

**SPORTS MEDICINE ASSOCIATES OF SAN ANTONIO
GUIDELINES FOR EMERGENCY SITUATION/
EVACUATION PLAN**

FIRE PROCEDURE:

Any employee discovering evidence of fire, such as heavy smoke, smoldering wires or actual flames, should immediately call 911 and Security at 558-2087. Never attempt to fight a fire unless it can be easily put out with a fire extinguisher, which is located in the front office by the sink. Notify all people in the office to leave by the nearest exit. Close all doors and windows.

BOMB THREAT:

Remain calm and get as much information as possible, such as location of the bomb, type of bomb, time the bomb will explode, etc. Keep the caller talking as long as possible. Try to determine the type of voice, sex, age of the caller and any background noises. Call 911, then call Security at 558-2087, and then notify the ADMINISTRATOR.

TORNADO PROCEDURE:

A tornado warning is an alert by the National Weather Service confirming a tornado sighting and its location. Actions to be taken if a tornado hits:

1. Get away from the outside of the building and exterior glass. Close the door as you leave.
2. Go to the center corridor of the building.
3. Sit down in the corridor and protect your head.
4. Do not leave the building unless instructed to do so.
5. Make sure all occupants of the office are aware of the situation.

POWER FAILURE:

Remain calm and await instructions from the ADMINISTRATOR. If instructed to evacuate the building, make sure all patients are assisted to leave the office first.

EMERGENCY DISTURBANCE PLAN:

Notify the ADMINISTRATOR, or call Security at 558-2087 or call 911 and be specific as to the nature of the disturbance.

ACCIDENTS:

Contact the ADMINISTRATOR as soon as possible and complete the appropriate forms.