

St Hilda's Community Service Centre @LINK Safe Management:

An evacuation plan for unwell/suspected case

A. Under normal operating situation:

(1) Conference room is used for general meetings.

(2) All exposed surfaces in conference room is thoroughly cleaned and disinfected after each use.



B. When a client or staff is found to be unwell/suspected cases/confirmed cases at the LINK centre:

(1) Conference room is immediately converted into an ISOLATION room.

(2) Nurse guides the affected person (AP) into ISOLATION room and have him/her to rest on a recliner chair. Nurse and AP remained in room accompanied by soft music.

(3) ISOLATION ROOM is cordoned off from the exposed section of the agency's premises with a curtain divider.

(4) Dedicated AP Evacuation route: Direct access through the "EMERGENCY EXIT ONLY"



EVACUATION route and the main SafeEntry entry point / activity centre do not intersect.



Main Entrance and Evacuation exit are at opposite end of the centre. This picture shows the two passages are completely separated to eliminate any possibility in coming into contact with affected person. Arrow shows the Evacuation exit.



Main entrance route



Senior activities in the main hall undisturbed by the activity at the Evacuation Room/Route.
(Arrow pointing to Evacuation Room located at the far end of the hall. Picture was taken under normal operating.)



Notes:

A. (2): Follow-up actions once the unwell/suspected case leaves the premise;

✓ Clean extensively all equipment inside the evacuation room and along the exit route, including vacuuming and mopping the floor. All high touch areas (e.g. door handles, counter, chairs and table surface, etc) shall also be thoroughly clean with Septanol disinfectant.