

Section: Emergency Planning	Subsection: General Measures	Policy Number: EPP-1029
Subject: Staff Pool		Reviewed Date: May 2022, June 2016
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Policy

In the event of an emergency situation such as fire or evacuation, specific staff will be assigned to report to the staff pool when appropriate.

PROCEDURE

1. The primary location of the staff pool will be the **Front Lobby the alternative location will be the Auditorium Entrance on the lower level.**
2. **To contact the staff pool: call the command centre phone 705-746-4163 or 705 746-4756.**
3. The **Program Manager/ Designate** will assume responsibility for the Staff pool during business hours weekdays. The RN will assign an RPN to manage the Staff Pool evenings and on weekends. On nights staff will take direction from the Fire Department. The RPN and Program Manager who are responsible for the Staff Pool will use a walkie talkie for additional communication if phones are not available.
4. During an evacuation, certain staff will be assigned to report to the Staff Pool. Check Policy 1019 Staff Responsibility to determine your location during an evacuation.
5. Staff will wait in the staff pool assembly area to receive direction and assignments from the Command Centre. During a code green the location of the staff pool will be announced.
6. Staff responding when called in by phone will report to the Staff Pool for duty and await instruction.
7. If the emergency occurs at shift change, all incoming staff will report to the Staff Pool and await instructions. This includes all staff that may be in the building, other than for work purposes i.e. picking up pay cheque, checking work schedules, etc.
8. Following is a list of staff that will report to the staff pool.

Staff Pool

- Program Manager (Will have someone assist the resident and then report to the staff pool)
- Program Staff (if not with a resident)
- Nursing Office Secretary (after completion of initial duties)
- Dietary Staff
- Dietitian
- Hairdressers (if not with residents)
- Volunteers (if not with residents)
- All other staff not assigned duties

Authorized Signing Authority

Date