

EMERGENCY PLANS

Policy No.: ERP- Section 5
Issue date: Jan. 2006
Revised/Reviewed: Feb. 2012, May/July 2013, July 2014, April 2015, July 2016, Dec.2017, Jan.2018
Jan. 2019, May 2022
Issued by: Environmental Services Manager
Approved by: Administrator

EVACUATION AND RELOCATION PLAN – Evacuation of Residents(Responsibilities)

If all or any part of the Lodge is unfit for resident occupancy, the Temporary Facilities [Long Term Care Homes] noted below shall be contacted. Close control of resident movements shall be maintained throughout the relocation.

STAFF RESPONSIBILITIES

Administrator

- Coordinate arrangements with Temporary Facilities
- Staff assignments
- Establish business operations at an alternate site
- Ensure Family, Ministry of Long Term Care, Home and Community Care Support Services/South West , County officials, Media notifications are made

Environmental Services Manager

- Arrange for supply of linen and incontinence products
- Transfer residents' personal clothing

Office Supervisor

- Arrange for resident access to Pocket Money funds
- Establish resident billing procedures
- Establish staff payroll procedures
- Director of Resident Care
- Coordinate transfer of residents, charts and meds
- Arrange for filling of meds and treatments
- Arrange for medical coverage
- Monitor resident census

Food Services Manager

- Transfer resident dietary profiles

Recreation Manager

- Assist Administrator with staff assignments and business operations at an alternate site