



Compassion **R**espect **E**mpathy **A**cceptance **T**eamwork **E**mpowerment

EMERGENCY PLANNING

Revised April 2023

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EMERGENCY PLANNING TABLE OF CONTENTS

EMERGENCY CONTACTS INTRODUCTION	Pg.3 Pg.3
SECTION A- DESCRIPTION OF BUILDING	
A-1 DESCRIPTION OF BUILDING A-2 MATERIAL INVENTORY	Pg.4 Pg.4
SECTION B- IMPLEMENTATION	
B-1 ORGANIZATIONAL STRUCTURE OF FACILITY FOR IMPLEMENTATION B-2 DUTIES AND RESPONSIBILITIES OF BUILDING MARSHALL B-2.1 FIRE EXTINGUISHERS & FIRE DRILLS B-2.2 REPORTING	Pg.5 Pg.5 Pg.6 Pg.6
SECTION C- EMERGENCY EVACUATION PLAN	
C-1 EMERGENCY EVACUATION PLAN C-2 EMERGENCY EVACUATION PROCEDURE	Pg.07 Pg.08
SECTION D- EMERGENCY NOTIFICATION RESPONSIBILITY	
D-1 ARRANGEMENTS WITH LOCAL EMERGENCY RESPONSE AGENCIES & HOSPITAL	Pg.08
APPENDICES	
A- FLOOR PLAN & AMENITIES B- GAS VALVE & EYE WASH LOCATIONS C- CRITICAL INCIDENT REPORT TYPES D- CARERX DISASTER PLAN CONTACT LIST	Pg.09 Pg.10 Pg.11 Pg.12

EMERGENCY CONTACTS

Local Agency	Telephone Number
Police, Fire Department, Ambulance	911
Huon County OPP (Clinton office)	519-482-1677
Wingham District Hospital	(519) 357-3210
Hydro One	1 (800) 434-1235
Enbridge Gas Company	1-866-763-5427
Morris-Turnberry Municipal Office	(519) 887-6137
Huron Perth Public Health	1 888-221-2133
Ministry of Labour	1-800-531-5551
Ministry of Health after hours pager	1-800-387-5559
Pharmacy after hours	1-226-927-4756

INTRODUCTION

The purpose of the Emergency Plan is to minimize the effect of those losses which might occur by:

- Preventing injuries and saving lives
- Reducing property damage
- Providing continuity or expeditious resumption of operations

Usually, an emergency can be defined as:

- An incident causing or having immediate potential to cause fatal or sever injuries requiring medical attention or first aide.
- Unexpected operational incidents which may result in fires or explosions
- Forces of nature such as severe windstorms, floods, lightning, snowstorms, and earthquakes
- Deliberate acts of damage from malicious mischief, sabotage, and riots.

SECTION A

DESCRIPTION OF BUILDING

A-1 Description of Building- Braemar Nursing Home

Braemar is a privately owned and family operated Long-Term Care Building. Licenced for 69 long-term beds and 4 private pay respite beds. There are multiple offices, a board room and common areas within a one storey building.

The Facility Layout Plan shows (as applicable):

1. General layout of the site, areas occupied by administrative activities, resident areas, and staffing areas. Along with exit and entrance routes.
2. Zones associated with Emergency Evacuation Procedure
3. Location of amenities including:
 - Exit Routes
 - Fire Extinguishers
 - Emergency Exits
 - MSDS Sheets
 - First Aide Stations
 - Eye Wash Stations
 - Gas Valve Locations
 - Cleaning Supplies (cleaning chemical storage)
 - AED Defibrillator

APPENDICIES

See Appendix A- Floor Plan & Amenities

See Appendix B- Gas Valve & Eye Wash Locations

See Appendix C- Reporting & Critical Incident Types

See Appendix D- CareRX Disaster Plan Contact List

A-2 Material Inventory

The WHIMIS inventories in this manual are updated annually collaboratively by the Environmental Services Manager and the Health & Safety Coordinator to reflect changes, additions, and deletions.

The Material Data Sheets (MSDS's) for materials in use which pose potential danger to the organization, the environment or public safety have not been attached but are available within the facility.

SECTION B

IMPLEMENTATION

B-1 Organizational Structure of Facility for Implementation

The following personnel will be responsible for the Emergency Plan as follows:

- Owner/Administrator- Responsible for the overall operations at Braemar
- Director of Care
- Environmental Services Manager
- Health & Safety Coordinator
- Charge Nurse

Building & Zone Marshall (Charge Nurse)

- Implement Emergency Plan in the event of fires, explosion, spill or other emergency situations that may arise
- Evaluate effectiveness of overall plan and make recommendations to Leadership on related matters
- Implement individual emergency response plans identified for each respective department/ individual

Human Resources

- To ensure that the Emergency Plan is kept current when changes occur
- Ensure that department/employees requiring individual emergency response plans have been identified and provided with one
- To keep records of training for all training
- To keep records of all incidents for review
- Report to the JHSC on any incidents that occur

B-2 Duties and responsibilities of the Charge Nurse

The Charge Nurse's responsibilities are detailed here for fire and explosion, severe weather emergency, and bomb threats.

B-2.1 Fire Extinguishers & Fire Drills

Fire Extinguishers

In the event of fire, extinguishers are to be used to fight a fire only when it is safe for the employee to do so; and if the employee has been trained on how to properly use a fire extinguisher. The Environmental Services Manager should contact the service supplier to have the extinguisher(s) serviced and recharged.

Employee Training on how to effectively use Fire Extinguishers will be held annually by the Environmental Services Manager.

Fire Drills

Fire Drills will be monthly for each shift to determine effectiveness of this emergency procedure. A written record will be kept on file at this facility.

B-2.2 REPORTING & CRITICAL INCIDENTS

After any incident, a written report on the incident will be prepared if the incident required notification of a local, provincial, or federal agency, or at the Administrators and/or Director of Care's discretion.

The report must include the following:

- Name, address, and telephone number of the individual filing the report;
- Name, address, and telephone number of the facility;
- Date, time, and location of the incident;
- A description of the circumstances causing the incident; and,
- A description of what immediate and longer-term actions the installation intends to take to prevent a similar occurrence in the future.

See Appendix C- Reporting & Critical Incident Types

SECTION C

EMERGENCY EVACUATION PLAN

C-1 EMERGENCY EVACUATION PLAN

The Emergency Evacuation Plan outlines basic procedures to follow in the event of an emergency such as fire or explosion, bomb threat, hazardous material spill, incident, or natural disaster that may require evacuation of the building. Adherence to these guidelines should provide adequate protection for persons during an emergency situation.

Designated marshals will assist staff with individual emergency response plans.

Evacuation Drills will be completed annually to determine effectiveness of the emergency procedure. A written record will be kept on file at the facility.

C-2 EMERGENCY EVACUATION PROCEDURE

Evacuation of the Home may be necessary due to fire, Community Disaster, extended loss of essential services (hydro, heat) and/or other reasons.

PROCEDURE

Whenever a room has been evacuated, close the door and flip the evacuation marker up against the doorframe to reveal the check mark. This indicates that the room has been evacuated.

In the event of a fire announce Code Red Evacuation:

1. Code Red is initiated by the person discovering the fire; R.E.A.C.T.
2. Code Green evacuation (area evacuation) will automatically be carried out any time a Code Red is announced. Whenever the first stage of the alarm system is heard, this indicates a Code Green situation.

Code Green Stat Evacuation:

1. **Code Green** – Room of origin, rooms on either side and room across the corridor.
2. **Code Green Stat** is initiated at the discretion of the Control Officer or Fire Department personnel if on site. **STAT** means evacuation Code Red Zone. The remaining rooms in the Code Red Zone.
3. **Code Green Total** includes a complete evacuation of the entire building in a **vertically downward direction**.
4. Upon hearing the 2nd stage of the fire alarm system (three short rings) the Code Green Stat will take effect.

Note: Not all Homes may have a 2nd stage system—refer to the Fire Safety Plan

Note: The 2nd stage may be initiated by placing key into pull station –refer to Fire Safety Plan.

5. In order to evacuate the greatest number of people in the least amount of time, evacuate Residents in this order:
 - Ambulatory
 - Wheelchair
 - Bedridden
 - Resistive

6. Once the area is evacuated, no one may re-enter without permission from the Control Officer.

APPENDIX A- BUILDING FLOOR PLAN- EMERGENCY EXIT & FIRE HOSE CABINET GUIDE

Copies of the Floor Plan indicating the route and exits(s) to use in the event of an Emergency Evacuation are posted throughout the building. During evacuation all employees will evacuate and reassemble as outlined above. All employees are to remain assembled pending further instructions from the Charge Nurse or designate.

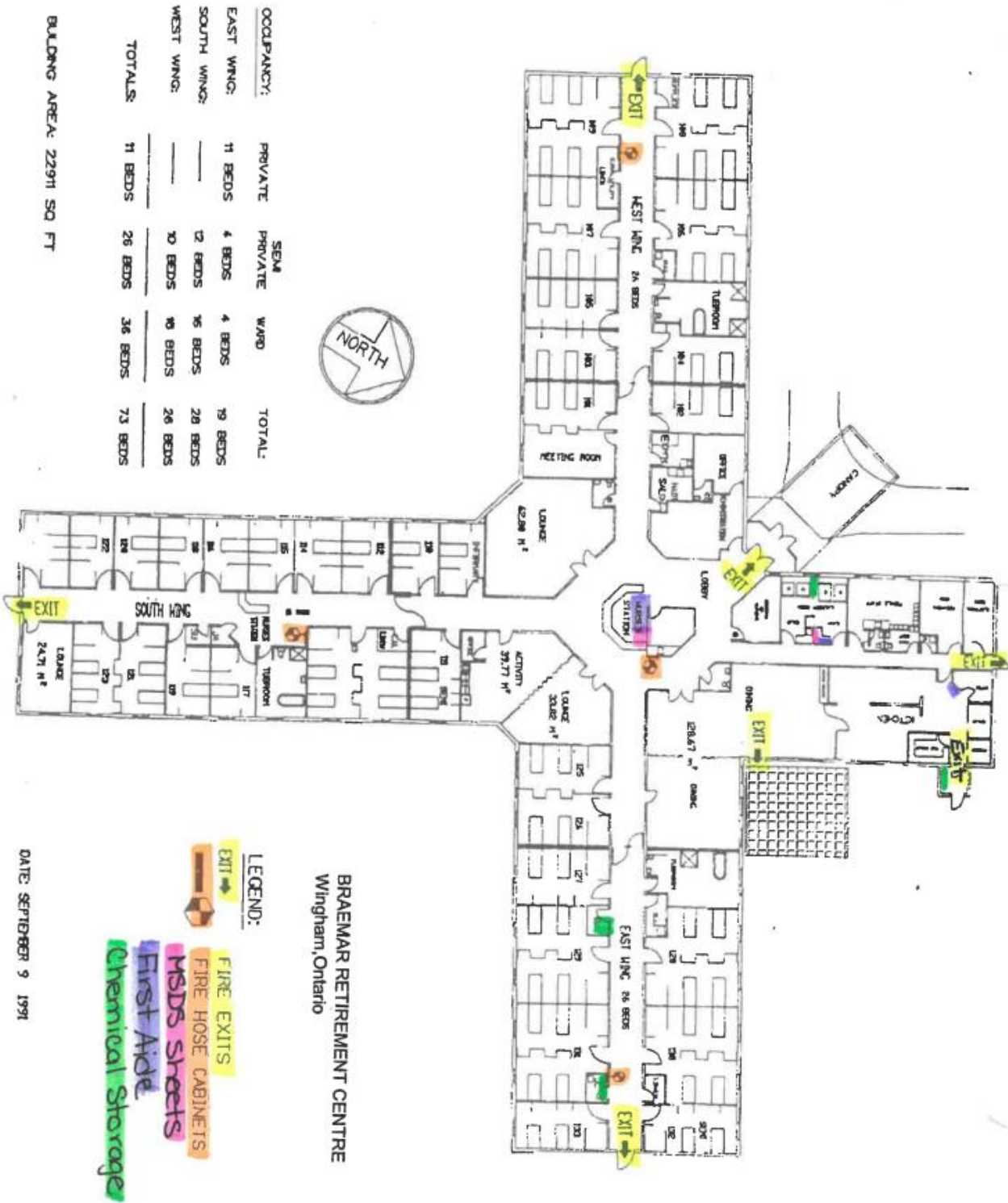
SECTION D

EMERGENCY NOTIFICATION RESPONSIBILITY

D-1 ARRANGEMENTS WITH LOCAL EMERGENCY RESPONSE AGENCIES & HOSPITAL

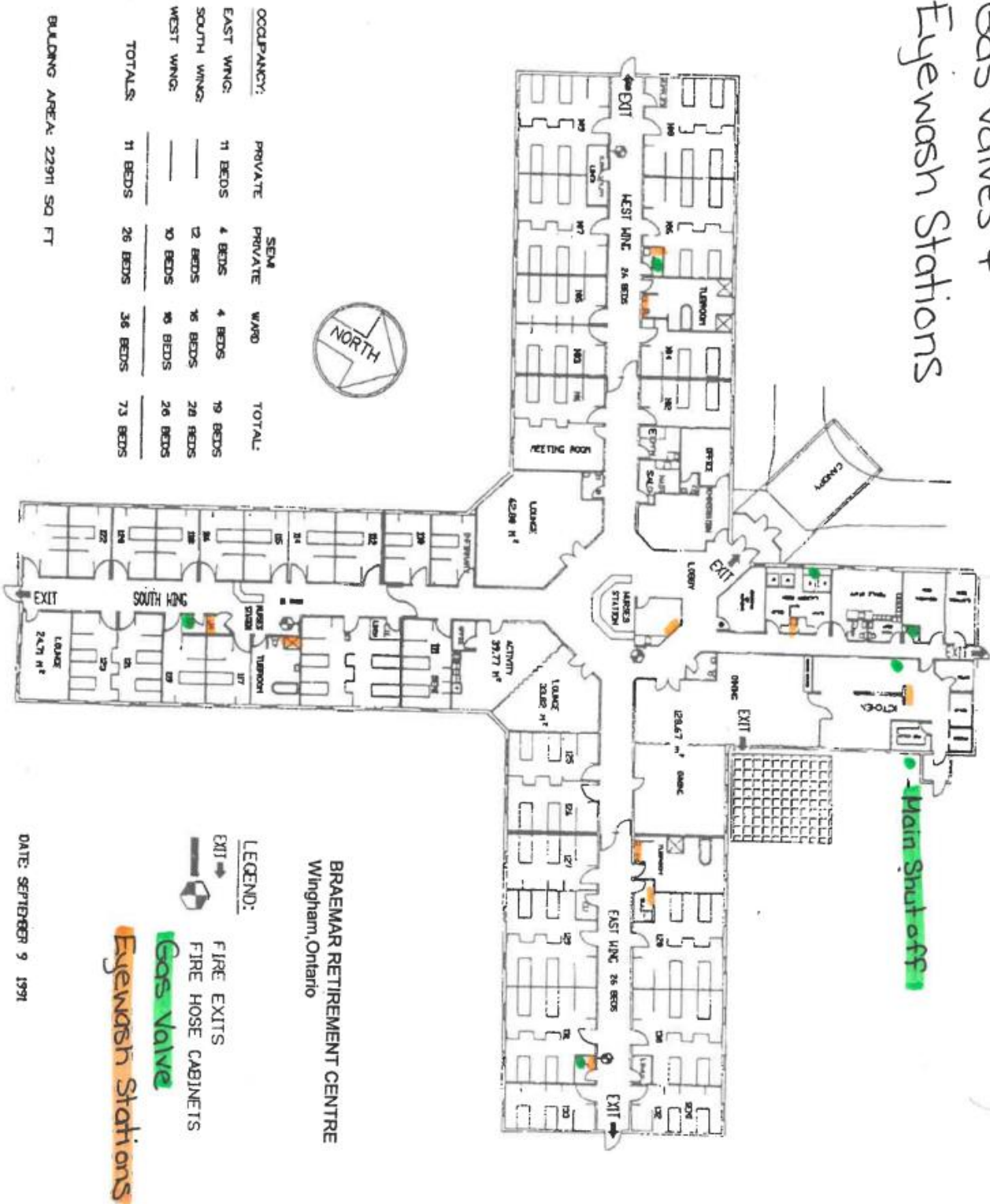
The Charge Nurse present at the time of the emergency will be responsible for notifying the local agencies and hospitals as needed.

APPENDIX A- BUILDING FLOOR PLAN



APPENDIX B- GAS VALVE & EYEWASH LOCATIONS

Gas Valves +
Eyewash Stations



OCCUPANCY:

	PRIVATE	SEMI PRIVATE	WARD	TOTAL
EAST WING:	11 BEDS	4 BEDS	4 BEDS	19 BEDS
SOUTH WING:	—	12 BEDS	16 BEDS	28 BEDS
WEST WING:	—	10 BEDS	16 BEDS	26 BEDS
TOTALS	11 BEDS	26 BEDS	36 BEDS	73 BEDS

BUILDING AREA: 22911 SQ FT

BRAEMAR RETIREMENT CENTRE
Wingham, Ontario

DATE: SEPTEMBER 9 1991

APPENDIX C- CRITICAL INCIDENT REPORT TYPES

Report Types submitted in the CIS

Type	Sub-Type
Mandatory Reports	
Abuse/Neglect [24(1)(2)]	
	Resident to Resident
	Visitor to Resident
	Staff to Resident
Improper/Incompetent treatment of a resident that results in harm or risk to a resident [24(1)(1)]	
Misuse/Misappropriation of residents money [24(1)(4)]	
Unlawful conduct that resulted in harm/risk of harm to resident [24(1)(3)]	
Misuse/Misappropriation of funding provided to a licensee [24(1)(5)]	
Critical Incidents	
Unexpected Death [107(1)(2)]	
Disease Outbreak [107(1)(5)]	
	Acute Respiratory Illness (ARI)
	Enteric Illness
	Antibiotic Resistant Organism (ARO)
	Influenza A
	Influenza B
	Other
Incident that causes an injury to a resident for which the resident is taken to hospital and which results in a significant change in the resident's health status [107(3)(4)]	
	Fracture not related to Fall
	Fall with Injury
	Injury of unknown cause
	Other
Medication incident/adverse drug reaction [107(3)(5)]	
	Errors in administering that alter a resident's health status
	Adverse reaction that alter a resident's health status
Emergency [107(1)(1)]	
	Bomb threat
	Fire
	Unplanned Evacuation (partial or full)
	Intake of evacuees
	Strike (Staff Shortage)
	Pandemic
	External Chemical Spill
	External Air Quality
	Severe Weather
	Violent Outburst
Environmental Hazard [107(3)(2)]	
	Failure/breakdown of major equipment
	Failure/breakdown of major system
	Loss of essential services
	Flooding
	Other
Missing Resident >= 3 Hours [107(1)(3)]	
Missing Resident <= 3 Hours [107(3)(1)]	
Missing Resident with Injury [107(1)(4)]	
Controlled Substance missing/unaccounted [107(3)(3)]	
Contamination of drinking water supply [107(1)(6)]	

APPENDIX D- CARERX DISASTER PLAN CONTACT LIST



Disaster Plan Contact List

A copy of this form is to be maintained in the home's disaster manual

Item	Information			
Name of Evacuated Home:				
Name of Relocation Site:				
Relocation Site Address:				
Key Contact Person:	Name: _____ Phone #: _____ Email: _____			
CareRx Pharmacy Contact Information				
Dispensary Location	Address	Telephone Numbers	Fax Numbers	After Hours Emergency On-Call Pharmacist
Burlington	1320 Heine Court Burlington, Ontario L7L 6L9	(905) 631-9027 (800) 677-4053	(905) 631-9217 (800) 564-9548	(905) 320-3878 (866) 631-5653
London	112 Newbold Court London, Ontario N6E 1Z7	(519) 668-7246 (866) 773-1354	(519) 668-1066 (866) 773-1355	(226) 927-4756 (855) 518-4406
Ottawa	169 Colonnade Rd. South Ottawa, Ontario K2E 7J4	(613) 747-2067 (866) 747-2067	(613) 747-7420 (877) 747-7426	(613) 866-2068 (866) 494-3008

Form 7.7 – Last modified: September, 2020

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