

EMERGENCY PLANS MANUAL

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Issued by: Environmental Services Manager
Approved by: Administrator

EVACUATION AND RELOCATION PLAN – Evacuation Process

2.1 ROOM EVACUATION

- Remove all occupants of the room to the corridor
- Confine fire by closing window (if possible)
- Close door and position evacuation marker

2.2 AREA EVACUATION (If fire, smoke or other emergency threatens more than the occupants of the one room)

- Evacuate all occupants either to outside or another area inside the building a safe distance from the fire and smoke
- Keep all fire separation doors closed except in a non-fire emergency
- Evacuate residents according to physical condition, placing blanket around shoulders, use suggested lifts and carries (see “Lift and Carry Techniques”)
 - Ambulatory - lead in a group
 - Wheelchair - return wheelchairs for further use
 - Bed care - those nearest to danger, evacuate first
- **As each room is cleared, close door and place evacuation marker in raised position**
- Ensure residents are supervised in new location.
- When evacuation of area is complete, check that all evacuation markers are in position.
Recheck any room with marker down.

Evacuating down stairs

- For non-ambulatory residents, if elevators cannot be employed, use the canvas stretcher on stair slider boards
- This process requires minimum of three staff

Elevators

- Fire Emergency - Elevators are not available and shall not be used.
- Non-Fire Evacuation - Elevators may be used. One staff member [Recreation or Nursing] is to be assigned to “man” each elevator while residents are being evacuated.
Enter 4321* on the elevator inside code pad to keep elevator doors open when loading to prevent doors from closing prematurely

2.3 HOLDING AREA

A safe area (inside or outside) for residents pending return to their rooms or evacuation from the building.

- at least one staff member shall remain to supervise and care for residents
- residents requiring emergency care shall be assessed by an RN at the earliest opportunity
- staff shall remain ready for further evacuation if necessary

2.4 BUILDING EVACUATION

EVACUATION INITIATION

Authority to initiate building evacuation rests with the ***Emergency Control Officer (Charge Nurse)*** in consultation with the Fire Chief or other emergency officials.

Non-Fire Evacuation - Announce Code Green over PA.:

ATTENTION STAFF. CODE GREEN [repeat 3 times]

Fire Emergency- Fire alarm (2nd stage) evacuation signal is initiated by turning the activation key in any pull station. The signal heard is at 120 strokes per minute. The key to activate the 2nd stage alarm is kept at the Hickory Woods Communication Centre [Command Center].
Announce Code Green over PA.:

ATTENTION STAFF. CODE GREEN [repeat 3 times]

EVACUATION PROCEDURE

- Residents are to be evacuated using any available exit not in the fire or danger zone.
- Follow Area Evacuation procedure removing residents to the outside Assembly Point

The Emergency Control Officer [Charge Nurse] shall:

- assign staff where needed [including someone at main entrance to redirect visitors, Assembly Control Nurse and Evacuation Centre Control Nurse]
- ensure evacuation kits are utilized
- be notified as the evacuation of each wing is completed
- verify that all residents and staff are accounted for
- ensure that medication and treatment carts have been moved to the Assembly Point
- ensure that resident charts and care plans have been moved to the Assembly Point
- Except in a fire situation or as directed by the Fire Chief or emergency officials, the Home shall be secured by locking all entrance doors upon completion of an evacuation

2.5 OUTSIDE ASSEMBLY POINT

Residents evacuated from the building shall be moved to an outside Assembly Point and held pending return to the building or transportation to a Reception Centre.

Visitor parking lot - primary
Staff parking lot - secondary

One staff member [**Assembly Control Nurse**] shall be assigned by the Emergency Control Officer to be at the Assembly Point to:

- maintain calm and reassure residents
- coordinate efforts of staff and volunteers
- ensure residents do not wander from area
- ensure residents requiring emergency care are assessed by an RN
- record names of residents, their condition and communicate to Emergency Control Officer
- receive and act on instructions for transporting of residents to Reception Centre
- ensure all residents are wearing identification tags

2.6 TRAFFIC CONTROL

Staff arriving at the Home to assist in the evacuation, shall park on the front lawn to keep the driveway and parking lots clear for emergency vehicles.

When available, a staff member shall be placed at the road to assist police in identifying staff and to direct traffic away from the Home except for emergency vehicles and others used for transporting residents.

2.7 VISITORS

- Visitors shall be prohibited from entering the Home while an evacuation is underway.
- All visitors should be referred to the Temporary Evacuation Centre for information concerning residents.

2.8 DISCHARGE OF RESIDENTS

- While an evacuation is underway, residents shall not be discharged to families. This applies whether the resident is inside the building or at an outside Assembly Point.
- Families wishing to take custody of a resident shall be informed that discharges will be processed at the Temporary Evacuation Centre. Resident discharges to families may be approved only by the Evacuation Centre Control Nurse using the Form in Appendix.
- Families may assist in transporting residents in their cars to the Temporary Evacuation Centre with approval of the Assembly Control Nurse.