

Section: Emergency Planning	Subsection: Administrative	Policy Number: EPP --1006
Subject: Communication in Emergency Situations		Effective Date: May 2022, December 2008
Standard:	Authority: CEO	Supersedes: NEW
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Policy

Communication with appropriate individuals/organizations shall be maintained in an emergency situation.

The ADMINISTRATOR/designate shall be the spokesperson that communicates with the media.

The purpose is to communicate information:

- between emergency staff, Fire, Police and civil authority personnel
- to next of kin and the media

PROCEDURE

For Emergencies other than Fire, the Primary Command Centre shall be located in the CHAPEL

The secondary location will be the EDUCATION ROOM . The Command Centre will be responsible for:

- keeping telephone lines open for emergency use
- maintaining security and preserving records
- restricting admittance to appropriate persons only
- documenting all incoming staff and their assignments
- observing the fire panel and the front door (business office location)
- listing residents being transferred to alternative facilities
- communicating with the next of kin regarding resident placement

The ADMINISTRATOR/designate may release factual written statements to the media, periodically following consultation with the Police and/or Fire Departments.

A copy of the statement shall be maintained at the Command Centre.

Staff shall be instructed to maintain complete confidentiality and refer any inquiries to the ADMINISTRATOR/ designate.

No unauthorized persons shall be allowed in the facility.

The local radio stations and community television will be used to assist in informing the community, relatives, staff and volunteers of the emergency situation, as required.

Authorized Signing Authority

Date

