

## EMERGENCY INFORMATION

### *Cispus Learning Center*

360-497-7131

In case of emergency, you may contact any of these staff members:

<b>Dan Phelps, Custodian</b>	<b>497-0517 House #3</b>
<b>Layla Milholen, Staff</b>	<b>497-0598 House #4</b>
<b>Jim Garner, Volunteer</b>	<b>497-3091 House #2</b>
<b>Rory Vance, Maintenance Supervisor</b>	<b>497-3132-Off Site</b>
<b>Sue English, General Manager</b>	<b>497-3030-Off Site</b>
<b>Marty &amp; Susan Fortin, Directors</b>	<b>497-2068-Off Site</b>
<b>Randle Fire &amp; Emergency</b>	<b>911</b>
<b>Morton Hospital:</b>	<b>360-496-5112</b>

*Telephones are available after office hours outside the Dining Hall, outside the Office, or in the Dispensary.*

**Emergency Response Procedures:** Cispus Learning Center is prepared to deal with emergencies that may arise due to natural disasters or accidents. Cispus is committed to providing the safest possible environment for employees and for the visiting public.

The General Manager or any one of the employees housed on site will be available at all times to respond to emergencies which may arise. These employees have been trained in CPR and first aid and AED use. In the event that on site telephone service is unavailable, radio equipment may be used to notify outside authorities and to coordinate response from Cispus employees. Each Cispus employee who has access to radios is trained in the proper use of radio equipment. Each major use building and CISPUS vehicles will have first aid supplies.

Threats to life, serious injury, and serious property damage will be given priority in the order listed. As soon as possible, Cispus Learning Center employees will notify Cispus management, Lewis County Sheriff, and the Forest Service representative of the emergency and submit an incident report with appropriate information.

In the event of injury or sudden illness of a visitor, Cispus can help you notify emergency services via telephone or radio, if possible. If radio contact is not possible, a Cispus employee will remain with the injured or sick individual while another employee or a volunteer citizen drives to the closest available telephone to phone 911.

In the event of a wild land fire or other disaster, Cispus employees will notify visitors of threat as soon as possible. If evacuation is necessary, Cispus employees will direct that effort. Cispus will determine the area to be evacuated and the area in which to relocate after consulting with the Forest Service and Sheriff. Once the evacuation has begun, Cispus staff will direct movement by placing employees along the evacuation route. Cispus staff will maintain a calm, orderly evacuation by providing information, giving clear concise instructions, and by coordinating traffic direction. Once the evacuation has been completed, the Director and Department Managers will survey the area and secure the facility.