

Chapter 02 | Policies & Procedures

02.01 Emergency Procedures

GENERAL POLICY STATEMENT

Emergency procedures are established to prevent serious injuries and to protect life. Such established procedures will be followed as closely as possible; however, special emergency situations may necessitate deviations from established procedures to provide a more effective plan for bringing a situation under control.

Service Providers are responsible for the creation of emergency procedures specific to managed properties which can be used as a quick reference or training tool. In an emergency, Supervisory Staff are responsible for all people under their direction, and all people at the property should be informed as soon as possible. Should an accident or emergency occur, Supervisory Staff responsibilities include making an adequate investigation and submitting a General Incident Report (DOA 6441) in FAMIS. There may be situations that occur, including non-typical or suspicious circumstances, which may warrant prompt reporting. Even seemingly minor situations should be reported.