

Bethany Life Communities	Effective Date: 5-14-2007	Date Revised:
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Policy Statement

Bethany Life Communities strives to maintain a safe environment for residents/tenants, team members, volunteers, families, and visitors.

Policy Interpretation and Implementation

If you notice an unusual or unattended package:

- ✓ Do not move, jar, or touch the package or anything attached to it.
- ✓ Leave the package exactly as you found it.
 - **Is it ticking?**
 - **Does it smell of chemicals?**
 - **Is liquid leaking from the package?**
 - **Are any exposed wires sticking out?**
- ✓ If the answer to any of these questions is “yes,” call 911 to report the situation.
- ✓ Barricade the entrance to the area to prevent people from walking into a dangerous area.
- ✓ Evacuate the area until emergency personnel have given the “all clear.”

If there is an explosion:

- ✓ Take shelter against a large, sturdy piece of furniture.
- ✓ Move away from the direction of the explosion.
- ✓ Assist with the evacuation of the building.
- ✓ ***Do not use elevators.***
- ✓ Check for fire and other hazards.
- ✓ Check residents and co-team members for injuries and seek immediate first aid.

If you are directly affected by a fire:

- ✓ Crawl low if there is smoke.
- ✓ Use a wet cloth, if possible, to cover your nose and mouth.
- ✓ Use the back or your hand to feel the upper, middle, and lower parts of closed doors.
- ✓ If the door is not hot, brace yourself against it and open slowly.
- ✓ If the door is hot, do not open it. Look for another way out.
- ✓ Pull any alarm box you encounter if the alarm is not already sounding.
- ✓ Do not use elevators.
- ✓ If you catch fire, do not run. Stop-drop-and roll to put out the fire.

If you are trapped under debris:

- ✓ If possible, use a flashlight to signal your location to rescuers.
- ✓ Avoid unnecessary movement so that you don’t kick up dust.
- ✓ Cover your nose and mouth with anything you have on hand. Dense-weave cotton material can act as a good filter. Try to breathe through the material.
- ✓ Tap on a pipe or wall so rescuers can hear where you are.

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- ✓ If possible, use a whistle to signal rescuers.
- ✓ Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.