

Power Wellness Home Office Emergency Response Guidelines

Table of Contents

Introduction 3

Fire Emergency 4

Medical Emergency..... 5

Medical First Aid Assistance 6

Armed Intruder/Active Shooter 7

Hazard Communication 8

Utility Outage 9

Severe Weather Alert 10

Introduction

Power Wellness Management, LLC (“Power Wellness”) is committed to maintaining a safe and healthy work environment by adhering to federal, state, and local safety regulations and providing essential emergency procedures to all team members.

Power Wellness is dedicated to informed, knowledgeable efforts to protect the health and safety of all Power Wellness team members.

The following emergency response guidelines outline appropriate actions for emergency response. Emergency response plans have been created for emergency situations. Knowledge of these plans, as well as the location and use of safety equipment is the obligation of all team members.

**If you have any questions or concerns, please contact the
Power Wellness Risk & Safety Department.**

Fire Emergency

The purpose of this guideline is to identify the responsibilities of all building personnel in safely evacuating the building in the event of fire.

In the event of a fire, follow the universal **RACE** acronym

R – Rescue those in immediate danger

A – Alarm by activating the nearest fire pull box and **call 911**

C – Confine by closing doors to prevent spreading

E – Extinguish or Evacuate

- If there is smoke or smoldering, you may use the fire extinguisher to minimize potential damage after calling 911 and beginning the evacuation procedures. **If you are not sure the fire extinguisher is appropriate for the type of fire occurring – evacuate**
- If there are active flames, you are not expected to fight a fire; **call 911** and concentrate on evacuating the facility.

To use a fire extinguisher, remember **PASS**

P – Pull the pin

A – Aim the nozzle

S – Squeeze the trigger

S – Sweep from side to side at the base of the fire

Evacuation:

- All team members and guests are to evacuate the building using the nearest safest exit.
- The evacuation may be initiated by an overhead page (**dialing 402**) fire alarm or other method.
- Leave belongings behind
 - Prioritize your safety over personal items
- Do not re-enter the building until the scene is cleared.
- If safe to do so, the Risk & Safety department, Office Assistant, IT, or Senior Vice President will sweep the building to ensure all team members are evacuated.

Evacuation Area: West/Main Parking Lot – furthest away from building, near dumpsters

Medical Emergency

In the case of a medical emergency, verbally call for help or use the intercom system (**dial 402**) and state “medical emergency (and location)” two times.

When to Call 911

- Signs of a heart attack/stroke
- Trouble breathing/choking
- Extreme disorientation/strange behavior
- Severe bleeding/ severe burns / suspicion of internal bleeding
- Inability to transport self for needed care
- A head injury / major bodily injury

For a non-responsive unconscious individual:

- Call 911 immediately
 - First responder to the scene
 - If working alone, call 911 immediately.
 - If others are around, direct someone to call 911 immediately.
- Make sure the scene is safe
- If safe to do so, check for signs and symptoms of cardiopulmonary or respiratory arrest and initiate basic life support procedures, as trained
- Secondary Responders: Bring an AED and First Aid bag to the scene
 - **Locations of First Aid Kits & AEDs:**
 - East of the mailboxes
 - Around the corner, on the wall north of men’s restroom
- **Activate the AED as soon as it arrives and follow instructions and training**
- Additional responsibilities:
 - Guide EMS to the scene
 - Assist with crowd control
 - Assist in CPR rotation, if needed
 - Bring additional supplies; secondary first aid kit, towels, gloves

For responsive conscious individuals:

- **Never place the AED on a conscious, responsive individual**
- Assess the situation and remain with the injured or ill individual
- Call 911 if advanced care is needed
- Offer first aid care to the individual, within the scope of your training
- Secondary Responders: Bring an AED and First Aid bag to the scene

Medical First Aid Assistance

In the case of medical first aid assistance, an individual may need basic first aid care.

A person, able to answer questions, may still need staff members to call Emergency Medical Services (EMS). Trained staff should assess the situation to determine action.

When to Call 911

- Signs of a heart attack/stroke
- Trouble breathing/choking
- Extreme disorientation/strange behavior
- Severe bleeding/ severe burns / suspicion of internal bleeding
- Inability to transport self for needed care
- A head injury / major bodily injury

Responding Team Member(s)

- Assess the situation and remain with the injured or ill individual
- Make sure the scene is safe
- Call 911 if advanced care is needed
- If safe to do so, offer first aid care to the individual, as trained
- Secondary Responders: Bring an AED and First Aid bag to the scene
 - **Location of First Aid Kits & AED:**
 - **East of the mailboxes**
 - **Around the corner, on the wall north of men's restroom**
- Additional responsibilities, if needed:
 - Contact the individual's emergency contact
 - Retrieve individuals' personal items
 - Bring additional supplies; secondary first aid kit, towels, gloves
- Report all medical first assistance incidents to the Risk & Safety Department once the scene is cleared

Armed Intruder/Active Shooter

In the case of an armed intruder or active shooter, if safe to do so, press the panic button below the reception desk. This is a direct dispatch to the police department.

If safe to do so, alert others by using the intercom system (**dialing 402**)

All Building Occupants:

Run Evacuate to the nearest exit, if safe to do so

- Present your raised empty hands when you leave the building

Hide If evacuation is not possible, find a secure hiding spot or room

- Silence phones and turn off lights to give the appearance of an empty room or area
- Wait quietly for the “all clear” before leaving the barricaded area

Fight If you cannot run or hide, fight to disarm the intruder.

- Look for improvised weapons (e.g., fire extinguisher, chair)
- Plan to defend yourself – be ready to attack, throw objects, or fight to disarm the intruder

Follow all instructions from law enforcement. If you are on the phone with 911 provide details that are known to you, such as:

- Location of the intruder
- Number of intruders
- Physical Descriptors
- Weapons the intruder has

Hazard Communication

In the case of hazardous material, such as bodily fluid contamination, hazardous spill, and/or chemical release.

Bloodborne Pathogens

Always practice universal precautions for infection control to treat all human blood and other bodily fluids as biohazards. Personal Protective Equipment (PPE) is required when working with biological and chemicals hazards and available in both First Aid Bags

- **East of the mailboxes**
- **Around the corner, on the wall north of men's restroom**

All biohazards and items potentially containing bloodborne pathogens (BBPs) must be placed in designated biohazard containers (i.e., Sharps container) or biohazard waste receptacle(s).

Chemicals

Before using a chemical, you should review the chemical's safety data sheet (SDS). Safety Data Sheets for all chemicals being used in the home office are stored in yellow binders located above both AED cabinets.

- **East of the mailboxes**
- **Around the corner, on the wall north of men's restroom**

All Safety Data sheets contain:

- Physical health, and environmental health hazards
- Necessary Personal Protective Equipment (PPE),
- First aid Measures
- Handling and Storage
- ...and more

If a small chemical spill occurs, the size of a household gallon sized container, then it may be able to be cleaned up using appropriate PPE. Larger spills should be handled by professionals and evacuation is recommended.

All chemicals or materials contaminated with chemicals must be disposed of appropriately, based on the volume and nature of the waste. Use a designated biohazard waste bag or receptacle, as applicable. When disposing of any biohazard waste, always use the red biohazard bags located in the first aid kits. After securing the waste, contact the Risk & Safety department for further instructions.

Utility Outage

In the case of a power outage, you will be guided by IT, Risk & Safety, and the executive team on the next steps. Normal business may be paused, or you may be directed to work from home until power is restored.

Flashlights can be found plugged into the walls near the conference rooms and will go on automatically in the event of a utility outage to illuminate safe evacuation.

In the case of a utility outage, IT should be notified as soon as possible.

Power Wellness IT Department (866-637-3499)

Severe Weather Alert

Severe weather can result in utility outages, office closure, or shelter-in-place procedures.

Tornado

- Tornado Watch:
 - When the conditions are favorable to produce a tornado the National Weather service will issue a Tornado Watch. Business continues as usual with heightened awareness.
- Tornado Warning:
 - When a tornado is sighted, or is approaching, the area the National Weather Service will issue a Tornado Warning.
 - Seek shelter during a Tornado Warning.
 - Tornado Shelter locations: **Restrooms & Kitchen area**

Thunderstorm/Lightning

- Severe Thunderstorm Warnings issued by the National Weather Service include the dangers of severe lightning. Business continues as usual with heightened awareness.

Earthquake

Stay inside, if possible.

- **Drop** where you are, onto your hands and knees. This position protects you from being knocked down and allows you to stay low and crawl to shelter if nearby.
- **Cover** your head and neck with one arm and hand
 - If a sturdy table or desk is nearby, crawl underneath it for shelter
 - If no shelter is nearby, crawl next to an interior wall (away from windows)
 - Stay on your knees; bend over to protect vital organs
- **Hold on** until the shaking stops
 - Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts
 - No shelter: hold on to your head and neck with both arms and hands