

8.5 Response to Reviewer Comments:

1. Critical incident response procedures and training, and location and training of AED.
2. Is there a security plan for each facility?

Each facility has its own Emergency Action Guide, which serves as its security plan. These guides include evacuation maps and rally point locations specific to each facility.

Critical Incident Response:

The Emergency Action Guide outlines response procedures for various emergencies, including:

- Medical emergencies
- Stop the bleed
- Irate person/threatening behavior
- Hazardous materials
- Active shooter
- Severe weather/tornado
- Suspicious packages and bomb threats
- Fire and facility access issues
- Cybersecurity threats
- Utility system disruptions
- Armed robbery
- Evacuations and rally points
- On-the-job injuries
- Emergency and non-emergency contact numbers
- Step-by-step CPR instructions

Training and Preparedness:

While critical response procedures are documented in the guide, staff training for CPR, AED use, and emergency response is provided separately. The Director's Responsibility section emphasizes ensuring staff are properly trained and prepared.

The Safety is Everyone's Responsibility section reinforces key safety expectations for all employees, including:

- Reviewing evacuation routes and rally points
- Locating and maintaining emergency supplies, including first aid kits and fire extinguishers
- Participating in regular safety, workplace hazard, and emergency training
- Reporting unsafe conditions to a supervisor immediately

By providing structured emergency procedures, ongoing training, and clear responsibilities for all staff, the department ensures a well-prepared and safe environment at all facilities.