

Section: Emergency Planning	Subsection: General Measures	Policy Number: EPP-1019
Subject Staff Responsibilities During an Emergency Situation		Revised Date: May 2022 July 2016
Standard:	Authority: CEO Environmental Manager	Supercedes: Nov 2015, Aug 2013 Mar 2012, July 2011
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Policy:

Staff will be assigned duties and responsibilities during emergency situations.

Administrator/Designate Responsibilities

1. Be responsible for the general co-ordination and direction of emergency operations.
2. Determine if the situation should be considered an emergency. If so, determine the type of emergency
 - Internal emergency
 - External emergency
3. Contact emergency services by calling 911.
4. Establish if evacuation of the facility in whole or part is necessary
5. If necessary, implement the Command Centre and remain there.
 - **PRIMARY LOCATION-CHAPEL**
 - **ALTERNATE LOCATION-EDUCATION ROOM**
6. Ensure Notification of the following:
 - Ministry of Health & Long Term Care-Day Time Compliance Advisor – see emergency contacts list
 - After Hours Emergency Pager Number – see emergency contacts list
 - For emergencies that will overwhelm Belvedere’s capacity, notify the Ontario Health
 - If the emergency requires a provincial response or has the potential to escalate to a provincial emergency (local declared emergency, larger scale evacuation), notify the Ministry’s Emergency Management Unit

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- Chair of the Board of Management
8. Oversee all communication with the media and resident families
 9. Announce the “all clear” statement to inform that the emergency is over as per the direction of the Police/Fire Departments/Emergency Response Team

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Nursing Department

Responsibilities of the Director of Care/ADOC/Designate

1. If not already in the facility, return and report to the Command Centre for all emergencies other than fire.
2. Act as the designate for the ADMINISTRATOR during his/her absence.
3. If the emergency is a fire, report to the nearest enunciator panel to determine the location of the fire. Proceed to that location.
4. If the emergency is not a fire, determine the location of the emergency and report to the location. Oversee all activity on the affected Home Area
4. For non fire emergencies, assume responsibility and assign duties to staff in the area.
5. Instruct staff to evacuate all residents who are in danger.
6. Supervise and direct the evacuation, assembly and relocation of all residents along with their chart, care plan and medications to the holding area. Assign this responsibility to a RPN.
7. Assign a RPN to monitor activity and assist in the Holding Room
8. Inform fire fighters/emergency personnel of any residents or staff who require special assistance or rescue.
9. Designate a registered staff to report to the entrance where evacuation is taking place to supervise the transportation of residents.
10. Assign a registered staff to proceed to the relocation centre with the first group of evacuated residents to supervise reception and maintain adequate records.
11. Notify Pharmacy of the location of the residents
12. Make arrangements for the provision of necessary equipment
13. Contact suppliers to redirect deliveries to the appropriate temporary location, after the Immediate emergency is over.

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Responsibilities of the Registered Nurse (other than Fire Emergencies)
Fire Emergency Responsibilities are noted in the FIRE PLAN

1. Resident Safety is your prime concern
2. Proceed to the area where the emergency situation has occurred.
3. Take direction from the ADMINISTRATOR/DOC/ADOC if present; during non business hours, assume responsibility for the situation until one of the above arrives on the scene.
4. Call 911 to report the emergency
5. Inform the Manager on Call of the situation
6. If evacuation is necessary, direct staff to initiate the transfer of residents out of their rooms, in an orderly fashion.
7. Choose exits or alternate escape routes and ensure that routes are clear of obstruction. Ensure that vertical or horizontal evacuation techniques are used as per the evacuation policy EPP-1082.
8. Ensure that door markers have been put in place to indicate that the rooms have been evacuated. Assign a staff member to check all rooms that do not have the Room Evacuation Rescue marker tags on the appropriate upright position, following removal of resident from his/her room
9. Ensure that there is NO unauthorized entry into the area being evacuated
10. Assign a staff member to turn off or shut down equipment that has been in use
11. If the Command Centre has been set up, maintain an open line (at the Care Centre) with the centre by dialing **705-746-4163 or 705-746-4756** (extensions located on the emergency jack in the Command Centre).
12. Request additional staff from the Command Centre if required
13. Assign a staff member to assume responsibility for the Staff Pool if the Staff Pool has been implemented.
14. Assign a staff member to affix a resident identification tag to residents' clothing, as they are entering the holding area.
15. Assign a staff member to relocate resident charts and medications to a safe environment

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Responsibilities of RPNs and PSWs

Remain in Home Area unless directed to report to an alternate location.

NB During the night shift the PSW FLOAT will report to Willow to assist unless otherwise directed by the RN.

1. If with residents, remain with them
2. If not with residents, report to the closest Care Centre
3. Close windows and doors in the area you are located in and ensure no one is in supply rooms.
4. Assist with the preparation and evacuation of residents as assigned

Responsibilities of the Nursing Secretary

1. Report to the staff pool

RAI Co-ordinator

1. If with residents, remain with them
2. If not with residents, report to the closest Care Centre
3. Close windows and doors in the area you are located in and ensure no one is in supply rooms.

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Responsibilities of Administration Staff

1. Close doors and windows. Secure the Administration Offices
2. Close main entry corridor doors and windows
3. Monitor the main entry door. Do not permit anyone, (other than emergency personnel to enter the building).
4. If the emergency is a fire, check the annunciator panel to determine the location
5. Escort emergency personnel to affected area, if requested.
6. If Command Centre has been implemented, and Family Services Staff have called to indicate they are in the building, relay this information to the Command Centre.
7. Stand by for instructions from the ADMINISTRATOR/RN/designate

Office Manager

1. Report to the Command Centre.
2. Remove all business records and other official documents as necessary.
3. Confirm with Peerless that the fan out has been implemented.

Administration Clerk- Accounts

1. Report to the Command Centre (Chapel)
2. Answer the main telephone line
3. Attempt to keep open the intercom telephone line with the RN
4. Provide an updated alphabetical list of residents to the RPN /PSW in charge of the Holding Area, (the Auditorium has been designated as the Holding Room for resident required to be transferred out of the building during an emergency; alternate location include the Fireside Lounge and/or the gazebo on the north side of the building adjacent to Willow.

Administration Clerk- Residents / Reception

1. Report to the Front Entrance and the Staff Entrance and restrict unauthorized individuals from entering.

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Responsibilities of Maintenance Department

Environmental Services Manager

1. If the fire alarms have been activated, proceed to an annunciator panel to determine the location of the affected area, then proceed to that location.

Air supply fans should shut down automatically when the fire alarm sounds. Shut down manually, if necessary or direct Maintenance Assistants to do so.

Shut down exhaust fans manually, if necessary or direct Maintenance Assistants to do so.

2. If the emergency situation requires external air expulsion, manually shut down fans by going to the penthouses OR the energy management computer, whichever is faster
3. Depending on the type of emergency shut off, direct Maintenance Assistants to shut off valves for the natural gas in the following areas:
 - Behind each dryer in the laundry department
 - The main kitchen
 - Natural gas main valve at the north end of the Auditorium parking lot behind white vinyl privacy fence.
5. Provide access for and information to emergency personnel as requested
6. Establish long range security needs for the building/grounds for the projected period of the relocation, if evacuation is necessary
7. Assist with evacuation of residents as required

Maintenance Assistants

1. Once all fans have been shut down, report to the affected area and take direction from the Maintenance Supervisor/DOC/RN as required. i.e.
 - Assisting with transporting residents/tenants to the holding area
 - Restricting access to the property/building if requested, until police arrive

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Responsibilities of Program Staff

Program Manager

1. Report to the staff pool. The program manager will be responsible for the staff and will respond to requests from command center for staff.

Program Staff

1. If conducting a program or with residents, remain with them
2. Close windows and doors in the area you are located in and ensure no one is in supply rooms.
3. If not with residents, report to the Staff Pool

Responsibilities of the Hair Dresser

1. If in salon with residents, remain there. If in salon, and no residents present, report to the Staff Pool.
2. Close all windows and door to the salon
3. If in Home Area with a resident, remain there
4. Await instruction from ADMINISTRATOR/RN/designate

Responsibilities of Volunteers

1. If with a resident, remain with the resident. Otherwise report to the Staff Pool
2. Take direction from the RN/RPN if in a Home Area
3. If not with a resident, remain in the location where you are volunteering and take direction from the Volunteer Co-ordinator/Program Manager/designate
4. Close windows and door in the area you are located

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Responsibilities of Dietary Manager

1. Remain in dietary department, unless it is the affected area, until all necessary duties have been accomplished, then proceed to the Staff Pool.
1. Depending on the nature of the emergency, instruct staff to turn off appliances being used in all support service departments (dietary, laundry and housekeeping)
2. Close all windows in the support service areas, including resident dining rooms
3. Plan alternate location(s) for meal preparation, resident dining if necessary
4. Implement emergency meal plan (if necessary)
5. Supervise food and equipment transportation off site if required
6. Contact outside suppliers for their assistance if necessary
7. Remove necessary documentation concerning residents' diets to the temporary location site, if required

Responsibilities of Dietitian

1. Report to the Staff Pool.

Responsibilities of Dietary Staff

1. If with a resident, remain with the resident, otherwise report to the Staff Pool after completing the duties noted below.
2. Store carts/equipment in a safe place, (not in corridors)
3. Shut of all electrical and gas equipment and appliances
4. Turn on lights
5. Close windows and doors

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Responsibilities of Cook(s)

1. Remain in the kitchen and take direction from the Dietary Manager.
2. Assist with food preparation.

Responsibilities of Laundry Staff

1. If away from the laundry, return to the area
2. Turn off all appliances/equipment
3. Turn on the lights
4. Close doors and window
5. Close the Laundry Department
6. One laundry staff member will report to the elevator (life lease) area and monitor hallway traffic. Do not allow anyone, other than emergency personnel to use the elevator.
7. Await instructions from the ADMINISTRATOR/RN/designate

Responsibilities of Housekeeping Staff

1. Remain in-return to your assigned Home Area
1. Turn off all equipment and store in housekeeping closets
2. Await instructions from the ADMINISTRATOR/RN/designate

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Responsibilities of Community Support Services

Community Support Services Staff-take direction from Co-ordinator of Community Support Service

Program Co-ordinator Support Services

1. Close all doors and windows in the basement area
2. Assign a staff member to monitor the Auditorium Entrance Door and Life Lease Doors. Request any persons entering the building to wait in the lobby area until ADMINISTRATOR/designate give permission to access Life Lease or Long Term Care
3. All other staff/volunteers wait in Community Support Services office for instructions
4. If with clients, remain with them

Responsibilities of Support Staff i.e. Physicians, Dietitian, Students, Agency Staff

1. If in a resident home area, remain there and await instruction from the ADMINISTRATOR/RN/designate
2. If with a resident, remain with the resident

Responsibilities of Parry Sound Family Services

1. Remain in the Family Service Office Area. Inform Administration Office Staff that you are in the building, who will forward this information to the Command Centre, (if implemented.)
6. Close windows and doo
7. Await instruction from the ADMINISTRATOR/RN/designate

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Contract Personnel

1. Remain with clients.
2. If not with a client, report to the staff pool.

Please Note:

Staff reporting to the Staff Pool may be assigned to:

- Assist in the affected area
- Assist in the Holding Area
- Monitor exits used as evacuation routes
- Operate elevators IF they are in use
- Assist residents into vehicles for transfer to alternate locations load supplies/equipment into vehicles for transfer to alternate locations, assist with traffic control, internal and external

Authorized Signing Authority

Date