

Section: Emergency Planning	Subsection: Administrative	Policy Number: EPP -1002
Subject: Glossary of Terms		Revised Date: May 2022, July 2016
Standard:	Authority: CEO	Supercedes: Dec 2008
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Policy

A glossary of terms relating to emergency situations shall be included in the manual.

Definition of Terms Used in Emergency Planning Manual

Ambulatory	<ul style="list-style-type: none"> Capable of moving without assistance from another person
Bedridden	<ul style="list-style-type: none"> Unable to ambulate without special equipment and assistant
CEO	<ul style="list-style-type: none"> Person invested with overall authority for the resident and staff
Crisis Evacuation	<ul style="list-style-type: none"> Primarily the result of an internal situation (i.e. fire, explosion) requiring residents be removed urgently
Command Centre (during Emergencies, other than Fire)	<ul style="list-style-type: none"> The Chapel is the designated area for the Command Centre; the alternate location will be the Education Room
Control Centre (for Fire Emergencies)	<ul style="list-style-type: none"> Willow is the designated Control Centre for Fire Emergencies
Control Centre Co-ordinator (for Fire Emergencies)	<ul style="list-style-type: none"> The RPN on Willow is assigned to manage the Control Centre and be responsible for communication during a fire emergency. During the 11-7 shift, the RN is the Control Centre Co-ordinator
Designate	<ul style="list-style-type: none"> Person to whom authority has been passed
Emergency	<ul style="list-style-type: none"> For the purpose of the manual is defined as any condition which potentially or actually threatens the safety, health and well-being of our residents, tenants and staff members
Evacuation	<ul style="list-style-type: none"> The rapid yet safe removal of residents from the premises
Facility Fire Marshall	<ul style="list-style-type: none"> The manager in charge during fire alarms/drills
Holding Room	<ul style="list-style-type: none"> The Auditorium has been designated as the holding room for residents required to be transferred out of the building during an emergency; alternate locations include the Fireside Lounge and/or the gazebo on the north west side of the building, adjacent to Willow.
Horizontal Evacuation	<ul style="list-style-type: none"> Evacuation by floor or section to a safe area on the same level
Isolation	<ul style="list-style-type: none"> The ability of the institution to survive on its own resources, albeit on an austere basis, should external support be severed
Partial Evacuation	<ul style="list-style-type: none"> Part of the resident population is evacuated in a horizontal or vertical pattern
Precautionary Evacuation	<ul style="list-style-type: none"> Normally a result of an external emergency (rising flood waters, spreading toxic fumes, etc.) in which residents are removed to a more appropriate location
Reception	<ul style="list-style-type: none"> Procedures for receiving clients from another evacuated facility
Relocation	<ul style="list-style-type: none"> Interim and/or long term accommodation as a result of an uninhabitable facility
Resistive	<ul style="list-style-type: none"> Residents who refuse to move despite ordinary measures of persuasion

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Staff Pool	<ul style="list-style-type: none"> The Auditorium entrance on the lower level area is the designated location for the Staff Pool; the alternate location is the Foyer in the main entrance . This is the location where designated staff report during specific hours in an emergency such as fire, fire drill or evacuation. Staff called in during emergencies will also report to the Staff Pool.
Total evacuation	<ul style="list-style-type: none"> All residents are evacuated in a horizontal and vertical pattern
Vertical evacuation	<ul style="list-style-type: none"> Removal of residents from one floor to a lower floor and if necessary to the outside

Authorized Signing Authority

Date