



# Clinic Evacuation Plan

January 2012



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*Developed by Emergency Planning Resources, Inc. with input from clinic staff.*

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# NCNM Clinic Evacuation Plan

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# Introduction

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## Evacuation Goals

1. Efficient and safe evacuation of all persons.
2. Account for all persons.
3. Communicate emergency status to school personnel with emergency response duties.
4. Work effectively with response agencies, if needed.
5. If time allows, take actions to minimize property damage and expedite resumption of operations.

## Considerations and Challenges

The clinic setting presents unique challenges that require attention during emergency plan development, training, and execution.

1. Evacuation during various emergencies may proceed at differing speeds. During fire, immediate evacuation is required to address the fast-moving nature of fire and how quickly smoke limits visibility
2. Patients receiving treatment may require additional time to begin evacuation. Areas of concern include:
  - Floor 1
    - West zone, 2 hydrotherapy rooms
    - East Zone, IV therapy and group treatment rooms
    - Lab Zone, draw room
  - Floor 2
    - All treatment rooms
    - Patients receiving treatment may be undressed, which may delay their evacuation.
    - Patients receiving naturopathic treatment may be alone in a treatment room for up to 45 minutes.
3. Persons or staff in bathrooms may have difficulty hearing emergency messages.
4. Except for the fire alarm there is no single method of communicating quickly with all providers and students on floor 2 since they may be located in individual treatment rooms or conference rooms.
5. Rooms 227, 231, 233, and 235 are not accessible from perimeter hallways. In addition, rooms 231 and 233 are bathrooms where patients may be alone and have difficulty hearing alerts.

# Introduction - continued

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6. Some persons in the lobby and waiting room may be reluctant to evacuate before uniting with the patient they accompanied to the clinic.
7. Occupants exiting through the southwest door must walk north or south, then around a building to reach the Assembly Area. This may be particularly confusing for patient and visitors.
8. The start of each school session is a particularly vulnerable time since new students are unfamiliar with the clinic layout, staff, and operating procedures.

## Assets

NCNM clinic procedures and physical environment include characteristics that contribute to efficient evacuation during emergencies, including:

1. Physicians are part time volunteer staff, but are onsite frequently and familiar with the clinic floor plan and building features.
2. Providers are knowledgeable about the location of patients in all treatment rooms and will notify them of the evacuation.
3. Despite no perimeter hallway accessibility to rooms 227, 231, 233, and 235, sound carries very well in that area so alerts and emergency announcements can be heard easily.
4. The policy of keeping treatment room doors open when rooms are unoccupied assists zone wardens in quickly announcing evacuation orders.
5. Under extreme emergency conditions, windows in the minor surgery room (room 236) can be opened so people can escape into the garden area.

# Record of Revisions

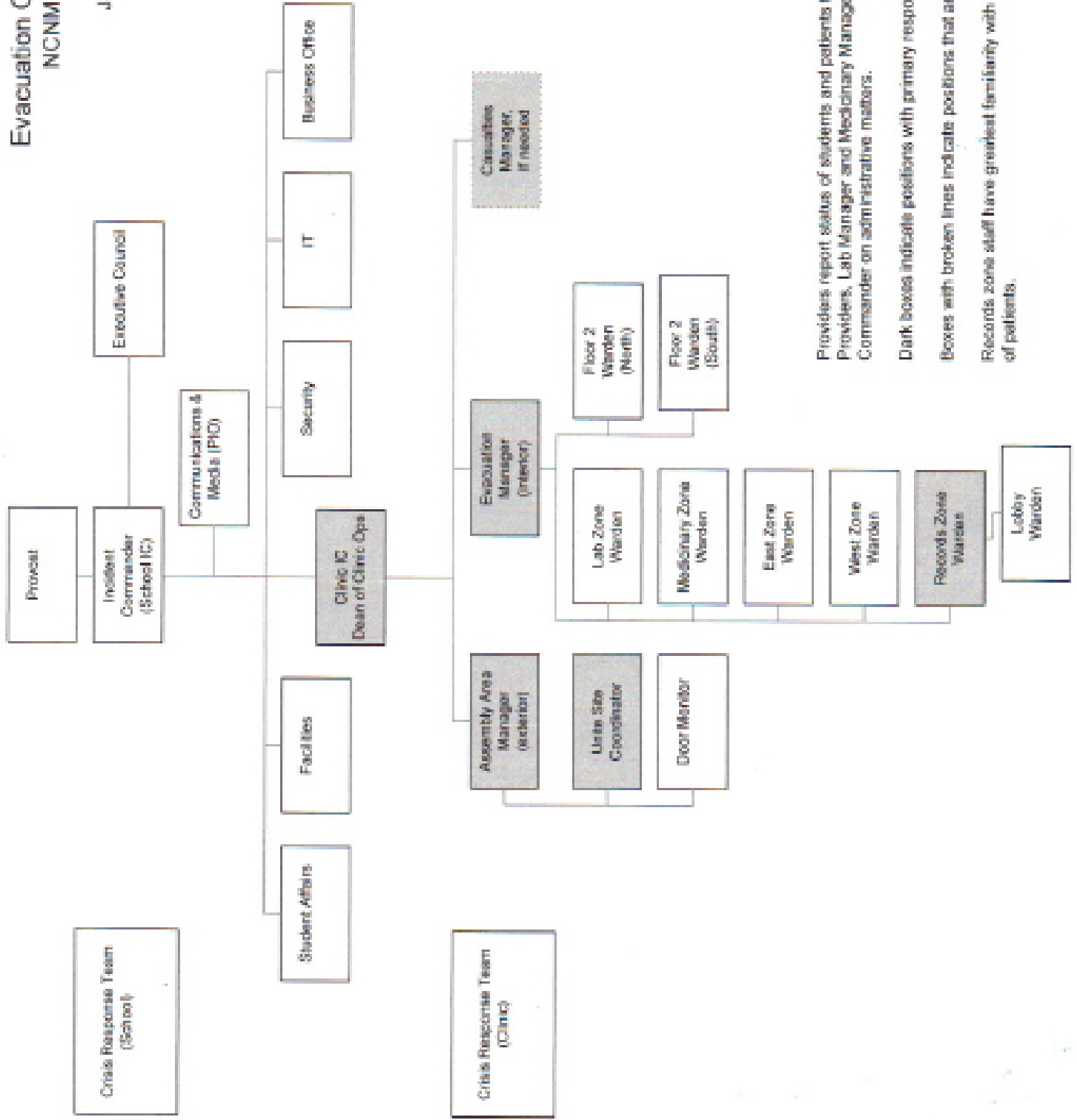
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# Evacuation Organization Chart

## NCNM Health Clinic

Jan. 2012



Providers report status of students and patients to Assembly Area Manager.  
 Providers, Lab Manager and Medication Manager report to Clinic Incident Commander on administrative matters.

Dark boxes indicate positions with primary responsibility.

Boxes with broken lines indicate positions that are activated as needed.

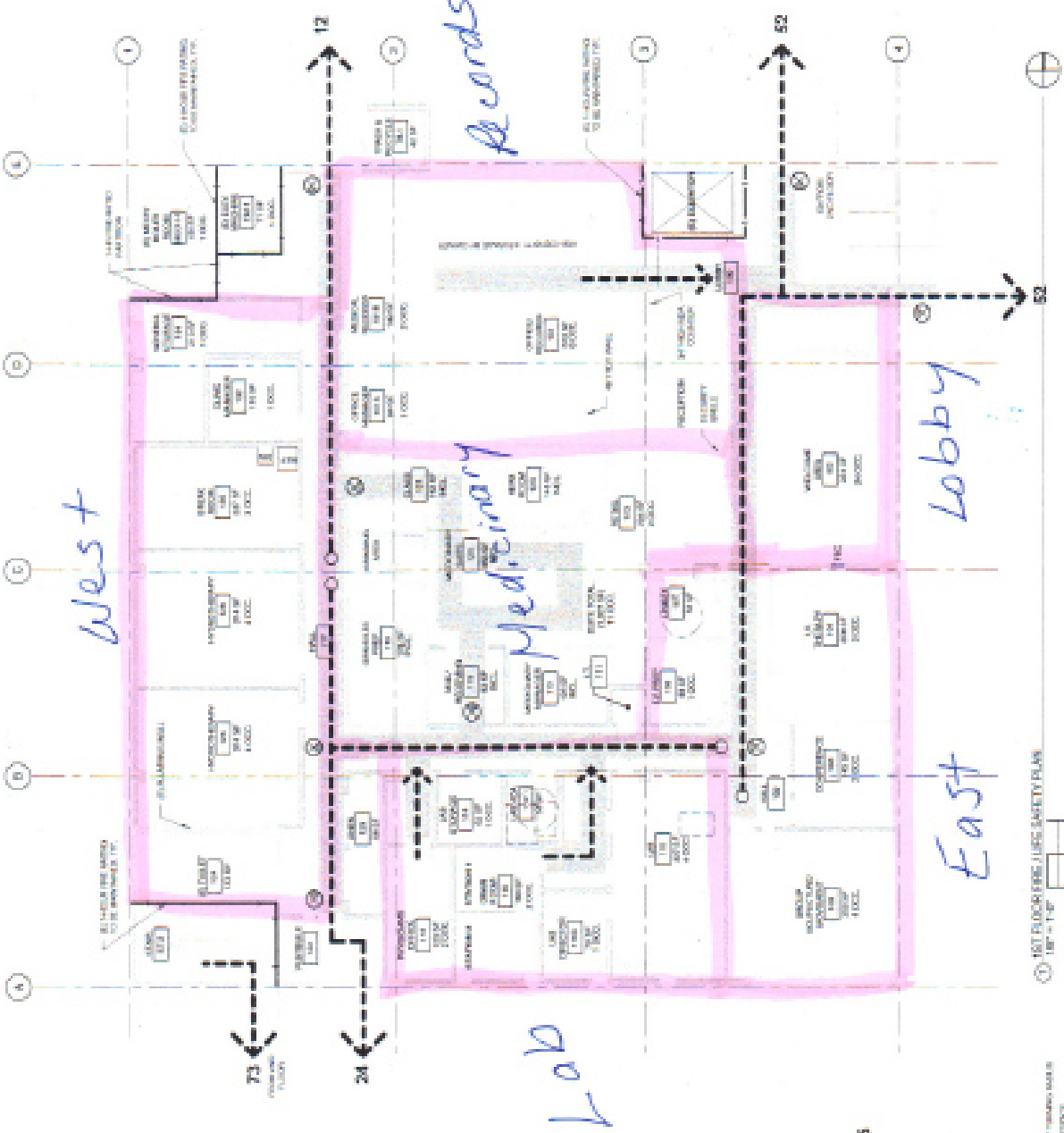
Records zone staff have greatest familiarity with number and identify of patients.

# Emergency Chain of Succession

<b>Position</b>	<b>Duties</b>	<b>Staff</b>
Clinic Incident Commander	<ol style="list-style-type: none"> <li>1. Oversee all evacuation activities, manage staff</li> <li>2. Coordinate with first response agencies</li> <li>3. Communicate with Provost and School Emergency Response Team members as needed</li> </ol>	<ol style="list-style-type: none"> <li>1. Dean of Clinic Operations</li> <li>2. Clinic Operations Coordinator</li> <li>3. Clinic Services Manager</li> </ol>
<b>Command Staff</b>		
Evacuation Mgr. (Internal)	<ol style="list-style-type: none"> <li>1. Assure all Zone Warden positions are filled</li> <li>2. Oversee activities of Zone Wardens.</li> </ol>	<ol style="list-style-type: none"> <li>1. Clinic Services Manager</li> <li>2. Front Desk Staff, as assigned</li> <li>3. Front Desk Staff, as assigned</li> </ol>
Assembly Area Mgr. (External)	<ol style="list-style-type: none"> <li>1. Establish Assembly Area</li> <li>2. Assure Door Monitor and Unite Site Coordinator positions are filled</li> <li>3. Account for whereabouts of all clinic occupants</li> </ol>	<ol style="list-style-type: none"> <li>1. Clinic Operations Coordinator</li> <li>2. Clinic Services Coordinator</li> <li>3. Clinic Billing Supervisor</li> </ol>
Casualty Area Mgr.	<ol style="list-style-type: none"> <li>1. Establish casualty area near Assembly Area, if needed.</li> <li>2. Triage casualties; call 9-1-1 as needed.</li> <li>3. Begin treatment and comfort patients as needed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Resident physician</li> <li>2. Resident Physician</li> <li>3. Attending Physician</li> </ol>
<b>Zone Wardens</b>		
Lab Zone Warden	<ol style="list-style-type: none"> <li>1. Advise all occupants of your Zone of evacuation and nearest safe exit</li> <li>2. Report status to Assembly Area Mgr.</li> </ol>	<ol style="list-style-type: none"> <li>1. Lab Staff</li> <li>2.</li> <li>3.</li> </ol>
East Zone Warden	See above	<ol style="list-style-type: none"> <li>1. Resident Physician</li> <li>2. Resident Physician</li> <li>3. Attending Physician</li> </ol>
West Zone Warden	See above	<ol style="list-style-type: none"> <li>1. Resident Physician</li> <li>2. Resident Physician</li> <li>3. Attending Physician</li> </ol>
Medicinary Zone Warden	See above	<ol style="list-style-type: none"> <li>1. Medicinary staff</li> <li>2.</li> <li>3.</li> </ol>
Records Zone Warden	<ol style="list-style-type: none"> <li>1. Activate East and West Zone Wardens.</li> <li>2. Activate Welcome Area Manager</li> <li>3. See above</li> </ol>	<ol style="list-style-type: none"> <li>1. Medical Records Coordinator</li> <li>2.</li> <li>3.</li> </ol>
Lobby Warden	<ol style="list-style-type: none"> <li>1. Notify lobby and waiting room occupants of nearest safe exit</li> <li>2. Escort people to Assembly Area</li> <li>3. Report status to Assembly Area Mgr.</li> </ol>	<ol style="list-style-type: none"> <li>1. Clinic Services Representative 1</li> <li>2. Clinic Services Representative 2</li> <li>3. Clinic Services Representative 3</li> </ol>
2nd Story Warden	<ol style="list-style-type: none"> <li>1. On Floor 2, follow S pattern, announce at all 6 broadcast points that evacuation is in progress. See map.</li> <li>2. Report status to Assembly Area Mgr.</li> </ol>	<ol style="list-style-type: none"> <li>1. Clinic Services Representative 2</li> <li>2. Clinic Services Representative 3</li> <li>3. Clinic Services Representative 4</li> </ol>
<b>Support Positions</b>		
Unite Site Coordinator	<ol style="list-style-type: none"> <li>1. Assist survivors to complete Missing Persons Form.</li> <li>2. Identify Missing Persons and reunite with family.</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>
Door Monitor	<ol style="list-style-type: none"> <li>1. Monitor building entrances from Assembly Area to prevent people from returning to building prior to authorization from Assembly Area Mgr.</li> </ol>	<ol style="list-style-type: none"> <li>1. Clinic Services Representative 4</li> <li>2. Clinic Services Representative 1</li> <li>3. Clinic Services Representative 2</li> </ol>

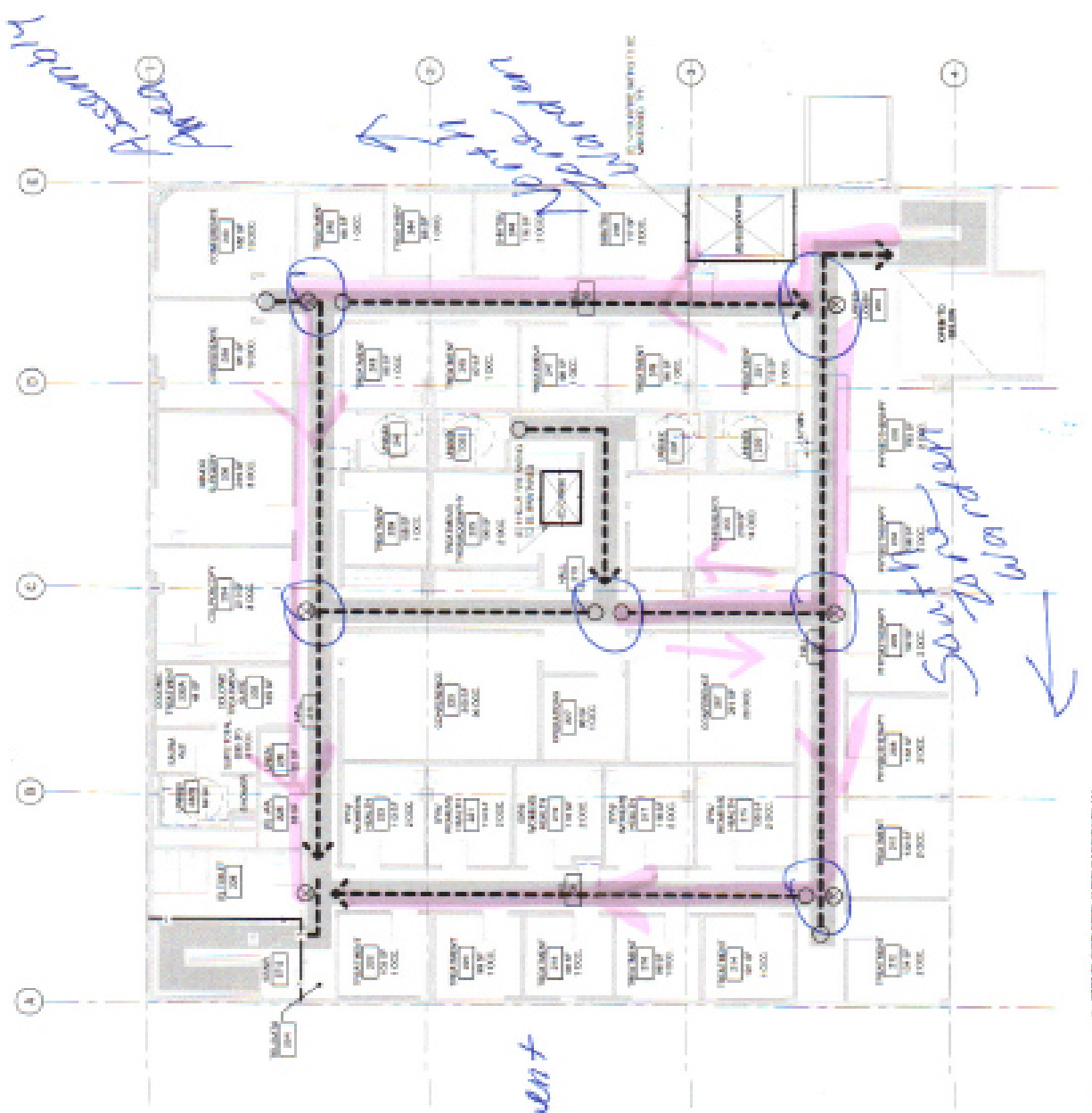


# NCNM Clinic Evacuation Zones



# NCNM Clinic Evacuation Zones

O = announcement points



**LEGEND**

- EVACUATION ZONES:**
  - THICK PINK LINE: EVACUATION ZONE
  - THIN PINK LINE: EVACUATION ZONE
- ANNOUNCEMENT POINTS:**
  - CIRCLE WITH 'O': ANNOUNCEMENT POINT
- ROOMS:**
  - THICK DASHED LINE: ROOM
  - THIN DASHED LINE: ROOM
  - THIN SOLID LINE: ROOM
- EXIT:**
  - SQUARE WITH 'EXIT': EXIT
  - CIRCLE WITH 'EXIT': EXIT
  - DIAGONAL LINE: EXIT
- STAIRS:**
  - SQUARE WITH 'STAIRS': STAIRS
  - CIRCLE WITH 'STAIRS': STAIRS
  - DIAGONAL LINE: STAIRS
- ASSEMBLY POINT:**
  - CIRCLE WITH 'AP': ASSEMBLY POINT
  - DIAGONAL LINE: ASSEMBLY POINT

SCALE BAR  
0 2 4 8  
1" = 8'

# Clinic Incident Commander

## Evacuation Checklist

**Reports to:** School Incident Commander

### Major Duties:

1. Determine the need for and order clinic evacuation. (If evacuation is not appropriate, order shelter-in-place or resume normal operations)
2. Ensure Dean of Operations office is evacuated and door closed.
3. Assure Evacuation Manager activates team.
4. Go to Evacuation Assembly Area at parking lot north of Feng Shui garden and establish Command Post separate from Assembly Area.
5. Obtain supplies from the Assembly Area Go Kit stored inside the clinic near the double exit doors on the building's north side.
6. Direct and supervise overall evacuation activities.

A. Oversee command staff to assure they fill all emergency positions and:

Command Staff	Task	Completed
Assembly Area Coordinator (exterior)	<ol style="list-style-type: none"><li>1. Account for all staff, students, patients, and visitors. If unaccounted for, notify fire department upon arrival.</li><li>2. Reunite patients with visitors, particularly children.</li><li>3. Ensure doorway monitors are in place to prevent evacuees from returning to building before authorized to do so.</li></ol>	
Evacuation Manager (building interior)	<ol style="list-style-type: none"><li>1. Call 9-1-1, notify security office.</li><li>2. Activates Zone Wardens to announce evacuation.</li><li>3. Assure mobilization of Floor 2 Wardens.</li><li>4. Assure mobilization of Welcome Area Warden by Records Zone Warden.</li></ol>	
Casualty Manager	<ol style="list-style-type: none"><li>1. Establish Casualty Area near Assembly Area to triage the injured, if needed.</li><li>2. Call 9-1-1 as needed</li><li>3. Monitor and treat injured</li><li>4. Oversee dead bodies.</li></ol>	

B. Upon arrival of fire department notify them of:

- location of known fire and/or damage
- location of known hazardous material, i.e. Lab
- location of trapped persons inside building, if any
- location of people with disabilities inside building, if any
- number of missing persons

# Clinic Incident Commander

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## Evacuation Checklist

- C. Confer with Provost regarding whether to close clinic operations.
  - D. Disseminate status information to command staff and to school PIO for transmittal to staff and patients.
7. Coordinate with co-members of School Emergency Response Team to relay situation status information and request their assistance.
  8. Apprise School Emergency Manager and Provost regarding situation status, including:
    - A. Make requests for assistance from School emergency organization
    - B. Building evacuation
    - C. Status of staff, students, patients, and visitors
    - D. Details of event (fire, flooding) as they become available
    - E. Number of casualties
    - F. Arrival of emergency agencies
  9. To the extent possible and safe, take actions to mitigate damage to buildings and clinic and school property.
  10. Authorize patient and staff re-entry into building when permitted by Police/Fire personnel.
  11. Complete an Incident Action Form (see school website) within 24 hours and forward to Chief of security.
  12. Throughout the incident meet with command staff to share intelligence and revise strategies if necessary.

# Assembly Area Manager

## Evacuation Checklist

**Is Activated By:** Incident Commander

**Major Duties:**

1. Upon hearing evacuation alarm, evacuate building.
2. Go to Evacuation Assembly Area and check in with the Clinic Incident Commander.
3. Establish the Assembly Area. In inclement weather, locate the Assembly Area inside the Warehouse building.
  - A. Obtain the Assembly Go-Kit stored inside the clinic near the double exit doors on the building's north side.
  - B. Mobilize the Unite Site Coordinator.
  - C. Mobilize the Door Monitor to prevent evacuees from returning to facility until authorized.
  - D. Account for all persons as follows:

	Present	Off Campus	In Casualty Area	Unaccounted For
Floor 2				
Patients				
Visitors				
Students				
Staff				
Floor 1				
Patients				
Visitors				
Students				
Staff				

- E. Notify Clinic Incident Commander of status of all persons.
4. Throughout the incident, notify Clinic Incident Commander about emergency-related concerns and share intelligence relevant to the evacuation.
5. When Incident Commander indicates it is safe re-enter the building.
6. Complete Incident Action Form (see school website) within 24 hours and forward to Chief of Security.

# Evacuation Manager (building interior)

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## Evacuation Checklist

**Is Activated By:**            **Incident Commander**

### Major Duties:

1. Upon hearing evacuation alarm go to Front Desk.
2. Activate alert mechanisms or assign responsibility to specific staff member.
  - A. Pull fire alarm for fire evacuation.
  - B. Call 9-1-1.
  - C. Notify Security Office. Call (503) 830-3613.
3. Activate Zone Wardens and provide them clipboards as follows:
  - East Zone (Resident physician)
  - West Zone (Resident physician)
  
  - Lab Zone activates its own zone warden.
  
  - Medicinary Zone activates its own warden and Floor 2 Zone Wardens from among its staff.
4. Go to Evacuation Assembly Area and check in with the Clinic Incident Commander.
5. Notify Incident Commander of status of all positions.
6. Throughout the incident, notify Clinic Incident Commander about emergency-related concerns and share intelligence relevant to the evacuation.
7. When Incident Commander indicates it is safe re-enter the building.
8. Complete Incident Action Form (see school website) within 24 hours and forward to Chief of Security.

# Casualties Manager

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## Evacuation Checklist

**Is Activated By:**            **Clinic Incident Commander**

### **Major Duties:**

1. Upon hearing evacuation alarm, evacuate building according to established emergency procedures.
2. Go to the Evacuation Assembly Area and check in with the Assembly Area Manager.
3. If directed by the Clinic Incident Commander, activate the Casualty Area near the Assembly Area. In inclement weather, locate the Casualty Area inside the Warehouse building.
  - A. Obtain supplies from the Casualty Go-Kit stored inside the clinic near the double exit doors on the building's north side.
  - B. Lay out the tarp: collect casualties into appropriate quadrants.
  - C. Triage patients.
  - D. Call 9-1-1 as needed and report situation to Clinic Incident Commander.
  - E. Treat patients as appropriate.
  - F. Coordinate with the Fire Department upon their arrival. Inform them of number of patients, their conditions, and any treatment administered.
4. Request additional staff from the Clinic Incident Commander as needed. Direct and supervise staff.
5. Throughout the incident, notify Clinic Incident Commander about emergency-related concerns and share intelligence relevant to the evacuation.
6. When Incident Commander indicates it is safe re-enter the building.
7. Complete Incident Action Form (see school website) within 24 hours and forward to Security Chief.

# Records Zone Warden

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## Evacuation Checklist

**Is Activated by:**            **Evacuation Manager**

**Major Duties:**

1. Upon hearing evacuation alarm, go to Front Desk.
2. Activate the Lobby Zone Warden and provide the appropriate clipboard.
3. Walk throughout Records Zone.
  - A. Notify people of evacuation and direct them to the nearest exit, focusing on:
    - Office/Records Area (room 101)
    - Office Manager's Office (room 101A)
    - Medical Records Area (room 101B)
    - Reception Area
    - High ADA Counter Area
4. Go to the Evacuation Assembly Area and check in with the Clinic Incident Commander.
5. Notify Incident Commander of status of all positions.
6. Throughout the incident, notify Clinic Incident Commander about emergency-related concerns and share intelligence relevant to the evacuation.
7. When Incident Commander indicates it is safe re-enter the building.
8. Complete Incident Action Form (see school website) within 24 hours and forward to Chief of Security.



# Lobby Zone Warden

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## Evacuation Checklist

**Is Activated By:**            **Records Zone Manager**

### **Major Duties:**

1. Upon hearing evaluation alarm, evacuate building according to established emergency procedures.
2. Report to the Front Desk and obtain your lobby Area Warden clipboard.
3. Go to the Lobby and Waiting Room and:
  - A. Notify people of evacuation in progress.
  - B. Direct them to the nearest, safe exit and assembly area.
  - C. Assure them they will reunite with patients in the Assembly Area.
  - D. Note location of persons who experience difficulty evacuating due to sensory or mobility disabilities.
  - E. Assist people who are slow in evacuating, as needed.
4. Evacuate building, go to Evacuation Assembly Area and check in with Assembly Area Manager. Notify Assembly Area Manager of any challenges or missing persons.
5. Throughout the incident, notify Assembly Area Manager about emergency-related concerns and share intelligence relevant to the evacuation.
6. When Incident Commander indicates it is safe, re-enter the building.
7. Complete Incident Action Form (see school website) within 24 hours and forward to Chief of Operations.

# Lab Zone Warden

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## Evacuation Checklist

**Is Mobilized by:**            **Evacuation Manager**

**Major Duties:**

1. Upon hearing evacuation alarm, obtain your Zone Warden clipboard.
2. Go to West Zone.
  - A. Notify people of evacuation and direct them to the nearest exit, focusing on:
    - Lab (room 110)
    - Lab Director's Office (room 110A)
    - Lab ADA (room 112)
    - Lab Storage (room 114)
    - Draw Room (room 116)
    - Physician's Office (room 118)
  - B. Note location of persons who experience difficulty evacuating due to sensory or mobility disabilities.
  - C. Assist people who are slow in evacuating, as needed.
3. Exit building, go to Evacuation Assembly Area
4. Check in with Assembly Area Manager. Notify Assembly Area Manager of any challenges or missing persons.
5. Throughout the incident, notify Assembly Area Manager about emergency-related concerns and share intelligence relevant to the evacuation.
6. When Incident Commander indicates it is safe, re-enter the building.
7. Complete Incident Action Form (see school website) within 24 hours and forward to Chief of Security.

# Medicinary Zone Warden

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## Evacuation Checklist

**Is Mobilized by:**            **Evacuation Manager**

**Major Duties:**

1. Upon hearing evacuation alarm, obtain your Zone Warden clipboard.
2. Mobilize 2 Floor Two Zone Wardens to report to the second floor.
3. Go to West Zone.
  - A. Notify people of evacuation and direct them to the nearest exit, focusing on:
    - Retail Area (room 103)
    - LT (room 111)
    - Medicinary Manager's Office (room 118)
    - Granules Prep Area (room 119)
    - Grinding Area (no room number)
    - Classroom (room 121)
    - Herb Room (room 123)
    - Medicinary Suite (room 125)
  - B. Note location of persons who experience difficulty evacuating due to sensory or mobility disabilities.
  - C. Assist people who are slow in evacuating, as needed.
4. Exit building, go to Evacuation Assembly Area
5. Check in with Assembly Area Manager. Notify Assembly Area Manager of any challenges or missing persons.
6. Throughout the incident, notify Assembly Area Manager about emergency-related concerns and share intelligence relevant to the evacuation.
7. When Incident Commander indicates it is safe, re-enter the building.
8. Complete Incident Action Form (see school website) within 24 hours and forward to Chief of Security.

# West Zone Warden

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## Evacuation Checklist

**Is Mobilized by:**            **Evacuation Manager**

**Note:** This position is filled by a Resident Physician.

### Major Duties:

1. Upon hearing evacuation alarm, go to Front Desk.
2. Obtain your Zone Warden clipboard.
3. Go to West Zone.
  - A. Notify people of evacuation and direct them to the nearest exit, focusing on:
    - Toilet (room 124)
    - Hydro room 1 (room 126)
    - Hydro room 2 (room 138)
    - Break Room (room 130)
    - Clinic Manager's Office (room 132)
    - General Storage Room (room 134)
  - B. Note location of persons who experience difficulty evacuating due to sensory or mobility disabilities.
  - C. Assist people who are slow in evacuating, as needed.
4. Exit building, go to Evacuation Assembly Area
5. Check in with Assembly Area Manager. Notify Assembly Area Manager of any challenges or missing persons.
6. Throughout the incident, notify Assembly Area Manager about emergency-related concerns and share intelligence relevant to the evacuation.
7. When Incident Commander indicates it is safe, re-enter the building.
8. Complete Incident Action Form (see school website) within 24 hours and forward to Chief of Security.

# East Zone Warden

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## Evacuation Checklist

**Is Mobilized by:**            **Evacuation Manager**

**Note:** This position is filled by a Resident Physician.

### Major Duties:

1. Upon hearing evacuation alarm, go to Front Desk.
2. Obtain your Zone Warden clipboard.
3. Go to West Zone.
  - A. Notify people of evacuation and direct them to the nearest exit, focusing on:
    - I.V. Therapy Room (room 104)
    - Conference Room (room 106)
    - Group Treatment Room (room 108)
    - Unisex Toilet (room 107)
    - I.V. Prep Room (room 109)
  - B. Note location of persons who experience difficulty evacuating due to sensory or mobility disabilities.
  - C. Assist people who are slow in evacuating, as needed.
4. Exit building, go to Evacuation Assembly Area
5. Check in with Assembly Area Manager. Notify Assembly Area Manager of any challenges or missing persons.
6. Throughout the incident, notify Assembly Area Manager about emergency-related concerns and share intelligence relevant to the evacuation.
7. When Incident Commander indicates it is safe, re-enter the building.
8. Complete Incident Action Form (see school website) within 24 hours and forward to Chief of Security.

# Floor 2 Zone Warden North

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## Evacuation Checklist

**Is Mobilized by:**            **Evacuation Manager**

### **Major Duties:**

1. Upon hearing evaluation alarm obtain your Floor Warden clipboard
  - A. Notify people of evacuation and direct them to the nearest exit, focusing on:
    - Chinese Medicine Exam Rooms (rooms 242 through 249 and 251)
    - Conference Rooms (rooms 238 and 240)
    - Minor surgery Room (room 236)
    - Coloscopy Room (room 234)
    - Conference Room (room 205)
    - Colonic Treatment Suite and Toilet (rooms 232, 232A, 232B and 235)
  - B. Walk along the north and west hallways, stopping at intersections of hallways to announce the evacuation.
  - C. Note the location of persons who experience difficulty evacuating due to sensory or mobility disabilities.
  - D. Assist people who are slow in evacuating, as needed.
2. Upon completion of tasks, leave building, go to Evacuation Assembly Area and check in with Assembly Area Manager.
3. Notify Assembly Area Manager of any challenges or missing persons.
4. Throughout the incident, notify Assembly Area Manager about emergency-related concerns and share information relevant to the evacuation.
5. When Incident Commander indicates it is safe, re-enter the building.
6. Complete Incident Action Form (see school website) within 24 hours and forward to Chief of Security.

# Floor 2 Zone Warden South

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## Evacuation Checklist

**Is Mobilized by:**            **Evacuation Manager**

### Major Duties:

1. Upon hearing evaluation alarm Obtain your Floor Warden clipboard
  - A. Notify people of evacuation and direct them to the nearest exit, focusing on:
    - Physiotherapy Rooms (rooms 202 and 204)
    - Conference Room (room 207)
    - Operations (room 227)
    - Conference room (room 206)
    - Restrooms rooms and (203 and 231)
    - Physiotherapy Rooms (rooms 206, 208 and 210)
    - Treatment/Exam Rooms (rooms 210, 212, 214-223)
    - Toilet (room226)
  - B. Walk along the east and south hallways, stopping at intersections of hallways and at the north entrance to conference room 207 to announce evacuation.
  - C. Note the location of persons who experience difficulty evacuating due to sensory or mobility disabilities.
  - D. Assist people who are slow in evacuating, as needed.
2. Upon completion of tasks, leave building, go to Evacuation Assembly Area and check in with Assembly Area Manager.
3. Notify Assembly Area Manager of any challenges or missing persons.
4. Throughout the incident, notify Assembly Area Manager about emergency-related concerns and share information relevant to the evacuation.
5. When Incident Commander indicates it is safe, re-enter the building.
6. Complete Incident Action Form (see school website) within 24 hours and forward to Chief of Security.

# Unite Site Coordinator

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## Evacuation Checklist

**Is Activated By:**            **Assembly Area Manager**

### **Major Duties:**

1. Upon hearing evacuation alarm, evacuate building according to established emergency procedures.
2. Go to the Evacuation Assembly Area and check in with the Assembly Area Manager.
3. Activate the Unite Site within the Assembly Area. In inclement weather, locate the Unite Site inside the Warehouse building.
  - A. Obtain supplies from the Assembly Area Go-Kit stored inside the clinic near the double exit doors on the building's north side.
  - B. Collect information on the Missing Persons Report to the extent possible.
  - C. Advise reporting persons to remain in the Assembly Area to talk to emergency personnel.
  - D. Match missing persons data with information provided by reporting parties to Locate persons.
  - E. Report stats to Assembly Area Manger.
  - F. Coordinate with the Fire Department upon their arrival. Provide them with specific information regarding missing persons to the extent know.
4. Request additional staff from the Assembly Area Manager as needed. Direct and supervise staff.
5. Throughout the incident, keep Assembly Area Manager apprised regarding relevant information, including reunification of persons listed as missing and emerging details about persons for whom a search is being conducted, if any.
6. When Incident Commander indicates it is safe re-enter the building.
7. Complete Incident Action Form (see school website) within 24 hours and forward to Chief of Security.

Forms : Missing Persons Form



# Door Monitor

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## Evacuation Checklist

**Is Activated By:**            **Assembly Area Manager**

**Major Duties:**

1. Upon hearing evaluation alarm, evacuate building according to established emergency procedures.
2. Go to Evacuation Assembly Area and check in with Assembly Area Manager.
3. Remain outside the building exit nearest the Assembly Area and prevent people from re-entering the building.
4. Throughout the incident, notify Assembly Area Manager about emergency-related concerns and share information relevant to the evacuation.
5. When Incident Commander indicates it is safe, hold door open for people re-entering the building.
6. Complete Incident Action Form (see school website) within 24 hours and forward to Chief of Security.

# Physicians

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## Evacuation Checklist

**Is Mobilized by:**            **Self-mobilize**

**Major Duties:**

1. Upon hearing evacuation alarm, obtain your Zone Warden clipboard.
2. Go to exam rooms and conference rooms where patients or students you supervise are located.
  - A. Notify patients/students of evacuation and direct them to the nearest exit.
  - B. Note location of persons who experience difficulty evacuating due to sensory or mobility disabilities.
  - C. Assist people who are slow in evacuating, as needed.
3. Exit building, go to Evacuation Assembly Area
4. Check in with Assembly Area Manager. Notify Assembly Area Manager of status of patients and students you supervise.
5. Throughout the incident, notify Assembly Area Manager about emergency-related concerns and share intelligence relevant to the evacuation.
6. When Incident Commander indicates it is safe, re-enter the building.
7. Complete Incident Action Form (see school website) within 24 hours and forward to Chief of Security.

# Evacuation Supplies

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## Assembly Area Go-Kit

1. Weather-resistant box with attached cover to hold supplies for the Incident Commander, Command Staff, and Assembly Area Staff
2. Clipboards specific to the following positions:
  - Clinic Incident Commander
  - Assembly Area Manager
  - Unit Site Coordinator
  - Casualty Manager
3. Pens that write when wet
4. Four flashlights and batteries
5. Emergency blankets for partially-clad patients
6. Foldable shoes for bare footed patients
7. Binder containing Clinic Evacuation Plan
8. Binder containing School Emergency Plan
9. Vests to identify, at a minimum, emergency positions listed above

## Clip Board Contents

1. Checklist specific to position for which the clip board is used. The IC's clipboard contains a checklist for each position. Clipboards for Evacuation and Assembly Area Managers and Records Zone Warden contain checklists for all positions they mobilize.
2. Emergency Chain of Succession (IC, Evacuation and Assembly Area Managers)
3. Evacuation map, emergency zones map.
4. List of emergency contacts (Incident Commander)
5. Water-resistant pen attached to clip board
6. Evacuation script (Zone Wardens). Script may be included at bottom of checklist if room allows to minimize paperwork.
7. Evacuation signs fastened to back of clip board. (Zone Wardens and Evacuation Manager)

# Missing Persons Form

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## Missing Person Description

Name (first, middle, last) \_\_\_\_\_

Nickname(s) \_\_\_\_\_

Sex \_\_\_\_\_ Age \_\_\_\_\_ Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_

Race/Nationality \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Clothing Description \_\_\_\_\_

Visible Scars or Distinguishing Features \_\_\_\_\_

\_\_\_\_\_

Medical or Vulnerable Persons Considerations \_\_\_\_\_

Other Useful Information \_\_\_\_\_

## Reporting Person

Name (first, middle, last) \_\_\_\_\_

Sex \_\_\_\_\_ Age \_\_\_\_\_

Relationship to Missing Person \_\_\_\_\_

Cell Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Leave the Building  
Now!

Follow me.

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De emergencia!

Ven conmigo  
Ahora

# Incident Action Report Form

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All staff involved in an emergency response will complete an Incident Action Report. Submit the form to the Chief of Security within 24 hours of the emergency.

The form is available at:

<http://www.ncnm.edu/student-services-at-ncnm/safety-amp-security.php>

# NCNM

## Emergency Telephone Numbers

### In case of emergency, dial 911.

Facilities, Safety & Security	503. 552.1572
After hours emergency pager	503. 993.8887
Non-emergency Police	503.823.3333
Non-emergency Fire Dept	503.823.3700
First Response Security	866.686.1886
Physician On-Call	503.790.5538
Exposure Control Officer	503.702.8205
TB Control Officer	503.552.1761
Chief Medical Officer (ND)	503.552.1783
<i>Back-up (TBD)</i>	<i>503.xxx.xxxx</i>
Chief Medical Officer (CCM)	503.552.1687
<i>Back-up (TBD)</i>	<i>503.xxx.xxxx</i>