

East Haven Counseling & Community Services

FIRE/SAFETY/EVACUATION/DISASTER PLANS

The East Haven Counseling & Community Services' building, at 595 Thompson Ave., is equipped with:

- Diagrams depicting the quickest manner to exit the building.
- A fire alarm system with a zone indicator panel to display the area of alarm.
- Smoke and heat detectors
- Fire extinguishers

It is important that new clients familiarize themselves with these when they first come to the building.

In case of a fire or other disaster at EHCCS, the following evacuation procedures will be followed:

1. The person reporting the fire will pull the fire alarm and/or call 9- 9-1-1 to notify the Fire Department. Alarms are on each floor of the building.
2. All clinicians/doctors/APRNs are responsible for seeing that their clients leave the building in an orderly and safe manner using the exits most suitable from their offices. (Diagrams of exit pathways are posted in each office and the hallway.)
3. All employees should close the windows and doors. The last person out should also close the hallway doors behind him/her.
4. All individuals should gather outside at the rear of the building in the parking lot near where the dumpster is located for a headcount.
5. Everyone will re-enter the building when it is deemed safe by the fire department.

In the event that in-person sessions cannot be performed at EHCCS, and/or that no one is allowed into the building, i.e. due to natural disasters or medical emergencies, etc., clinicians and prescribers have the ability to conduct HIPAA-compliant Telehealth sessions (and bill for them). All clients will be notified as to the changes and will be emailed instructions for telehealth.

In the event that a client does not have access to Teletherapy, clinicians may conduct phone sessions, though not all insurance companies will pay for such sessions unless a state of emergency is declared.

If staff cannot physically be working in the building, all phone numbers will still be used and voice mail will be checked regularly by the clinicians, program manager and secretary. Also, clients will be able to get in touch via email.

* If Telehealth is not an option, and EHCCS still needs to see clients in person, then as agreed upon by the mayor, EHCCS will use available space in other town-owned properties as designated by the mayor and Town Council. Clients will be notified as to the changes and given the address and phone number of the temporary location that EHCCS will be using.