

Willamette Living Group – Safety & Emergency Plan (v1.0)

Issued: October 2025

Owner: Willamette Living Group, LLC

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1. Purpose and Scope

This plan establishes the minimum safety and emergency preparedness standards for all properties operated by **Willamette Living Group (WLG)**.

It applies to all WLG homes, House Captains, and housemates, and ensures consistent responses to fires, medical incidents, behavioral crises, natural disasters, and other emergencies.

Each WLG property must maintain a **site-specific Safety & Emergency Plan** in accordance with this policy.

2. Emergency Chain of Command

1. WLG Management:

- Oversees emergency planning, response coordination, and compliance.
- Acts as the final authority for safety decisions and post-incident reviews.

2. House Captain:

- Serves as on-site lead during emergencies until professional responders arrive.
- Ensures that evacuation routes and safety postings remain visible and current.
- Contacts WLG Management immediately following any emergency.

3. Housemates:

- Follow directions from the House Captain or emergency personnel.
- Report hazards or unsafe conditions promptly using the designated Incident Form.

3. General Evacuation Procedures

- **Alarm / Notification:** Upon detecting fire, smoke, or danger, yell “Fire!” and activate any alarm (if available).
 - **Exit:** Leave through the nearest safe exit and assist others only if you can do so safely.
 - **Assemble:** Meet at the designated **safe assembly area** listed in the site-specific plan.
 - **Check-In:** The House Captain conducts a headcount and reports missing persons to first responders.
 - **No Re-Entry:** Do not re-enter the building until cleared by fire or emergency officials.
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4. Fire Safety and Prevention

- Smoking, candles, and open flames are **strictly prohibited** indoors.
 - Cooking appliances must never be left unattended.
 - Each property shall have:
 - Functional smoke detectors in every bedroom and hallway.
 - At least one ABC-rated fire extinguisher on each floor.
 - A posted evacuation map near each main exit.
 - The House Captain performs a monthly extinguisher and smoke detector check (log retained in the property binder).
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5. Medical and Behavioral Emergencies

- **Life-Threatening Emergencies:** Call **911** immediately.
 - The House Captain or first person on scene ensures the area is safe, provides first aid if trained, and notifies WLG Management.
 - Behavioral or mental-health crises are handled with calm communication and, when necessary, emergency medical services or local crisis lines are contacted.
 - All incidents are documented on the **WLG Incident / Rule Violation Report Form** within 24 hours.
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6. Power Outages, Severe Weather, and Natural Disasters

- In power outages, use flashlights only — **no candles or open flames**.
 - Unplug electronics to avoid surge damage.
 - During high winds, floods, or earthquakes:
 - Follow “Drop, Cover, and Hold On” procedures.
 - Remain indoors until the threat passes.
 - Evacuate only if directed by emergency services.
 - Each property must maintain a small emergency kit with flashlights, first aid supplies, and water.
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7. Emergency Equipment Standards

Every WLG property must maintain:

- Fire extinguishers (1 per floor minimum).
 - Smoke and carbon-monoxide detectors (checked monthly).
 - Posted evacuation maps (updated after any floorplan change).
 - Clearly labeled circuit breakers and water shut-off valves.
 - Accessible first aid kit and emergency contact sheet.
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8. Safety Drills and Documentation

- **Fire drills** are conducted **quarterly** at each property.
 - **Emergency contact information** is reviewed and updated monthly.
 - The House Captain records each drill on the **WLG Safety Drill Log** (retained for 12 months).
 - WLG Management may conduct unannounced safety inspections at any time.
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9. Incident Reporting and Follow-Up

- All safety incidents, near-misses, or hazards must be reported to WLG Management within 24 hours using the Incident / Rule Violation Report Form.
 - WLG reviews all incidents for root causes and necessary preventive action.
 - Corrective steps are documented and filed in the property's Compliance Binder.
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10. Posting and Communication

- A copy of this general plan and the property's site-specific plan must be **posted near the main entry and inside the kitchen or common area**.
 - Emergency phone numbers (police, fire, medical, WLG Management, House Captain) must remain visible at all times.
 - New housemates review the Safety & Emergency Plan during orientation.
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11. Policy Review and Revision

- This policy is reviewed annually by WLG Management or after any major incident.
 - Updates are recorded with version numbers and re-posted at each property.
 - The most current version remains stored in both digital and printed binders.
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12. Acknowledgment Page

I acknowledge that I have reviewed and understand the **Willamette Living Group Safety & Emergency Plan (v1.0)** and agree to follow the procedures described herein.

House Captain Name: _____ **Date:** _____

Signature: _____

WLG Management Representative: _____ **Date:** _____

Signature: _____

Document Version: v1.0

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