



**Braemar**

Retirement Centre

Create Purpose

Compassion Respect Empathy Acceptance Teamwork Empowerment

## ACCESSIBILITY PLAN

DEPARTMENT: ALL

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SUBJECT: AODA- Emergency Response Plan

Date: December 14, 2023

ISSUING AUTHORITY: Administrator

Revision:

### Emergency Response Plan

#### Purpose

Braemar is committed to supporting the welfare of its employees, residents and guests on the premises. The purpose of Braemar's Emergency Response Plan is to ensure human safety, minimize damage to property, and assure rapid and responsive communication to all parties involved. This Plan has been created to address, in a coordinated and systematic manner, all types of emergencies affecting Braemar, as well as ensuring accommodation and safety of people with disabilities.

This Plan will establish processes and procedures for appropriate responses to major emergencies, and assign roles and responsibilities for the implementation and execution of the Plan in the event of an emergency and catastrophe. The guidelines shown in this Plan are intended to keep employees, residents and guests of Braemar prepared should Braemar's premises and/or facilities become unsafe due to calamity.

#### Definitions

**"Emergency"** means an instance, or combination of instances, of unsafe conditions that pose a threat to people or property, and include: instances of fire and/or smoke; natural disaster/severe weather; chemical, biological or radiological incidents; and structural failures.

**"Fire and/or smoke"** means any fire of combustible materials at Braemar causing danger of burns from fire or suffocation/choking from smoke inhalation. This can also include fires nearby Braemar where there is a clear danger of the fire spreading to Braemar or causing the air to become unbreathable due to smoke.

**"Natural disaster or severe weather"** means any emergency caused by inclement weather conditions or tectonic activity. Natural disasters include many forms, and for our region this might include flooding, lightning striking, snow blizzards, ice storms, severe thunderstorms, and so on. In some cases, natural disasters may also include excessive periods of intensely cold weather, or excessive periods of intensely hot and/or humid weather.

**"Chemical, biological or radiological incidents"** may include a release of toxic chemicals or other dangerous agents within the vicinity of Braemar, including natural gas leaks; the release of harmful bacteria, viruses, or other biological dangers; release of or exposure to radioactive materials.

**"Structural failures"** means any damage to Braemar property or premises that causes unsafe conditions due to structural failure. Failures or pending failures include (but are not limited to) bomb threats, collapsed walls, ceilings, or foundations, burst water mains, electrical power outages, and so on.



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### Guidelines

Braemar's employees must report an emergency event immediately to the Charge Nurse. It is everyone's responsibility to ensure Braemar has your full contact information (should we need to reach you during off hours or if you are away from Braemar during a crisis).

Once the emergency has been ascertained, the Charge Nurse will respond to the incident, and from there, communicate immediately an appropriate plan of direction to all employees.

**Often an emergency event as described herein will proceed to an Evacuation of the building.**

Please refer to Braemar's "**Evacuation Policy**" as outlined in our Emergency Planning Manual.

### Communication Strategy

The Charge Nurse will make every effort to keep employees/residents/guests apprized of the current state of events and directions to ensure your safety.

Braemar may use any of the following means of communicating these updates:

- Fire alarm (if a fire)
- PA System Announcements
- Email communication to all
- Hard copy bulletins on doors (for residents/guests)
- In person conversations and/or meetings
- Outgoing messages on phone line

**Note:** for written communication, large font will be provided to support any persons who are visually challenged.



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### Emergency Threats include:

#### Violent Person on Site

Braemar has developed the following procedures to summon assistance in situations involving a violent person (i.e. actual, threatened or even potential violence):

1. Remain calm and quickly assess the situation for danger. A typical assessment for danger would involve observation of the surroundings, starting with the cause, likelihood and seriousness of the workplace violence, and expanding outwards to include any situational hazards (e.g. weapons), and other information given by witnesses or other bystanders (e.g. an attacker still waiting nearby).
2. In the event that someone's life may be in jeopardy, **immediately call the police by dialing 911** to advise someone is in imminent physical danger.
3. In the event of a threatening situation but where it is unlikely that someone's life may be in jeopardy, **immediately call the Police at 911**. Briefly explain the reason for your call and provide a call-back telephone number where you can be reached.
4. In all other situations (including situations where the threat of violence has ended), immediately call the Manager on Call at 519-949-0894. Braemar will assess the situation and determine the appropriate response.
5. Whenever in doubt, contact the police!

If, at any time, you feel that you are in physical danger, leave the area immediately and summon immediate assistance as per these procedures.

Notifications of any threatening situations will be communicated to all employees via the internal PA System, you must honour and act according to the instructions given (e.g. "exit the building via...", "stay put", "keep residents with you", "close doors and contain others").

#### Fire and/or Smoke

The primary purpose of the Fire Procedure is to provide a course of action for all employees to follow in the event a fire or smoke emergency.

Please refer to Braemar's "Fire Manual" as outlined in Braemar's Emergency Planning Binder, located at the nurse's station.



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### Natural Disaster or Severe Weather

The primary purpose of the Natural Disaster/Severe Weather Procedure is to inform employees, residents and guests of any serious weather conditions that warrant their attention. A "weather watch" means that conditions are favourable for severe weather to develop. A "weather warning" means that severe weather has been sighted in the vicinity.

Braemar will:

- Account for all employees, residents and guests, ensuring that everyone is inside the building. Close all doors and blinds.
- Instruct all employees and visitors to move away from windows.
- If necessary, gather employees and visitors onto the main floor, and into boardrooms, basement, bathrooms, or other enclosed areas where feasible.
- Listen to all weather reports for updates. Do not leave the main floor or enclosed areas until the weather warning has been lifted.
- Stay calm. Encourage others to stay calm also.
- Be prepared for isolation at the premises.
- Ensure that emergency equipment and supplies are available or can be readily obtained.

Braemar requests that their employees keep a three-day supply of their medicine, and assistive devices, such as asthma inhalers, canes, and diabetic medication on hand at the Centre, for a shut-in emergency situation.

### Chemical, Biological or Radiological

The purpose of the Chemical, Biological or Radiological Procedure is to inform employees, residents and guests of the steps that should be taken in the event that a contaminant, virus, or other harmful agent poses an immediate threat.

- Whomever is to learn of this occurrence, will call 9-1-1 from a landline or cellphone and report the situation and follow any instructions given.
- Notify the JHSC, Director of Care or the Administrator immediately.
- Await the JHSC or Director of Care's instructions to commence evacuation procedures. These procedures may be delicate, and the Director of Care will be taking direction from a team of experts in this area (e.g. Police, Fire, Paramedics).

### Structural Failure and/or Water, Heat or Utility Disruptions

- In the event of a structural failure, remain calm and follow the directives of the Charge Nurse.
- In the event of a power outage, the Charge Nurse will gather flashlights and other needed supplies. Check on all employees, residents and guests to ensure their safety.
- The Health & Safety Coordinator and Administrator will ensure all backup or emergency lighting is fully operational.



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- If the power outage is prolonged, the Director of Care will determine if it is best to dismiss employees for the remainder of the day.
- In the case of water, heat, or other utility disruptions, all attempts will be made to determine the cause of the disruption and the probable length of shutdown. Where required, the local utility provider will be contacted to assess and resolve the situation. If the shutdown is prolonged, again the Director of Care will determine if it is best to dismiss the employees for the remainder of the day.

### Bomb Threats

In the unlikely event of a bomb threat, it is impossible to discern valid threats from hoaxes. Therefore, all hoaxes will be treated as real in order to protect lives and property, and the premises will be evacuated immediately.

### Employee/Resident/Guest Evacuation Procedure

In the event that Braemar declares that an evacuation of the premises is necessary, Staff assigned by the charge nurse will assist/transport people with a disability to safety. For all other employees/residents/guests the following steps below are required:

1. Listen and respond immediately. An announcement will go out of the PA System.
2. Stop working and if time allows, shut down any equipment in use.
3. Proceed to posted emergency exits, following posted evacuation route(s).
4. Touch doorknobs/door handles carefully to check for heat.
5. Proceed to designated meeting area (unless otherwise instructed).
6. Staff will complete floor sweeps, including boardrooms, bathrooms, offices, and other areas to ensure those able to evacuate have done so.

### Alternative Formats

Braemar is dedicated to ensuring the health and safety of all our employees, residents and guests. We will provide our Emergency Response Plan in a format that takes into consideration individual needs. It is critical that our employees know and understand our Emergency Response Plan. If you have any questions regarding the information above or is in a format that prevents you from fully understanding our processes, please contact the Professional Practice Coordinator at 519-357-3430 x 214

Review Date	Signature	Review Date	Signature