

	<p>POLICY</p>
DEPARTMENT: Human Resources	Page: 1 of 3
SUBJECT : Accessibility for Ontarians with Disabilities Act-Emergency Disaster Plan	
Last reviewed: July 1, 2025	ISSUING AUTHORITY: Professional Practice
Next Review: July 1, 2026	

Emergency Disaster Plan

Purpose

At Braemar, the safety and well-being of our employees, residents, and guests is our top priority. This Emergency Disaster Plan outlines a coordinated and effective response to all emergencies, focusing on protecting people, minimizing property damage, and ensuring clear communication.

The Plan outlines staff responsibilities, preparedness expectations, and compliance requirements to meet standards set by the Ministry of Long-Term Care (MLTC) and other authorities. It also includes provisions for individuals with disabilities and assigns clear roles for emergency response. It also includes specific provisions to support individuals with disabilities and assigns clear responsibilities during emergency response.

These guidelines help ensure that everyone at Braemar is prepared if the premises become unsafe due to a disaster.

Definitions

Emergency:

An "emergency" refers to any event or combination of events that create unsafe conditions posing a threat to people or property. This includes, but is not limited to: fire and/or smoke, natural disasters or severe weather, chemical, biological, or radiological incidents, and structural failures.

Fire and/or Smoke

Any fire involving combustible materials on or near Braemar that threatens burns, property damage, or risks from smoke inhalation. This also includes fires nearby that could spread to Braemar or significantly affect air quality.

Natural Disaster or Severe Weather

Includes emergencies caused by extreme weather or geological activity. In Braemar's region, this may include flooding, lightning strikes, snowstorms, ice storms, severe thunderstorms, and related hazards. It may also include prolonged periods of extreme cold, heat, or humidity.

Chemical, Biological, or Radiological Incidents

Refers to the release or presence of harmful chemical, biological, or radioactive agents near

or on the premises. Examples include natural gas leaks, exposure to toxic substances, or the release of dangerous bacteria, viruses, or radioactive materials.

Structural Failures

Refers to damage or collapse of physical infrastructure on Braemar property that creates unsafe conditions. This includes (but is not limited to) collapsed walls or ceilings, failed foundations, burst water mains, major electrical outages, and bomb threats.

Guidelines

- All employees must immediately report any emergency to the Charge Nurse.
- It is each employee's responsibility to ensure Braemar has up-to-date contact information to reach them during off-hours or if they are away during an emergency.
- Once an emergency is confirmed, the Charge Nurse will coordinate the response and promptly communicate the action plan to all staff.
- If evacuation is necessary, employees must follow Braemar's Evacuation Policy found in the Emergency Planning Manual for detailed instructions.

Communication Strategy During Emergencies

The Charge Nurse will make every effort to keep employees, residents, and guests informed about the status of the emergency and provide clear instructions to ensure safety.

Braemar may use one or more of the following communication methods to provide updates:

- Fire alarm system (in the event of fire)
- Public Address (PA) system announcements
- Email notifications to all staff
- Printed bulletins posted on doors for residents and guests
- In-person communications and meetings
- Recorded outgoing phone messages
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All written communications will be provided in large font to accommodate individuals with visual impairments.

Emergency Threats Policy

Braemar has established comprehensive policies and procedures to address Emergency Threats, in accordance with the Ministry of Health and Long-Term Care (MOHLTC) guidelines. These policies are designed to ensure the safety of employees, residents, and visitors during critical incidents.

Examples of Emergency Threats covered under these policies include, but are not limited to:

- Violent persons on site (actual, threatened, or potential violence)
- Fire or smoke incidents
- Medical emergencies
- Natural disasters
- Hazardous material spills

Braemar is committed to following MOHLTC standards and best practices to effectively respond to and manage these situations.

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 committed to accessibility and will provide this Emergency Disaster Plan in formats that meet individual needs, including accommodations under AODA.

If you have questions or require the plan in an alternate format to support your understanding, please contact Braemar Retirement Center for assistance.