



## SAFETY GUIDELINES

### WHAT TO DO IN CASE OF A FIRE OR EARTHQUAKE

1. Tri-City Mental Health Center has an Emergency Action Plan and designated safety monitors responsible for the safety of consumers and employees.
2. It is important that you notify staff upon intake, should you have any physical limitations that would require special assistance of staff to ensure your safety should you need to evacuate the building.
3. **If there is a fire or earthquake and an evacuation is needed, you will hear it announced over the building overhead paging system.**
4. **In case of a fire** and you are with a staff member, please follow the instructions of that staff member. Staff will assist you in locating the exit route. If you are waiting and /or are unattended, **calmly and quietly** move towards a door with an exit sign. All exits will remain unlock during business hours.
5. **In case of an earthquake**, you will **not** be evacuated from the building until the initial shaking has stopped. **Remain calm** and staff will assist you as soon as possible. Once the evacuation notice is announced over the paging system, you will follow the same instructions as with a fire evacuation.
6. After exiting the building, you should walk directly to the parking lot behind the building. Move as far back away from the building. Locate the main group and stay with a staff member.
7. Do **not** go to the front of the building or any area other than the designated location.
8. A tri-City's safety monitor will instruct you when it is safe to return to the building.
9. Please return to the same area of the building that you were in prior to the evacuation notice and let your Care Coordinator or Front Office Staff know that you returned safely.
10. Fire extinguishers, emergency supplies, first aid kits and floor plans with exit route are all located logistically within the building. These are **ONLY** to be used by Tri-City Staff.
11. The Pomona Fire Department will always be notified immediately in case of a real fire or safety concerns, as determined by a Tri-City Safety Monitor or Executive Staff.

### MEDICAL EMERGENCY

1. Tri-City Mental Health Center has designated staff instructed and certified in CPR and First Aid. The staff members are located throughout the building and are listed in the Tri-City's Emergency Action Plan.

Tri-City Mental Health Center Addresses  
2008 North Garey Ave Pomona, CA 91767  
1900 Royalty Drive Suite 180 Pomona, CA 91767



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2. Please inform ANY staff member if you experience any physical problems while at the agency so staff can assist you. 911 may be notified in case of medical emergency, regardless of any staff intervention.

### **HAZARDOUS MATERIALS**

1. Tri-City Mental Health Center conducts daily inspections of the building when conducting general cleaning and maintenance to ensure that the building is free of any hazardous materials.
2. Signs are posted throughout the building to notify you of any area that may contain cleaning solutions, medications or any flammable materials.
3. The building and grounds should always be free of environment pollutants as may adversely affect the health and welfare of consumers and staff, to the extent that such conditions are within the reasonable control of Tri-City.