involved to aid in crowd control and building evacuation.
- The Staff Person should immediately identify her/himself as such to emergency personnel.
- Receiving status reports from other team members.
- Relaying status report information to the emergency agency/agencies involved (fire department, police, paramedics, emergency management, etc.).
- Coordinating with the emergency agency/agencies any needed evacuations or other emergency actions.
- Communicate ongoing plans



Emergency Response Team Members (volunteers)

The remaining emergency response team members are volunteers who are trained in evacuation techniques . Responsibilities may include the following:

- Building evacuations - responsible for reporting to the Evening Manager that their assigned section has been cleared during an evacuation.
- Work in coordination with the Staff Person to minimize hazards.

Emergency response team members should immediately identify themselves as such to any personnel responding to the incident. The role they will play throughout the building is twofold. One is to remain a reliable model to others, confident and consistent in the process, yet calm in demeanor. The other is to be aware of the environment and people's response to the situation.

BUILDING EMERGENCY PROCEDURES

Staff Person Responsibilities

In the event of an emergency, Staff Person responsibilities may include the following:

- Knowing how to correctly report a fire or smoke emergency using the 911 emergency number.
- Knowing the locations of the manual fire alarm pull stations in their area.
- Knowing the locations of the fire extinguishers in their area and how to use them.
- Knowing how to correctly respond to a fire warning alarm.
- Becoming familiar with exit routes and knowing alternate exits to correctly respond to a call for evacuation.
- Closing all opened doors as each area is evacuated.

Medical Emergency

Call 911. Be prepared to give the following information:

- Name
- Location
- Number of people involved

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- Nature of injury or illness

Note: Treat minor injuries from supplies in the first aid kits. The kits are located at the Control Center.

While waiting for professional help, do not move the ill or injured person. When professional help arrives:

- Allow responding units to take control of the situation.
- Emergency response volunteers will stand by to assist as needed.

Regular CPR/First Aid training is recommended for all Staff Persons.

For major medical emergencies, please call the Safe Harbor Chair (see page 1 for name and number) and report once the emergency has been handled.

Fire and Smoke Emergencies

If you detect smoke:

- Call 911.
- Give your name, telephone number and location within the building.
- Describe the situation.
- If there is any doubt that this is not a fire, err on the side of caution and execute the procedures below.

If you detect fire or the Fire Warning Alarm Sounds

- Activate the manual fire alarm.
- Remain calm and be aware of your surroundings
- Call 911 (move to a safe area before making this call).
- Remaining team members should be awakening guests and have them up
- Give your name, telephone number and location.
- Describe the situation.
- If you know how to use a fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate an extinguisher and, without risking injury, attempt to extinguish the fire.
- If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating.
- Evacuate all guests and volunteers from the building using the nearest exit. Walk quickly. Do not run.

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- Evacuation should be toward exits and then to assembly area in the Arrow Roofing parking lot across the street.
- Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- Do not congregate near building exits, driveways, or roadways.
- Do not re-enter the building until the “all clear” is issued by the Fire Department and the Staff Person
- If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- Feel all doors with your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you have to quickly close it to protect yourself from oncoming smoke or fire.
- Once everyone is in a safe place, please call the Safe Harbor Chair (see page 1 for name and number) and make him/her aware of the situation.

If the building is suddenly uninhabitable due to fire or other disaster

- Backup location is Central UMC, 222 Cass Street contact:
 - Mike Hornby (231) 392-3397
 - Or John Sonnemann (231) 946-6196
- Central UMC will also provide vans to transport guests to the backup location. Please call Mike Hornby or John Sonnemann to activate the backup plan.

FIRE EVACUATION SCRIPT

This is a fire emergency. Please remain calm. Guests, please follow us out to the Safety Zone and stay with us until we are able to clear the situation. Please follow out to the parking lot back to the farthest light posts.

- Please do not interfere with firefighters or law enforcement personnel and their vehicles. Proceed now to the nearest exit indicated. There are volunteers to help you. Fire lane is usually located where the first row of parking hits the sidewalk
- Meeting spot is located in the Parking Lot across Wellington street
- Everyone should exit where marked on map.

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INCIDENT REPORT FORM

Date of Incident: _____ Time: _____ am/pm

Name of Person(s) Involved: _____

Address: _____

Phone Number(s): _____

Date of Birth: _____ Male _____ Female _____

Who was involved? (circle one) Guest Volunteer Employee

Type of injury or medical issue: _____

Guest was assisted by (name): _____

Details of incident: _____

Issue requires physician/hospital visit? Yes _____ No _____

Name of physician/hospital: _____

Address: _____

Physician/hospital phone number: _____

Signature of involved party: _____ Date: _____

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Signature of involved party: _____ Date: _____