

Section: Emergency Planning	Subsection: Administrative	Policy Number: EPP-1010
Subject: Emergency Phone Connections		Effective Date: May 2022, January 2016
Standard:	Authority: CEO	Supersedes: April 2009
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Policy

- Emergency Phone connections will be available for use in emergency situations at care centers.
- Emergency jacks have been installed in the following locations for use during an evacuation:
- 2-way radios are located at every care center

CHAPEL
EDUCATION ROOM

Procedure:

1. The jacks may be used with a analogue or emergency phones only. These phones can be found in Administration or at each Care Centre:

EMERGENCY PHONE NUMBERS (CARE CENTRES)

WILLOW 746-5871 PINE 746-4163 OAK 746-4756

2. If an emergency occurs during business hours, administrative staff will obtain one of the emergency phones from the emergency container in the office or from one of the care centre and deliver it to the Command Centre. After hours, the CEO/designate will be responsible for delivery of the emergency phone to the Command Centre
3. The line phone number extensions are marked on the Bell splitter unit connected to the wall jack.
4. Any one of the 3 lines can be used to call out and will connect to the Bell station on Gibson Street.

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Authorized Signing Authority

Date