



TOWN OF COHASSET
Cohasset Elder Affairs
Willcutt Commons – 91 Sohier Street
Cohasset, MA 02025
(781) 383-9112

COHASSET ELDER AFFAIRS WILLCUTT COMMONS

Safety and Emergency Protocols

PURPOSE:

To keep all occupants of Willcutt Commons safe from harm during any type of emergency.

POLICY:

Under the direction of the Fire Department, Police Department, Director of Elder Affairs or their designee, all occupants of the building will follow their guidance immediately upon request. All staff will be trained in CPR/AED every 2 years and will assist emergency personnel when needed.

PROCEDURES:

- Fire Emergency

When an individual observes fire or smoke in the building, he/she will immediately pull any of the Fire Alarms throughout the building thus identifying the location of the fire or smoke. CEA Director or designee will call 911. If possible, staff can use an extinguisher to exterminate a small fire. All occupants will immediately exit the building and staff will assist participants with exiting until Fire Department personnel arrive. The elevator will immediately open on ground floor and lock. It should not be used during a fire event.

- Medical Emergency

If a participant requires medical attention or falls at Willcutt Commons and can't get up without assistance, staff will stay with the individual but give no assistance until trained medical personnel arrive. A 911 call is made and the emergency response team determines the level of assistance needed.

- Suspicious/Inappropriate behavior

If a staff member notices any suspicious or inappropriate behavior any staff member may request that inappropriate behavior cease. If the behavior continues, the Director (or designee) may request the individual leave the building and inform the offender the police will be called if he/she does not leave at once. If the individual refuses to leave, the police will be alerted.

- Emergency situations

An emergency situation is any situation in which an individual's actions are perceived to present an imminent danger to the life or safety of the individual or others. Such incidents include assault and other crimes of violence, or the threat or attempt to commit such crimes. When such behavior is observed, 911 will be called immediately and participants in the area will be redirected away from the situation.

- Severe Weather

When severe weather is in the forecast, all activities may be canceled. Participants can get information on closings by our Facebook page, our department website, calling Willcutt Commons and receiving town emails. If Cohasset Public Schools are closed due to weather, the building will be closed to programming and transportation. Notifications are also announced if Willcutt Commons will open as a warming or cooling center site for residents in need of electricity, meals or other assistance from Cohasset Emergency Management department.

- Communication/Network Failure

If all phone and computer communication is hindered for any reason, Cohasset Elder Affairs will immediately institute usage of handheld two-way radio system for all communications to keep participants safe.

2/2023