

The content of the 10- minute Safety Briefing should focus on the information surveyors need to know about existing risks and organizational processes for individuals to follow to safeguard themselves and the organization.

Existing Risks noted below should align with those types of events identified on the Organization’s Hazard Vulnerability Assessment.

Organizations should consider providing surveyors with (1) a pocket-size map of the organization, which identifies the units/buildings by the names of locations that would be used for overhead announcements For instance if the Mother-Baby unit is located on 3-F and emergency codes would be announced as Mother-Baby Unit, then the map should reflect the name Mother Baby as the location. (2) a list or laminated badge card of the overhead codes utilized by the organization.

Example:

Type of Potential At-Risk Event	Actions to be Taken
Active Shooter	<ul style="list-style-type: none"> • Overhead announcement- Code Silver and Name of Location • Surveyor should not separate from their Escort • Priority order for seeking shelter: <ul style="list-style-type: none"> ○ Seek shelter in an <u>exterior facing</u> room where a window could serve as a secondary exit or rescue point. Use interior facing rooms as a alternate. ○ Close the door and barricade door with any moveable items such as chairs, armoires, beds. ○ Turn out lights. Do not make phone calls other than 911. Using texting to communicate when needed. ○ Position yourself and others out of direct line with the doorway. ○ Remain in position until All Clear Overhead Announcement or Rescuers arrive.
Tornado	<ul style="list-style-type: none"> • Overhead Announcement • Do not separate from their Escort. • Do not use elevators. • Move patients to hallways, close patient room doors. • Seek shelter in interior rooms or hallways only. • Utilize emergency stairwells to get to lower floors only.