

Borough of West Easton
237 Seventh St.
West Easton, PA 18042
610-252-6651 Fax: 610-252-6993
<http://westeastonborough.com>

Conditional Use Application

BOROUGH USE ONLY

Application Date: _____
Application Fee: _____
Escrow Deposit: _____
Escrow Number: _____
CU Number: _____

Residential

Commercial

Property Information

Property Address: 92 Main Street, West Easton, PA 18042

Tax Parcel Number: L9SW3C - 3B - 0835

Zoning District: L1 - Light Industrial

Owner Information

Name: West Easton Two, LP

Mailing Address: 1177 Sixth St., Whitehall, PA 18052

Phone: 610-403-6666 Email: mickey@paventure.net

Applicant Information

West Easton Two, LP

Name: Pennsylvania Venture Capital, Inc.

Address: 1177 Sixth St., Whitehall PA 18052

Phone: 610-403-6666 Email: mickey@paventure.net

Applicant Type (please circle)

Owner Architect/Engineer Corporate Officer Owner's Representative
 Attorney Business Operator Equitable Owner Other: Developer


Narrative

On a separate document, describe the following as applies:

- 1) A description of the subject property, including size, location, natural features, and any improvements, deed, legal, and/or physical features.
- 2) The present use of the property.
- 3) The proposed use, improvements or additions to the property.
- 4) The suitability of the property for the proposed use.
- 5) Explain basis upon which the applicant believes he/she/it should be granted conditional use approval, with the specific reference to applicable sections of the Zoning Ordinance.
- 6) List any relief from the Zoning Ordinance or Subdivision and Land Development Ordinance which may be required for this project and if any action has been initiated by the applicant to obtain that relief.

I hereby certify that the proposed application and subsequent actions or uses are authorized by the owner. As the owner or authorized representative, I agree to conform to all applicable laws of the jurisdiction. Construction shall comply with all Borough Codes and the most current ICC Building Codes as adopted by the Commonwealth of Pennsylvania. I have examined this application, its requirements and to my knowledge and belief, it is a true, correct and complete application.

Applicant Printed Name: Mickey Thompson

Applicant Signature: 

Date: 3-22-18

BOROUGH USE ONLY

Submissions Checklist

Application Completion:	YES	NO	
Renderings/Elevations:	YES	NO	N/A
Existing Conditions Photo:	YES	NO	N/A
Scaled Drawings:	YES	NO	N/A
Samples:	YES	NO	N/A
All Required Information:	YES	NO	

Accepted/Returned by:

Date:

Zoning Officer:

Date:

Record of Events

Application date:

Hearing to be held within 60 days of application date:

Initial hearing date:

Advertisement Date 1:

Advertisement Date 2:

Subsequent hearing date (shall be within 45 days if needed):

Applicant's requirement to complete case within 100 days:

45 days to decision/findings after last hearing:

WEST EASTON TWO, LP
1177 Sixth Street
Whitehall, PA 18052
Ph. 610.403.6666
Fax. 610.443.0627

March 22, 2018

Steven N. Goudsouzian
Goudsouzian Associates
2925 William Penn Highway
Suite 301
Easton, PA 18045

RE: West Easton Treatment Center Conditional Use Application

Dear Steve:

Attached with this letter, please find the Conditional Use Application along with the following Exhibits:

1. Emergency Plan
2. Architectural Plan
3. Egress and Emergency Evacuation Plan
4. Deed

Narrative

1. Description of the Property:

The property is located at 92 Main Street (Building B), West Easton, PA 18042. The parcel is approximately +/- 4 acres. Existing on the property is a large industrial/manufacturing building which is divided into three sections (A, B, C). Section A is used and operated as a Northampton County DUI Center. Section B & C are currently vacant. See Exhibit 4 for the current deed to the property. Existing features are described on the Egress and Emergency Evacuation Plan (Exhibit 4).

2. Present Use of the Property:

92 Main Street consists of one large building divided into three distinct section. Building A is operated by Northampton County as a DUI Center. Buildings B & C are vacant.

3. Proposed Use and Improvements to the Property:

The Borough Zoning Ordinance permits Treatment Centers as a Conditional Use. Applicant desires to occupy the existing Building B and operate a 176 bed Treatment Center. There will be both interior improvements to the property to accommodate the use including the implementation of a dedicated security office (See Exhibit 2) and exterior improvements including the following:

a. West Easton Treatment Center shall have a security officer on the premises 24/7 and 365 days per year.

b. There will be security cameras installed throughout the interior and exterior of the premises, including all exterior doors. The security officer shall be responsible for monitoring the cameras via monitors located in a security office. The security guard will carry a mobile device so that he/she can monitor the cameras if they are not within the security office.

c. The exterior doors will be magnetically locked opened via a remote system so that trespassers cannot enter the building. The security officer will be able to disable the magnetic locks to allow visitors into the building and will be alerted when any interior doors are opened via walkie talkie.

d. All visitors will be required to provide identification, sign into a log provided by the facility, and given a visitors pass which they will be required to carry and show. The Treatment Center reserves the right to disallow visitors into the building.

e. All patients will have identification on their persons at all times (either a bracelet, mag guard, or other device). The device worn by the patients will monitor any attempts to leave the premises. The security officer will be immediately alerted to any attempts at elopement of the premises.

f. All employees will be provided with an identification badge which will identify their affiliation with the Treatment Center. The identification badge will serve as their "key" so that they may enter the premises and whatever rooms they are required to enter inside.

g. Security cameras will be of a type that can be seen in lowlight or bright conditions. All exterior activity will be recorded and saved digitally. There will be motion devices throughout the premises that will light up the area if tripped.

h. The exterior of the premises will have fencing throughout. There will also be additional interior fencing around the Treatment Center building to provide additional security barriers between the Treatment Center and the community. The security officer will monitor the gates to the facility that will serve as traffic control devices and will activate the control arm to permit vehicles from entering and exiting the premises.

i. There will be a designated and secured drop off area as depicted on the plan. The patients and visitors to the Treatment Center will be met at the front gate for admittance. They will be keyed into the Center by a designated employee and taken directly inside the building.

j. For any patient desiring to leave the facility, the Treatment Center will offer transportation via company van or use a contracted transport service at the Center's expense to assist the patient to leave the premises.

4. Suitability for the Proposed Use:

The Premises is more than suitable for the proposed use. There is adequate parking on the adjacent parcels (which will be served by permanent cross-easement agreements). The interior will be able to accommodate 176 beds in the building and the building will meet all required building and life/safety codes as a necessity for licensure by the Commonwealth of Pennsylvania as a Treatment Center.

5. Basis for Conditional Use:

Residential Treatment Centers are permitted by Conditional Use by Ordinance 966. The Applicant avers that it will meet the requirements of Section 701.B.4.a(1) through (14) in that:

1. The proposed use will meet the definition of "Residential Treatment Center";
2. Density requirements shall not apply to the proposed use;
3. Minimum parking standards will be met and no on-street parking will be permitted;
4. Site plan has been submitted with the application;
5. Plan of Operations (Emergency Preparedness Plan) has been submitted with this application;
6. Methadone shall not be a modality of treatment;
7. The Residential Treatment Center will maintain 24/7 security, 7 days per week, 365 days per year.
8. A conforming fence shall be maintained around the property;
9. The Residential Treatment Center will have security on all doors, there will be a secured center for processing, and no residents will be able to maintain a car on the premises;
10. Entry to the Residential Treatment Center shall be between 7:00 am to 7:00 pm Monday through Friday and 9:00 am to 4:00 pm Saturday and Sunday;
11. Outpatient counseling may be including for current or former patients as part of treatment;
12. Doctors offices may be included within the premises as an accessory use for the center;
13. Residents will be required to pay Temporary Residence Fee to the Borough;
14. The Residential Treatment Center shall obtain a Certificate of Occupancy and Zoning Compliance for the proposed use.

Moreover, the West Easton Treatment Center will provide pick-up and drop-off of any patient via shuttle or will arrange at Center's expense transportation from the premises to prevent any elopement into the neighborhood.

6. Additional Relief

There is no additional relief requested under the SALDO or Zoning Ordinance. However, the Applicant reserves the right to request such relief if necessary to the proposed use of the premises.

Accordingly, I believe West Easton Two, LP has met the requirements of Ordinance No. 966 with the Emergency Preparedness Plan. We look forward to discussing any of these matters with the Borough Council at the Conditional Use Hearing. We reserve the right to amend the Emergency Preparedness Plan (which is a requirement prior to receiving a license with the Commonwealth of Pennsylvania to operate a treatment center) as may be necessary to obtain state licensure.

Very truly yours,

West Easton Two, L.P.

A handwritten signature in black ink, appearing to read 'MKT', with a long horizontal flourish extending to the right.

Mickey K. Thompson
Chief Operating Officer

cc: Borough Council

Fire/Emergency/Full Evacuation Response

**IN A TRUE EMERGENCY AND A FULL EVACUATION IS
NECESSARY 911 WILL BE CALLED FIRST
THE FACILITY WILL CALL BOTH ADMINISTRATORS WHO
WILL THEN PROCEED WITH THE EMERGENCY CALL
CHAIN (PAGE 3)**

**NIMITA KAPOOR-ATYEH
ADMINISTRATOR/OWNER**

**610-972-8888
610-882-9999**

**Cell
Home**

**USE CALL CHAIN IN ORDER TO OBTAIN MORE STAFF FOR
EVACUATION AND RELOCATION OF RESIDENTS ON PAGE 3**

Information Page

West Easton Treatment Center

Address:

**92 Main Street
Easton, PA 18042**

Phone Number:

_____ (TBD)

West Easton Treatment Center is a licensed, inpatient non-hospital treatment center that cares for adult individuals recovering from substance abuse disorders. The residents will have different levels of ability and the property will be accessible for those with disabilities. Some residents may require the use of a transport chair and/or walker. Each resident will have their mobility needs assessed upon admissions and will be supervised as medically appropriate.

There will be a call chain that is included in this plan to notify the employees that their assistance is needed at work.

Emergency Preparedness Plan

1. Contact and emergency medical information for each resident is kept in the Wellness Center. ~~The information is kept in a binder labeled~~ **CONTACT AND EMERGENCY MEDICAL INFORMATION.**
2. They will be provided with demographic information on residents as necessary with prior authorization by the resident on admission.
3. Transportation for relocating the residents will be provided by West Easton Treatment Center and Emergency Agencies. The phone number is _____.

Contact phone numbers for Local and State Emergency Management Agencies.

The local EMA must be notified of the location of the home and needs of the residents in the home annually. This business is not staffed 24/7, in an emergency West Easton Treatment Center should call 911. The state PEMA should be contacted at **717-651-2001 (24 hour staffing).**

Local Emergency Management Agency

Northampton County Emergency Management Agency
Contact Person: Todd K. Weaver, ENP
Emergency Management Services
10 Gracedale Avenue
Nazareth, PA 18064
Office: 610-746-3194
Fax: 610-746-3199

State Emergency Management Agency

PEMA Emergency Management Agency
Press Secretary: Ruth Miller
2605 Interstate Drive
Harrisburg, PA 17110
1-800-372-7362
24/7 hours/1-717-651-2001

Contact phone numbers for Local Resources for housing

Whitehall School District	610-439-1431
Saucon Valley Manor	610-748-8888
Red Cross	610-866-6660

Emergency Care for Resident:

Centronia Ambulance	610-395-6833
Easton Hospital	610-250-4000
Lehigh Valley Muhlenberg Hospital	484-884-2200
St. Lukes Hospital/Bethlehem	610-954-4500

4. In Case Utility outage a generator can be rented from: _____.

- Maintenance and the Administrator that is on-call should be notified
- The on-call list is at the front desk and the wellness center
- The on-call phone numbers are on the call list:

Arrangements for Restoring Full power to the building during a power outage:

Ransome CAT (Ron Garber - 610-261-4887)

- CALL NEMO FOR THE CELL PHONE NUMBER TO THE OWNER OF EMERGENCY SYSTEMS OF QUAKERTOWN (Nemo 610-972-8888).

CONTACT PERSON: Munhel Makhuul
PHONE: **484-221-0351**

Please contact Administrator for information for payment. If the Administrator is unavailable arrangements will be by contacting Gloria at 610-972-7022.

NEXT:

The generator will come full with diesel fuel but we must immediately call Keith Breitigan (610-972-8553) who will arrange with Dieter Brothers Fuel Company for additional diesel fuel based on usage and the needs of the facility. The company can deliver fuel 4 times per day. Please contact your local EMA once all is secure and the residents are fine to see if there are any high acuity residents in the community that could use our assistance.

Please reconfirm the facility has enough food, water, medicines, and other necessary items for a minimal of one week. Please also note staff will be mandated to stay and to get more staff into the building. Arrangements will be made by the Administrator and the maintenance department please contact who will have heavy duty company vehicles and in these situations they are on call 24 hours a day. Please give them as much as information as possible ie: who they are picking up, directions to their home, phone number to the staff member. Please also note staff will be mandated (per job description) to stay over until additional staff can arrive onsite.

Until the generators are fully operational make sure you have the spare company cell phones as well. In the areas that the small generators are working please charge your cell phones until power is restored so there is a constant communication line with Administration and Staff.

a. Power Outage

**The Emergency Systems of Quakertown
215-858-3204**

- After business hours call the phone number above and an on-call representative will call back within 20 minutes
- Generator will be delivered by trailer and the delivery person will set the machine up for usage

b. Water outage

Call the water authority to see if the water outage is temporary/or prolonged. Contact Administrators.

Call for assistance at Northampton Water Authority 610-262-6711

West Easton Treatment Center will maintain at least a 3 day supply of nonperishable food and 3 day supply of drinking water for resident. West Easton Treatment Center has contacted Nestle Waters to have water available within 24 hours in case of an emergency.

Duties for staff during an evacuation:

As soon as the fire alarm goes off:

Supervisor/Staff will proceed to the Enunciator panel that is located in the main lobby. At this time they will determine the location of the Fire/Trouble. The exact location will appear in the window box located on the enunciator panel reading which smoke detector is alarming. Staff will then announce the location of the fire by walkie-talkie, paging at the front desk or by sending a co-worker to let others know. The supervisor will receive a phone call from the alarm company Select securities who will be asking to dispatch or no-dispatch for Fire Help. Staff will let the alarm company know if fire trucks are to be dispatched as soon as they investigate the emergency issue. Staff should take an extinguisher and walkie-talkie with them while investigating. Staff will immediately let the supervisor know if it is a real emergency so she/he can relay the message to the fire alarm company on the phone.

A fire extinguisher should not be used to fight the fire but to clear an exit path if blocked during a fire emergency. Staff should remain on the floor in which they are assigned to assist with the evacuation. They will go to the immediate area if there is an emergency in a specific area. They will make sure all residents are out of the rooms and are in a safe-area or outside going to the meeting place where a staff member will remain with them at times. After evacuating a resident place the check mark on the door on the outside of the door by the doorknob. PCA's and all staff members will participate in the evacuation as instructed. Staff will remain with the residents at all times.

If it is a real fire emergency staff will notify the Administrator immediately who will start the call chain in order to obtain more staff to assist with the evacuation and assistance with relocation if necessary.

In a non-emergency and a real emergency a fire expert must be present in order for the residents to return to their apartments. Once the fire department arrives follow their directions.

If failure of a smoke detector is the cause of the fire alarm sounding and poses no emergency after the fire expert leaves maintenance and the administrator will be notified. If maintenance can't fix the issue immediately the inoperative fire alarm/smoke detector plan will go into effect.

1. Maintenance will notify Select Securities 1-877-877-0345
2. Follow directions on the Inoperative Fire Alarm/Smoke Detectors

After all residents have returned to their room, return all fire extinguishers to the area that they were taken from as long as the extinguisher has not been discharged.

Fire Alarm Response/Emergency Preparedness (All Employees)

SHIFT SUPERVISORS

- 1. Proceed to the Enunciator Panel, located:**
 - a. Main lobby Electric Room
- 2. Determine Location of Fire/Trouble.**
 - a. Location of the fire/trouble appears in the Window
- 3. Announce the Fire Location/Trouble and or Proceed to the Fire Area.**
 - a. By the Walkie-Talkie
 - b. By Paging at the Front Desk
 - c. By sending a Co-Worker
- 4. Supervisor stays by the Phone to Receive the Phone Call from **Select Security** (they will be asking to **DISPATCH OR NO-DISPATCH** for Fire Help.**
- 5. Tell Select Security you are waiting for response from Co-Workers if the building is clear.**
- 6. Staff should proceed to the Fire Area to Assess Action or Begin Evacuation leaving a staff members in each hallway to keep residents calm and start the evacuation.**
- 7. Report Status --- Real Emergency or False Alarm to Supervisor at Phone Immediately. If there is a real emergency and the alarm doesn't ring dial 911 and request the fire department.**
- 8. SUPERVISOR AT THE PHONE WILL LET ALARM COMPANY KNOW IF A FIRE COMPANY NEEDS TO BE DISPATCHED OR NOT.**
- 9. USE CALL CHAIN IN ORDER TO OBTAIN MORE STAFF FOR EVACUATION AND RELOCATION OF RESIDENTS.**
- 10. REMEMBER YOU WILL NEED A FIRE EXPERT TO COME OUT TO THE BUILDING TO DETERMINE IF THE BUILDING IS SAFE AND THE RESIDENTS CAN RETURN BACK TO THEIR ROOMS.**

SELECT SECURITY

Continue Action as Required

If failure of a smoke detector/fire alarm is the cause of the fire alarm sounding and poses no emergency then you will follow the directions on the Inoperative Fire Alarm/ Smoke Detector.

Call Select Security at 1-877-877-0345 to schedule for service to evaluate the system for emergency repair for the effected units.

West Easton Treatment Center's Full Evacuation Instructions

Shift supervisor will need to go to Main Office to collect:

- a) The Contact information and Emergency Medical Information Book which contains contact information for each resident all emergency medical information which will be given to the administrator or staff to ensure confidentiality. The files will be kept in a portable plastic container to ensure safety and confidentiality.
- b) Instruction for Emergency Preparedness (located in First Aid Kit) located Main Office.
- c) Name tags (located in first aid kit in Main Office).
- d) First Aid Kit (located in Main Office).
- e) Employee Phone List (located in Contact and Emergency Medical Information Book located in Main Office).
- f) Cell phones located in the Main Office.
- g) Resident list (located in Contact and Emergency Medical Information Book).
- h) Employee list located in Contact and Emergency Medical Information Book).
- i) Sign in/out sheet at Main Lobby.
- j) Set of keys to all company vehicles (located at the front desk).

Staff should proceed to the immediate area to evaluate the situation

Staff will evacuate the residents closest to the fire then outward

If there is a true fire and more staff is required to evacuate or relocate the residents and proceed with the on EMERGENCY CALL CHAIN (IN ORDER TO GET MORE STAFF IN THE BUILDING FOR A FULL EVACUATION AND RELOCATION.

If it is a fire emergency staff should bring a fire extinguisher with them. A fire extinguisher should not be used to fight the fire but to clear an exit path if blocked during a fire emergency

Staff should also remain in their hallway and keep the residents calm while directing them to the nearest **exit and then to one of the meeting places or fire safe areas which staff must stay with the residents at all times.**

As each resident is evacuated from their rooms, a red check mark on the resident's door and should be placed on the front of their door below the door knob, which will let staff know that the resident has been evacuated. Staff will take the residents to the meeting place (either the East Gathering Place (Pond Side) or West Gathering Place (Courtyard Side) depending on the location of the emergency. Due to weather conditions or if the residents should need to remain outside for a period of time the residents will be taken into Building E.

After evacuating the immediate hallway the staff should proceed to the next hallway and the next and so on until the entire building is evacuated

Once your hallway is evacuated the staff and the residents should all meet at the meeting place (either the East Gathering Place (Pond Side) or West Gathering Place (Courtyard Side)). The supervisor of each hallway will escort the residents to the meeting place while someone remains with the residents

Staff should remain with the residents at the meeting places while others proceed with the evacuation of the rest of the building

Staff will take the plastic container with the contact information for each residents designated person and medical information which will remain with the Administrator to ensure confidentiality

Once all the residents are at the meeting place the shift supervisor should take the resident list sheet that is located in **The Contact and Emergency Medical Information Book which should be taken and the first aid kit. Do a head count and make sure all residents and accounted for.**

The shift supervisor will assign a staff member to make nametags for all residents (nametags are located in the first aid kit.)

Beds/cots, blankets, food, water, medications will be available at the emergency shelter.

If the residents should need to be transported for temporary housing

The shift supervisor should take the cell phone and call the following for transportation assistance:

Drivers from Whitehall Manor: 610-721-1147 and 610-216-4725

Saucon Valley Manor: 610-748-8888

Local EMA: number and address below:

Todd K. Weaver, ENP
Emergency Management Services
10 Gracedale Avenue
Nazareth, PA 18064
Office: 610-746-3194
Fax: 610-746-3199

All residents requiring medical attention will be transported by Centronia Ambulance and other ambulance companies to the hospital.

Responsibilities of staff at the emergency location:

- a. Orient the residents to the building.
- b. Staff will remain with the residents at the emergency location.
- c. Make sure administrator has plastic containers of resident emergency medical records and emergency contact information for each resident.
- d. Staff should take count making sure all residents are accounted for when arriving at the emergency location.
- e. Make sure all residents are provided with a nametag.
- f. Supply the residents with food and drinks.
- g. Keep the residents calm and try to accommodate them in keeping them comfortable
- h. Prioritize the level of care and tend to the resident's that require immediate attention.
- i. Take vitals of all residents and document.
- j. Contact pharmacies for a three day supply of meds that are needed for each resident:
 - a. SH pharmacy 610-776-4967
 - b. Hartzells 610-264-5471
 - d. Newhards 610-261-1777
- k. Attempt to contact the resident's family or designated person/s and continue to do so until all have been contacted.

**A phone call to DPW and a written report is required for all listed
Emergencies Below:**

In the event of a tornado: DIAL 911

High winds, micro burst, and tornados are common in our area. Usually they are predicted by forecasters but we can never be sure exactly where they will strike or how damaging they will be.

1. Tune your radio or TV to the weather to Monitor the Emergency
Broadcast System Station: **WAEB-AM 790**
2. Follow any and all evacuation orders from FEMA or follow West Easton Treatment Center's full Evacuation Instructions on page 8
3. If threatening weather is going to strike and evacuation has not occurred move all residents in the interior room of the facility at the lowest level of the building that does not have windows.

CONTACT ADMINISTRATORS/DIAL 911

Follow Whitehall Manor Evacuation Plan

If relocation is necessary, contact housing Options listed on Page 11

**Housing and transportation Options on Page 11
Notify resident's designated person and pcp(s)**

A written report and phone call to the Personal Care Home Office

In the Event of Vandalism: DIAL 911

1. Dial 911. Contact the police for investigation.
2. Contact the administrators to evaluate damage. If windows are broken, repair and cleanup are necessary. Administrators will arrange for maintenance for clean up.
3. If structural damage, evacuate the building of the areas affected and follow:

CONTACT ADMINISTRATORS/DIAL 911

Follow West Easton Treatment Center's Evacuation Plan
If relocation is necessary, contact housing Options listed on
Housing and transportation Options on Page 11

Notify resident's designated person(s) and PCPs

A written report and phone call to the Personal Care Home Office

The event of a bomb threat: DIAL 911

1. Evacuate the building immediately. Follow the directions to: **West Easton Treatment Center's Full Evacuation Instructions on page 9**
2. Dial **911** Get police immediately.
3. Get shelter for the residents.

CONTACT ADMINISTRATORS/DIAL 911

Follow West Easton Treatment Center's Evacuation Plan
If relocation is necessary, contact housing Options listed on
Housing and transportation Options on Page 11
Notify resident's designated person(s) and PCPs

In the event of a terrorist/hostage situation: DIAL 911

1. Hostage situations generally occur due to violence being used against a co-worker, staff, or resident, and usually by someone they know.
2. Remain calm.
3. Agree with and try to meet the demands of the hostage taker.
4. Give them access to the phone.
5. If possible, have a staff person exit the building without being seen and proceed to the nearest neighbor for help. Try to dial 911 from a landline or a cell phone. Say send help and leave the phone off the hook.
6. When you are able to make a call call 911:

CONTACT ADMINISTRATORS/DIAL 911

Follow West Easton Treatment Center's Evacuation Plan
If relocation is necessary, contact housing Options listed on
Housing and transportation Options on Page 11
Notify resident's designated person(s) and PCP

In the Event of a Flood: Dial 911

Due to the geographical situation of West Easton Treatment Center, the prediction of a flood affecting our facility is highly unlikely. Upon notification of a flood the procedure is:

1. Contact the Emergency Manager and Fire Department.
2. Follow the following:
 - West Easton Treatment Center's Evacuation plan
 - Local Emergency Management Agency evacuation plan as instructed
 - Pema Emergency Management Agency evacuation plan as instructed

CONTACT ADMINISTRATORS/DIAL 911

Follow West Easton Treatment Center's Evacuation Plan
If relocation is necessary, contact housing Options listed on
Housing and transportation Options on Page 11
Notify resident's designated person(s) and pcp

West Easton Treatment Center Active Shooter Policy

Purpose of Policy

The purpose of this policy is to provide a procedure to be set in place when an individual or individuals appear to be actively engaged in the use of firearms to harm or to attempt to harm residents, staff or visitors of the Treatment Center.

Steps to follow:

1. **Call 911.** Tell them this is Whitehall Manor and we have an active shooter. Tell them if shots have been fired. Tell them where you are located.
2. Evacuate residents, staff and visitors.
3. Notify other workers.
4. Form an incident command post. Gather information including list of residents' names, list of employees on duty and the staff working in the location of the active shooter.
5. The incident command post will:
 - a. Assess the situation
 - b. Instructs staff to secure at-risk areas
 - c. Report the following information to law enforcement
 1. Number of shooters
 2. Number of victims
 3. Exact location of shooter (s)
 4. Type and number of weapons
 5. Uses of the Treatment Center's Walkie Talkie system, loud speaker to make a suitable announcements to residents and staff

Preparing for an Active Shooter

3 Responsibilities of all Staff

1. Learn the signs of potentially situation and ways to prevent an accident
2. Learn the best steps for survival when faced with an active shooter situation
3. Be prepared to work with law enforcement during the response.

Response plans

- 3 steps: **Run, Hide, Fight**
1. Run- is to immediately evacuate the area
 2. Hide- seek a secure place where you can hide/and or deny the shooter access
 3. Fight- When your life and residents are at risk, you may make the decision to try to attack the shooter to survive.

Avoid-Deny-Defend

Avoid - This begins with situational awareness of one's environment prior to an situation occurring. It includes having a plan ahead of time and knowing an escape route.

Deny - If avoidance is not possible find ways to prevent the attacker from having access to you, residents and others around you.

Defend - Take action. Last resort you have a right to defend yourself and others if you believe your life is in imminent danger. Defend yourself.

Active Shooter Response

Steps to prevent or reduce loss of life.

- **Accept:** an emergency is occurring
- **Assess:** what to do next so that you can save lives
- **Act:** Lockdown (lock and barricade the doors, turn off the lights, have the residents get on the floor and hide) or evacuated or fight back (last resort)

ALERT LAW ENFORCEMENT - CALL 911

911 Call Information

Accurate Information, Speak clearly

1. How many suspects
2. Where is/are the suspects
3. Have they left the scene
4. What are they wearing
5. Location of suspects
6. What type of weapons
7. How many shots have been fired (if any)
8. Last time you heard gunfire (if any)
9. Where are you located
10. How many people are you with
11. How many people are injured (if any)
12. Are there any hostages

IF ACTIVE SHOOTER IS IN THE FACILITY

1. Lock the door (if possible)
2. Barricade the doors with heavy furniture
Transport resident in transport chairs, or by carrying to a safe location.
3. Close and lock windows
4. Turn off lights
5. Look for possibilities of escape
6. Silence all electronic devices
7. Remain silent
8. Use strategies to silently communicate with first responders, make signs for exterior windows, silently signal law enforcement to indicate the status of your location
9. Remain in place until given all clear by law enforcement

HOSTAGE PROCEDURE

1. Notify law enforcement there is a hostage situation taking place
 2. Tell the operator your location, number of people involved
 3. Other staff outside the area of the incident will remain in their areas. They will secure their areas.
 4. Take count of your staff, residents other visitors and number of individuals that may be hurt
- ✓ At all times remain calm
 - ✓ Follow all instructions from the law enforcement

If an active shooters enter the area where you are:

1. Remain calm
2. If safe to evacuate, do so. Report to others in the building the location designated by the Incident Commander to evacuate to.
3. If you can't not safely evacuate. Hide residents and yourself, lock door at each unit, turn off lights, silence cell-phones, and remain quiet.
4. If you cannot lock door, close doors to each unit and use furniture, beds with wheels locked.

If you are in an exterior area of West Easton Treatment Center and encounter an active shooter

1. Remain calm
2. Move away from the active shooter, or the sounds of gunshot or explosions
3. Look for appropriate cover (parked cars, bushes)
4. Call 911 and report that West East Treatment Center has an active shooter

When law enforcement arrives:

1. Expect the law enforcement to engage or contain the active shooter
2. Identify any threats (explosive devices)
3. Identify victims in order to provide medical care, interviews, and counseling
4. Investigate

Expect to see law enforcement officers dressed in normal patrol gear, external vests and helmets.

The first on the scene officers do not stop to help the injured, expect rescue teams to follow the initial officers.

Do exactly as law enforcement officers instruct.

How to act when law enforce officer arrive at West Easton Treatment Center.

1. Remain calm and follow their instructions.
2. Put down any items in your hands.
3. Immediately raise your hand and spread your fingers.
4. Keep your hand visible at all times.

5. Do not make any quick movements toward the officers, don't hold onto the law enforcement for safety, yell, scream or point.
6. Staff, residents and visitors should be kept away from the area until the situation is resolved.
7. Do not ask for help when evacuation, proceed in the direct where officer are entering the area.
8. Administration (West Easton Treatment Center) will provide resources to residents and employees to address psychological and other trauma resulting from the incident.

Training to staff and residents for procedures with an active shooter is scheduled annually.

In the event of a Hazardous Material Spill, leakage or gas release:

DIAL 911

In the Event of a Nuclear Disaster: DIAL 911

1. West Easton Treatment Center is in the path of two facilities that could release nuclear radiation that is life threatening:

Limerick Plantwithin 50 miles

Berwick Plantwithin 60 miles

2. Notification of this disaster is silent and the local Emergency Personnel would inform us of them

3. Follow the evacuation they instruct you to do or implement the West Easton Treatment Center Evacuation Plan

CONTACT ADMINISTRATORS/DIAL 911

Follow West Easton Treatment Center's Evacuation Plan
If relocation is necessary, contact housing Options listed on
Housing and Transportation Options on Page 11

Notify resident's designated person(s) and PCP

Staff Responsibilities in the Event of an Emergency

- Review and be familiar with the emergency plan.
- Maintain care, medical service and supervision of residents during an event.
- Notify designated person and resident's primary care physician.
- Perform assignments as indicated in the plan

A COPY OF THE EMERGENCY PREPAREDNESS PLAN WILL BE IN A RED FOLDER UNDER EACH FACILITY TELEPHONE AND COMMON AREAS.

Contacts

ALL EMERGENCIES: DIAL 911

Establish Communication with the **Northampton County Emergency Agency**
610-746-3194

Establish Communication with the **State Emergency Management Agency**
1-800-372-7362
24/7 hours call:1-717-651-2001

Notify the **Local Police Department / Dial 911**
Emergency: Dial 911
Non-Emergency call: 610-861-2026

Let them be known of the situation and the assistance needed.

Monitor the Emergency Broadcast System Station: **WAEB-AM 790**

Contact West Easton Treatment Center's staff not on duty to report to help with the needs and the relocating (if necessary) of the residents by using the **CALL CHAIN located in emergency preparedness plan.**

Contact the pharmacies that will provide medications for the residents

As soon as possible establish communication with the resident family and designated person(s).
Information located in plastic bin with the administrator.

Contact phone numbers for Local Resources for housing

Red Cross	610-866-6660
Emergency Care for Resident:	
Centronia Ambulance	610-395-6833
Easton Hospital	610-250-4000
Lehigh Valley Muhlenberg Hospital	484-884-2200
St. Lukes Hospital/Bethlehem	610-954-4500
Sacred Heart Hospital	610-776-4500
SH pharmacy	610-776-4967
Hartzell's	610-264-5471
Newhard's	610-261-1777
Poison Control	1-800-651-1222

West Easton Treatment Center
Completion of Emergency Preparedness Plan 2017-2018

Name: _____
(Please print)

Signature: _____

Title: _____

Date: _____

Reviewed by the Local Emergency Management Agency

Name: _____
(Please print)

Signature: _____

Title: _____

Date: _____

West Easton Treatment Center's emergency preparedness plan is reviewed and updated annually and documentation will be kept.

ONSITE SECURITY PLAN

1. West Easton Treatment Center shall have a security officer on the premises 24/7 and 365 days per year.
2. There will be security cameras installed throughout the interior and exterior of the premises, including all exterior doors. The security officer shall be responsible for monitoring the cameras via monitors located in a security office. The security guard will carry a mobile device so that he/she can monitor the cameras if they are not within the security office.
3. The exterior doors will be magnetically locked opened via a remote system so that trespassers cannot enter the building. The security officer will be able to disable the magnetic locks to allow visitors into the building and will be alerted when any interior doors are opened via walkie talkie.
4. All visitors will be required to provide identification, sign into a log provided by the facility, and given a visitors pass which they will be required to carry and show. The Treatment Center reserves the right to disallow visitors into the building.
5. All patients will have identification on their persons at all times (either a bracelet, mag guard, or other device). The device worn by the patients will monitor any attempts to leave the premises. The security officer will be immediately alerted to any attempts at elopement of the premises.
6. All employees will be provided with an identification badge which will identify their affiliation with the Treatment Center. The identification badge will serve as their "key" so that they may enter the premises and whatever rooms they are required to enter inside.
7. Security cameras will be of a type that can be seen in lowlight or bright conditions. All exterior activity will be recorded and saved digitally. There will be motion devices throughout the premises that will light up the area if tripped.
8. The exterior of the premises will have fencing throughout. There will also be additional interior fencing around the Treatment Center building to provide additional security barriers between the Treatment Center and the community. The security officer will monitor the gates to the facility that will serve as traffic

control devices and will activate the control arm to permit vehicles from entering and exiting the premises.

9. There will be a designated and secured drop off area as depicted on the plan. The patients and visitors to the Treatment Center will be met at the front gate for admittance. They will be keyed into the Center by a designated employee and taken directly inside the building.

10. For any patient desiring to leave the facility, the Treatment Center will offer transportation via company van or use a contracted transport service at the Center's expense to assist the patient to leave the premises.