

# MATC ATTENDANCE ROSTER

DATE \_\_\_\_\_ TIME \_\_\_\_\_

☐ Client Meeting  
*(Signature Required)*
☐ Fire Drill
 ☐ Tornado Drill
 ☐ Other

NAME	SIGNATURE	PRESENT/ABSENT
		<input type="checkbox"/> Present <input type="checkbox"/> Absent
		<input type="checkbox"/> Present <input type="checkbox"/> Absent
		<input type="checkbox"/> Present <input type="checkbox"/> Absent
		<input type="checkbox"/> Present <input type="checkbox"/> Absent
		<input type="checkbox"/> Present <input type="checkbox"/> Absent
		<input type="checkbox"/> Present <input type="checkbox"/> Absent
		<input type="checkbox"/> Present <input type="checkbox"/> Absent
		<input type="checkbox"/> Present <input type="checkbox"/> Absent
		<input type="checkbox"/> Present <input type="checkbox"/> Absent
		<input type="checkbox"/> Present <input type="checkbox"/> Absent
		<input type="checkbox"/> Present <input type="checkbox"/> Absent
		<input type="checkbox"/> Present <input type="checkbox"/> Absent
		<input type="checkbox"/> Present <input type="checkbox"/> Absent
		<input type="checkbox"/> Present <input type="checkbox"/> Absent
		<input type="checkbox"/> Present <input type="checkbox"/> Absent
		<input type="checkbox"/> Present <input type="checkbox"/> Absent
		<input type="checkbox"/> Present <input type="checkbox"/> Absent
		<input type="checkbox"/> Present <input type="checkbox"/> Absent
		<input type="checkbox"/> Present <input type="checkbox"/> Absent
		<input type="checkbox"/> Present <input type="checkbox"/> Absent

Name of Supervisor Reporting \_\_\_\_\_

Number of Clients \_\_\_\_\_

Number of Staff \_\_\_\_\_

\*\*\*Once completed, place in Transportation and Safety Manager's box.

# MATC ATTENDANCE ROSTER

## MONTHLY DRILL SIGNATURE SHEET

Check one of the following:

☐ Fire ☐ Tornado ☐ Medical ☐ Other Violent Drills ☐ Other \_\_\_\_\_

Date of Drill: \_\_\_\_/\_\_\_\_/\_\_\_\_

Participating Employee Signatures:

Title:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

\*\*\*Once completed, place in Transportation and Safety Manager's box.

## DEPARTMENT CHECK OFF

- |                     |       |
|---------------------|-------|
| 1. CAAPS            | _____ |
| 2. LIFE ENRICHMENT  | _____ |
| 3. RETIREMENT       | _____ |
| 4. CLEANING ONE     | _____ |
| 5. CLEANING TWO     | _____ |
| 6. BLUEMONT 1       | _____ |
| 7. BLUEMONT 2       | _____ |
| 8. PRODUCTION ONE   | _____ |
| 9. PRODUCTION TWO   | _____ |
| 10.PRODUCTION THREE | _____ |
| 11.ASSEMBLY         | _____ |
| 12.WORK SKILLS 1    | _____ |
| 13.WORK SKILLS 2    | _____ |
| 14.FRONT DESK       | _____ |



Staff Assignments for Fire Drills – 8-24-2021

- When a fire alarm sounds all individuals should respond as there is an actual emergency. Individuals will implement their duties listed in the evacuation plan and move to the locations designated below to assist with evacuation. Transportation and Safety Manager will only inform specific staff prior to drill sounding for special circumstances (i.e. medical conditions affected by cold weather so jackets can be supplied).
- When evacuating to the north side of the building, staff and clients will make their way to the area in front of the Warehouse garage doors. They will separate into their work areas (Production, Assembly, Work Enrichment etc.) to efficiently perform verification of client whereabouts.
- When evacuating to the south side of the building, staff and clients will make their way to the end of the concrete in the loading circle. Ambulatory clients are encouraged to go past the concrete into the grass area to allow clients who utilize wheelchairs to get as far from the building as possible. They will separate into their work areas (CAAP, L.E. etc.) to efficiently perform verification of client whereabouts.
- Two times a year (March and September) the clients and staff on the south side of the building will go to the Warehouse area when told it is clear to do so (directions from the Transportation and Safety Manager using walkie talkie). They will either go through the patio area behind the building or use the sidewalk in front of the building. At the conclusion of the drill, select staff will meet and review procedures for evacuating clients from MATC using BLDC company vehicles.
- If necessary, plans will be made by the Transportation and Safety Manager (after receiving directions from the President & CEO) to assist clients on vehicles and transport to residential houses or another site.
- At least one person designated with a cell phone will move toward the Warehouse, when at least one person is stationed at each site.
- Administrative Assts. will check the alarm panel in their office to determine the location of the pull station that has been activated and write it down. They will then evacuate the building with the paper designating the activated pull station, all Master Keys in the key box located in their office, both client sign out clipboards and a walkie talkie. They will go to the Northwest corner of the building. They will monitor the walkie talkies and provide any information from the client sign out clipboards during the verification of client whereabouts.
- Case Managers will move to Life Enrichment and Retirement to assist with evacuation.
- Multiple staff members have been assigned to a location to assure coverage of absences on any given day. **When at least one person is at the assigned locations, the extra staff will move to the Warehouse or to the south side of the building to assist with evacuation and supervision of clients.**
- One of the following (Day Svcs Dir., ES Mgr or CISS Mgr) will be responsible to listen to work areas call in using the walkie talkies to announce they have verified the whereabouts of their assigned clients and check off the area on a checklist. When the Transportation and Safety Manager has completed the walk through, he/she will communicate with the staff in charge of the checklist to determine who has accounted for their areas.

South Client Entrance		Car/Van/Bus Keys in Driver's Office		Gate Keys to open patio gates	
<b>Duties during event:</b> Assist direct care staff by holding doors open or by assisting clients who utilize wheelchairs for mobility. Account for all clients and move toward Warehouse as directed by staff at courtyard gate or in front of building.		<b>Duties during event:</b> Meet in T&S Managers Office. Obtain car, van and bus keys from T&S and Res Managers offices. Move to Warehouse and assist with client supervision while waiting for vehicle assignments.		<b>Duties during event:</b> Move to assigned gate, unlock gate and remain at gate. Direct clients evacuating patio area and then assist clients and staff through the patio area to the Warehouse when directed.	
Off Mgr/Exec Asst	Angie Tibbitts	Res Svcs Mgr	Jerry Gomez	DOO (N gate)	Liz Holle
Med Billing Spec	Jennifer Bolinder	Res Svcs Mgr	Dacarra Peppers	DSC - WS (N gate)	Michelle Crumpton
HR Dir (cellphone)	Lugen Lutz	Trng Coord	Rachel Wrobel	CEO (S gate)(cellphone)	Lori Feldkamp
				CFO (S gate)(cellphone)	Phillip Korenek
NW Corner of bldg. (walkie in RSD off.)		Front Entrance MATC		SW Corner of bldg. (walkie in Acc. Office)	
<b>Duties during event:</b> Move to location specified above. Determine one staff to stay and help direct individuals from the south side of the building to pass in front of the building safely to the Warehouse. <b>Extra staff will move to the Warehouse to assist with supervision of clients.</b>		<b>Duties during event:</b> Move to location specified above. Determine one staff to stay and help direct individuals from the south side of the building to pass in front of the building safely to the Warehouse. <b>Extra staff will move to the Warehouse to assist with supervision of clients.</b>		<b>Duties during event:</b> Move to location specified above. Determine one staff to stay and help direct individuals from the south side of the building to pass through the courtyard at the rear of the building safely to the Warehouse. <b>Extra staff will move to the Southeast loading area to assist with supervision of clients.</b>	
Res Svcs Mgr	Robin Lewis	Res Svcs Mgr	Kathy Johnson	CFO (cellphone)	Phillip Korenek
IT Support Spec.	John Kaberlein	COO (cell)	Jim Hart	Accts Rec/Payroll Spec	Katie Reisinger
CDDO Ass. Cord		Dev./Mark. Sp.	Emily Loudermilk	Accountant	Cindy Springer
Res Svcs Mgr	Brandy Watson	CDDO Dir	Shannon Jennings	Client Payroll Spec.	Ashley Schell
North Rooms to be Checked		South Rooms to be Checked			
Work Enrichment	North Sensory Room	CAAP	Life Enrichment	Cafeteria	
Day Activities	Cleaning/Retirement	South Storage Room		Hotel Work Supervisor Office	
North Bathrooms	Production/Assembly	South Bathrooms		Food Storage Room	
ES Mgr.	Karen Mitoska	DSC-L.E.		Marcy Gieber	
ETS.	Karin Glosenger	DSC-CAAP		Kim Baldwin	
CISS Mgr	Amy Phillips	Life Skills Trainer		Arianna McDowell	

The following assignments are as follows when the building has been evacuated and clients must be taken from the grounds.

Staff	Assignments	Duties
Accounting staff Admin Assistants	Directing busses and vans	Directing busses and vans- Staff will report to the North Parking lot and use hand motions to direct buses to the area by the warehouse and all other vehicles (Express vans, minivans and cars) to the Northeast portion of the parking lot to a safe location for clients to enter the vehicles and leave the parking lot.
CDDO staff IT Staff	Group clients with a staff person to load vans	Group clients with staff person to enter vans- Staff will follow directions to group the clients directed to them to the pickup area in the Northeast portion of the parking lot with a staff who will supervisor them and then assist them onto the assigned vehicle.
ETS's Nursing Case Managers	Group clients with a staff person to load buses	Group clients with a staff person to load buses- Staff will follow directions to group the clients directed to them to the pickup area of the parking lot for buses (in front of the warehouse) with a staff who will supervisor them and then assist them onto the assigned vehicle.
Residential Managers	Loading clients on vehicles	Assisting clients on vehicles- Staff will assist with wheelchair securement on buses, assist clients up the steps to buses and assist clients with the step into the Express vans. Staff will assist clients with seatbelts as needed and provide verbal reassurance.
HR staff	Staging groups to load vehicles	Staging groups to load vehicles- Staff will position the groups of clients that have been formed into the designated areas so that they are ready to enter the vehicle in an orderly manner when their designated vehicle arrives.
Day Services Managers	Distributing Vehicle Keys	Staff will distribute company vehicle keys to designated staff in accordance with documents provided to them. They will then inform CDDO/IT staff which vehicle was given to which staff.