Clinic Personnel/Chain of Command:
Gillian McGeorge, DPT, ATC – Clinical Director
Valerie Moody – office manager
On duty PT aides (current in CPR/AED)
On duty AT student (current in CPR/AED)

Communications:
Location of phones: Landlines in reception office, clinical director office, adjacent Now Care facility. Personal cell phones if necessary.

Now Care facility: Front door of PT clinic adjacent to inside of urgent care facility staffed with doctors, nurses and other medical personnel. Can be contacted by landline or a runner.

Emergency equipment:
AED: located in Now Care clinic adjacent to front entrance of PT clinic.

Fire extinguisher: located in the laundry room in the rear of the clinic
FIRE AND LIFE SAFETY PROGRAM

Evacuation Plan

MOUNTAIN LAND REHABILITATION OGDEN CLINIC

Safety Coordinator: Gillian McGeorge

Assembly location: West side of the clinic, at a minimum of 50 feet from Clinic.

Location of Alarm System: Adjacent to main entrance of PT clinic

The person discovering the fire will:

   Activate the fire alarm:
   
   Call the fire department - 911
   
   Notify Clinic Director – Gillian McGeorge @ Cell (801) 564-5807

Communicating with the fire department
1. Describe the size and extent of fire and material burning
2. Speak in a clear, moderate voice so as not to cause alarm or confusion. Use normal tone of voice
3. Do not hang up until told to do so.

Rescue:

   Remove all patients/visitors in immediate danger from the fire and smoke area. Close door behind you after all patient, visitors and employees are evacuated.

   Move all patients, visitors and employees 50 feet beyond the nearest fire doors.
   If no immediate danger, clinic coordinator or designated staff will transfer all records that have not been electronically saved from record cabinets to plastic containers (located storage office) and moved 50 feet beyond the nearest fire doors/or director vehicle for transport to closest ML clinic.

Evacuation:

   Complete a head count when those in danger are moved to the evacuation area.
   Do a head count, identify the names and last known locations of anyone not accounted for and pass them to the official in charge.
   If further evacuation in which case incident expands, clinic director may send employees home by providing them with transportation to a determined drop off location.
   Observe any patients/visitors for any adverse reaction to fire and smoke

Medical Emergency:

   Initiate life saving steps if necessary
   Call or designate someone to call 911
   Send a runner to adjacent Now Care clinic for additional medical personnel