

Section: Emergency Planning	Subsection: Administrative	Policy Number: EPP-1007
Subject: Emergency Fan Out List Policy		Effective Date: May 2022, March 2012
Standard:	Authority: CEO	Supercedes: January 2010
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Policy

Belvedere Heights shall maintain an emergency fan out list of current staff to be contacted, with a request to report to the facility, in the event of a major emergency situation.

The purpose of the fan out list is to ensure that adequate staff are present to care for residents in an emergency situation.

PROCEDURE

The ADMINISTRATOR is responsible for implementing the emergency call in list. In his/her absence the most senior person on duty shall inform the ADMINISTRATOR/designate of the emergency situation at hand. The ADMINISTRATOR/designate in consultation, with the senior staff member shall make the decision to implement the call in list.

The Office Manager is responsible for maintaining an updated Emergency Fan Out List, which is to be implemented by Peerless Security in the event of an Emergency.

Staff will be asked to report to the Command Centre and take direction from the ADMINISTRATOR/designate.

After being contacted, key personnel are to proceed to the Home and go immediately to the command centre at Belvedere Heights and await further instruction.

Staff are responsible for notifying the Administration Office when name changes addresses or telephone numbers occur.

Authorized Signing Authority

Date