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Office Procedures

Complete this worksheet with basic actions you would take in each situation. Regularly update and discuss the process with staff.

FIRE

- Pull the fire alarm and initiate an evacuation plan.
- Ensure staff and patient safety.
- _____
- _____
- _____
- _____

EXTREME WEATHER EVENTS (heat wave, white out, etc.)

- _____
- _____
- _____
- _____
- _____
- _____

MEDICAL EMERGENCIES

- _____
- _____
- _____
- _____
- _____
- _____

EARTHQUAKE

- Drop. Cover. Hold On.
- Be aware of aftershocks. Do not evacuate unless necessary.
- Know how to shut off gas, water, electricity, and HVAC.
- _____
- _____
- _____

SHELTER-IN-PLACE (hazardous airborne substances, etc.)

- _____
- _____
- _____
- _____
- _____
- _____

OFFICE THREATS

- Discuss how to react to a dangerous patient.
- Plan and practice how to call for help.
- _____
- _____
- _____
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Add additional procedures for any other events that could befall your practice. Regularly update and discuss the process with staff.

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