

Emergency Action Plan

Associated Eye Care, Inc. recognizes that people drive our business. As our most critical resource, employees are safeguarded through training, provision of appropriate work surrounding, and procedures that foster protection of health and safety. No duty, no matter what its perceived result, is more important than employee health and safety.

General Guidelines in an Emergency

Stay calm and think through your actions.

Know important emergency numbers:

- Fire/Police/Ambulance 9-1-1
- Or page for help

Do not hesitate to call/alert others if you believe that an emergency is occurring.

Be aware of your surroundings.

- Know where exits are located, including stairwell exits. Escape route maps are displayed in various locations of all offices.
- In the event of an emergency, do not take elevators, use only stairs.
- Know the locations of the fire extinguishers and alarms.

Regency Office Fire Extinguishers

- Optical Lab
- In the hall next to the employee lockers
- In the hall next to the back waiting room
- In the hall across from the visual field room
- In the hall outside of the main tech station
- In the hall across from check-out
- In the hall across from the back door

Regency Office Alarms

- In the hall across from the back door
- In the vestibule near the front door to building

Oregon Office Fire Extinguisher

- In the hall in-between the back door and the bathroom
- In the hall next to the employee entrance door

Oregon Office Alarm

- Outside the suite in the common area hallway next to the back building stairs

Bowling Green Office Fire Extinguisher

- In the hallway between room 1 and 2

Bowling Green Office Alarm

- Outside the suite in the common area hallway next to the stairs

Fire

Evacuation:

- Employees are notified of a fire by either the fire alarm system or paged announcement.
- Upon hearing the alarm, immediately evacuate the building using the closest exit, do **not** use the elevators. Do not delay evacuation to get your coat, personal belongings, finish a phone call, or wait for friends.
- Any employee having mobility, visual, hearing, or other conditions that may hinder them from becoming aware of an emergency of evacuation, should disclose their condition to the Practice Manager at the time of hire so that special assistance can be rendered at time of emergency.
- For the Regency location, upon exiting the building, employees should report to the grassy area between the 1000 and 3000 building.
For all other locations, upon exiting the building, employees should report to the parking lot at the front entrance to the building.
- If any employee, patient, or known guest/visitor is missing, immediately report the missing person's name to a Team Leader who will in turn report it to the proper controlling authorities.
- All employees should stay together in the designated area so periodic updates on the situation can be communicated. Do not go home, wait in your car, return to the building, or go to another building unless directed by a Team Leader to do so.

Evacuation Response Duties:

- Employees not assigned response duties should leave the building immediately and report to the designated area.
- Opticians are responsible to evacuate all clients from the optical areas.

- Technicians are responsible to evacuate all patients from exam rooms, procedure rooms and lavatories in clinical areas. It may be necessary to provide wheelchair assistance to those who require it. The designated technician should bring the first aid kit to the assembly point.
- Front office personnel are responsible to evacuate the waiting rooms, lounge or kitchen areas, and lavatories located in non-clinical areas. It may be necessary to provide wheelchair assistance to those who require it. The employee responsible for check-out should take sunglasses for use by patients whose eyes have been dilated.
- Billing personnel are responsible to evacuate surgery room, exam rooms and all other rooms in the west end of the building.
- Team Leaders or their designees should be the last persons to leave the area. Team Leaders should check in exam rooms, lavatories, and offices to be sure all employees have evacuated. All doors should be closed after the Team Leader clears an area.
- Fire Safety Marshal should be the last person to evacuate the building. The Fire Safety Marshal should check in exam rooms, lavatories, and offices to be sure all employees have evacuated, closing doors behind them in the process. Doors should not be locked, so to aid access if required by the emergency services and to prevent delays in sweeping the zone and evacuating. Fire Safety Marshals should not put their own safety at risk when undertaking these checks of rooms and areas. Once this check is complete, the fire marshal should proceed to the assembly point and report to the person in charge that the suite is clear.

If you discover a fire:

- Alert other persons in the immediate hazard area and rescue anyone in danger.
- Activate the nearest fire alarm.
- Call 9-1-1, call the receptionist, and/or page an emergency announcement.
- Contain the fire.
- If the fire is minor and you have been trained to use a fire extinguisher, follow these instructions:
 - Pull the safety pin
 - Aim the nozzle at the base of the fire
 - Squeeze the operating lever
 - Sweep side to side, covering the base of the fire

When using a fire extinguisher, always stay between the fire and exit. Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky, or you are frightened, evacuate immediately.