



EMERGENCY GUIDEBOOK

INSTRUCTIONS FOR DOCUMENT STORAGE

These documents are to be scanned and filed in the electronic system, following the guide below.

DOCUMENTS TO BE SCANNED AND FILED ELECTRONICALLY AFTER COMPLETION:

- ❖ EMERGENCY SERVICE CONTACTS
- ❖ EMERGENCY SHUT OFF
- ❖ EMERGENCY SUPPLIES & CHECKLIST
- ❖ EMERGENCY WORKSHEET
- ❖ FIRE EVACUATION PRACTICE DRILLS
- ❖ RESPONDING TO A FIRE EMERGENCY
- ❖ NATURAL DISASTER PRACTICE DRILLS
- ❖ RESPONDING TO A NATURAL DISASTER
- ❖ CARBON MONOXIDE ALARM RESPONSE PROCEDURE

DRILL LOGS TO BE SCANNED AND FILED ELECTRONICALLY AFTER COMPLETION:

- ❖ FIRE EMERGENCY DRILL LOG WORKSHEET
- ❖ NATURAL DISASTER EMERGENCY DRILL WORKSHEET
- ❖ UTILITY FAILURE EMERGENCY DRILL WORKSHEET
- ❖ BOMB THREAT/SUSPICIOUS PACKAGE DRILL WORKSHEET
- ❖ MEDICAL EMERGENCY DRILL WORKSHEET
- ❖ VIOLENT OR THREATENING SITUATIONS EMERGENCY DRILL WORKSHEET
- ❖ COMMUNITY EMERGENCY SEARCH WORKSHEET
- ❖ QUARTERLY MEDICATION ADMINISTRATION EMPLOYEE COMPETENCY SKILLS CHECK

DOCUMENTS TO BE SCANNED AND FILED ELECTRONICALLY ANNUALLY:

- ❖ RECOMMENDED EMERGENCY PRACTICE DRILL SCHEDULE LOG
- ❖ FIRE DRILL DATA SHEET
- ❖ E-SCORE PACKET

*****Originals of all contents will remain in the Emergency Guidebook at each location.
Records of Drills logs will be maintained in the book for a minimum of 2 years. *****

WE MAKE THE DIFFERENCE