

**St. LAWRENCE LODGE
224 BED FACILITY EMERGENCY
MEASURES PLAN**

2022

Public View

EMERGENCY MEASURES PLAN

- New Emergency Measures Plan developed.
- Emergency Measures Plan includes the following Emergency Code Procedures;
 - Code Orange – Emergency Response/External Disaster
 - Code Red - Fire
 - Code Green – Evacuation (Partial or Full)
 - Code White – Violent Resident
 - Code Yellow – Missing Resident
 - Code Pink – Assistance Required
 - Code Blue – Cardiac Arrest
 - Code Brown – Internal Chemical Spill
 - Code Black – Bomb Threat
 - Other Emergency Situations

Emergency Measures Plan is made up of the following table of contents and sections;

- 1. Introduction
- 2. Activation of Code
- 3. Separate Sections for each Emergency Code Procedure.
- 4. A series of Appendix's to complement the Plan.

Introduction

Development and Maintenance

St. Lawrence Lodge Committee of Management recognizes the need for an Emergency Measures Plan that can be defined and acted upon that is capable of;

- Being put into effect immediately following a local or on site emergency, ensuring the health, safety and welfare of residents, staff and visitors in the event of an emergency situation.
- Responding and implementing emergency measures that minimize the affects of various emergency situations.
- Planning for the evacuation of the facility, relocation of residents and reception of external affected partnering agencies.
- Being completed with local and municipal emergency planning groups.
- Being developed considering Ministry of Health Programs and Services Manual; Section M, Internal and External Disaster Standards and Criteria.

Introduction

Emergency Measures Plan; Definition of Major Emergency

- Defined as a major unusual crises event that requires an immediate emergency response, extraordinary resources, process, and expertise that may or may not be above and beyond those available at or in St. Lawrence Lodge.

The following Emergency Codes are those recognized and addressed within the Emergency Plan;

Emergency Codes

- Code Orange – Emergency Plan/External Disaster
- Code Red – Fire
- Code Green – Evacuation (Partial or Full)
- Code White – Violent Resident
- Code Yellow – Missing Resident
- Code Pink – Assistance Required
- Code Blue – Cardiac Arrest
- Code Brown – Internal Chemical Spill
- Code Black – Bomb Threat
- Other Emergency Situations

Introduction

PURPOSE

To ensure that the most efficient and effective extraordinary measures are carried out in a way that ensures;

- There is the earliest possible response by all essential emergency responders.
- The situation and sources of danger is brought under control as quickly as possible.
- The health, safety and welfare of residents, staff, visitors and the protection of the Lodge property is maintained to the best possible degree during and following an event.
- The disruption to the lives and activities of the residents and staff is minimized.
- If required the evacuation of residents and staff is carried out quickly and efficiently.
- The provision of all emergency services is timely and effective.
- Timely public information processes, both internally and externally are carried out.
- Return to a normal routine for residents and staff takes place as quickly as possible.

Introduction

Objective

- To ensure the safety and well-being of residents, staff, other persons and to sustain the protection of the building and property during an emergency by:
 - Evaluating all credible risks related to the emergency codes that might affect the facility and its operations.
 - Putting into place emergency procedures that respond to various emergency codes.
 - Ensuring that internal and external resources can be efficiently deployed.
 - Ensuring the Lodge can effectively cope with a situation caused by the breakdown of utilities, systems and resources or isolation from the community.
 - Effectively isolating all or a portion of the Lodge.
 - Ensuring that a partial or full evacuation of the residents and staff to another facility can be efficiently carried out utilizing mutual aid agreements.
 - Ensuring that if the Lodge is the recipient of residents and staff from another facility utilizing mutual aid agreements that it is done in an efficient manner.
 - Operating effectively if a community emergency is declared.

Introduction

Objective Cont';

- To ensure that this plan is linked to community emergency plans and mutual aid agreements.
- To ensure that all staff are familiar with emergency code procedures and the required response.

Introduction

Preamble

- The Emergency Plan is designed to be directive, simple and flexible. The plan will be made available to all staff at designated areas.
- If an extraordinary major event takes place at the Lodge the appropriate Emergency Code will be declared and put into effect.
- The Nurse in Charge will become the “Incident Commander” and take control of the situation by directing facility wide response.
- The Incident Commander will dialogue with the “Scene Coordinator”. The Scene Coordinator is a second floor designated registered nurse/designated alternate.
- The Unit Communications person is the assigned nursing staff in each RHA that ensures unit responsibilities have been completed.
- If due to the nature of the emergency it is deemed necessary to assemble the Emergency Operations Control Group (E.O.C.G.) the leadership responsibility for mitigating the event will transfer to them or their designate.

General Activation of Code

Activation of Emergency Codes

- In the event of an emergency at St. Lawrence Lodge, there are four key roles undertaken by individual and groups that could be activated. These roles are:
 1. **Scene Coordinator**
 - The **Scene Coordinator** is Second Floor Registered Nurse, the designated person responds to the area where an internal emergency incident is occurring. The Scene Coordinator's role is to:
 - To take charge at the scene of the emergency by directing staff in the emergency response at the site.
 - To assess the situation and determine immediate actions required to minimize the emergency situation
 - To communicate with the Incident Commander to inform them of the people affected and the needs to be addressed

General Activation of Code

2. Incident Commander

- The **Incident Commander** duties include, but are not limited to;
 - Receiving relevant information from the Scene Coordinator about the affected parties and the needs to be addressed
 - Managing and assuming control over the emergency situation.
 - Declaring the appropriate emergency code.
 - Initiating and following the steps and activities as outlined within the appropriate emergency code procedure.
 - Determining the need to activate the Emergency Operations Control Group (EOCG).
 - Communicate with fire, police, ambulance or other outside emergency supplier and agency resources, as needed.

General Activation of Code

3. Unit Communications Person

- The Unit Communications person is the assigned nursing staff in each resident home area. The duties include, but are not limited to;
 - Ensuring responsibilities to the code called have been completed.
 - Report back to Nurse Station, continue to take direction from the Incident Commander and/or Scene Coordinator.
 - Give direction to staff as required..

General Activation of Code

4. Emergency Operations Control Group (EOCG)

- As an emergency elevates the Emergency Operations Control Group assumes the role of taking on of the overall command of the emergency situation.

General Activation of Code

Emergency Response Chain of Command

- The Nurse in Charge would undertake control of the situation by assuming the role of **Emergency Incident Commander**.
- Designated first responder **Scene Coordinator** reports to the scene of the emergency. The Scene Coordinator is Second Floor Registered Nurse. During regular business hours the first Leadership Team member to arrive on the scene to dialogue with S.C. and then assume the role of S.C.
- The **Unit Communications** person is the assigned unit nursing staff from each unit that ensures responsibilities to the Code have been completed. Then returns back to Nurse Station and awaits further directions from Incident Commander and/or Scene Coordinator.
- Once the **Emergency Operations Control Group (EOCG)** is established the duties of the Emergency Incident Commander may be delegated to another qualified person.
- As the emergency elevates the first member of the Emergency Operations Control Group (EOCG) to arrive at the site will meet with the Emergency Incident Commander to assess the situation. The EOCG first responder will begin to establish the Emergency Command Post and will provide a briefing of the situation to the Emergency Operations Control Group.
- As the need arises the Emergency Operations Control Group will contact the remaining members of the Management Team

Code Orange

- A Code Orange activation includes any external emergency event that may cause a major impact or disruption to normal operations, compromise the health and safety of residents, staff and visitors.
- An external event that may cause the activation of a Code Orange may be the result of a local utility failure (e.g. electricity, water, sewer, natural gas), a natural disaster event (e.g.. significant storms, earthquakes, flooding), transportation or motor vehicle accident (e.g. railway, vehicle, seaway), off site fire, smoke, noxious gas event or the receipt of residents from another facility under a reciprocal mutual aide agreement.
- A Code Orange activation could also be used when a internal emergency code is elevated and more then the listed response of resources in the code is not sufficient, and or if it was deemed prudent to assemble the E.O.C.G.
- The level of response and degree to which the plan will be put into effect will depend on the nature of the emergency.

Code Orange

DUTIES OF INCIDENT COMMANDER

- Nurse In Charge to act as Incident Commander.
- If a internal emergency is elevated to a Code Orange, dispatch the designated Scene Coordinator to the emergency scene.
- Upon notification or awareness to a “Code Orange” situation the Incident Commander is to receive relevant information about the emergency, manage and assume control over the situation.
- Initiate as appropriate an emergency 911 call.
- At First Floor Elm Lodge Nurse Station pick up two way radio, put on an “Emergency Responder” red vest.

Code Orange

Duties of Emergency Incident Commander Cont'd

- As required declare and announce a “Code Orange”, make the following announcement twice slowly and distinctly: **“Code Orange-Code Orange”** **“All staff assigned to a resident home area report to your respective nurse station, all other staff (if incident on M-F and during regular business hours) report to First Floor Classroom, (during all other times) report to Level One Elm Lodge Nurse Station.**
- Proceed to take the necessary immediate actions to minimize the effects of the emergency.

Upon arrival of staff to the Nurse Stations the Incident Commander proceeds to:

- Assign a scribe, have scribe take notes of the events and actions taken.
- Communicate to the other Resident Home Area Nurse Stations the particulars of the situation and the immediate actions to be taken.
- If a internal emergency communicate about the particulars of the emergency with the Scene Coordinator.

Code Orange

Duties of Scene Coordinator

- Upon activation of a “Code Orange”, at Second Floor Spruce Lodge Nurse Station pick up two way radio and put on a red vest. Remain in constant communication with Incident Commander.
- If dispatched to a internal emergency and as information becomes available remain in constant communication with staff in the area and the Incident Coordinator via the two-way radio. If two way radio is not operable delegate a runner to send information back to the Incident Commander.
- At the internal scene take charge and control of the emergency, give direction as required.

Code Orange

Duties of Unit Communications person

- Upon activation of a “Code Orange”, return to unit Nurse Station, pick up two way radio and put on red vest, ensure that unit has been secured.
- As events develop receive direction from Incident Commander and/or Scene Coordinator.
- Direct staff on the unit reporting to the Nurse Station.

Code Orange

Emergency Operations Control Group Responsibilities.

- When a call has been received of a “Code Orange” the E.O.C.G members are to report to the facility.
- Establish and follow the guidelines and activities as set out for the E.O.C.G.

Code Orange

Duties of Staff On Site

Upon activation of a Code Orange;

- Staff assigned to a resident home area are to report to their respective Nurse Station.
- All other staff; during regular business hours M-F are to report to First Floor Classroom, this to become part of the labour pool. During all other times; including evenings, nights, weekends and holidays report to Level One, Elm Lodge Nurse Station.
- As directed follow the instructions of those responsible for directing emergency response.

Code Red

A Code Red would be the result of an internal fire situation.

- **First Stage**; A Code Red is initiated through the sounding of a first stage fire alarm alert signal. Activation and initiation of the fire alarm alert signal is normally through a smoke detector, heat detector, sprinkler device or a manual pull station. Activation of the first stage fire alarm alert signal will sound all signalling devices in the building.
- The location of the event will be identified on the fire alarm annunciator panels. The initiation of a fire alarm alert signal originating from a resident room will also be displayed on the corridor dome light (red) outside the resident room.
- First stage alert signal is identifiable by a repeated slow audible alarm tone.

Code Red

- **Second Stage**; A Code Green evacuation alarm is initiated by manually activating the second stage evacuation alarm signal. This is initiated by a key triggered operation from any manual fire alarm pull station or the fire command center switches. Second stage evacuation alarm will only sound in the zone of the area for where the alarm was key triggered.
- Second stage indicates that a Code Green has been put into effect and that the area must be evacuated.
- Second stage alarm is identifiable by a repeated fast pace audible alarm tone. See Code Green procedures for further information and instructions.

Incident Commander Code Red

DUTIES OF INCIDENT COMMANDER

- Alarm sounds.
- Nurse in Charge - designated supervisor to act as Incident Commander and to take control of the situation by directing facility wide response.
- Confirm location of alarm on fire alarm annunciator panel.
- Telephone the Fire Department by calling 911, verify the event and location of the alarm.
- Over the public address system make the following announcement twice slowly and distinctly; **“Code Red - Code Red (identify the area as shown on the fire alarm annunciator panel eg 2nd floor south). All staff complete Code Red responsibilities.**

Incident Commander

Code Red - cont'd

- Via two way radio acquire relevant information from the Scene Coordinator about the emergency situation.
- Manage and assume control over the emergency situation.
- On evenings, nights & weekends call;
Director of Support Services or designated responder, pager number 341-0858 leave numeric number to call back on, then advise of the situation.
- On evening and night shifts, assign a staff member to the front door to meet the fire department and to identify the fire zone.
- Proceed to take necessary other immediate actions to ensure the health, safety and welfare of the residents, staff and visitors.
- If the situation elevates proceed with “Elevation of Code Red” steps.
- Remain in constant communication with Scene Coordinator await for “Code Red” instructions.

Incident Commander Code Red - cont'd

- Elevation of Code Red To Code Green (Evacuation) or Other Proceed to;
- If evacuation required; In area of concern instruct that second stage evacuation alarm be put into effect.
- Proceed with Code Green instructions.
- Initiate the establishment and set up of the Emergency Operations Control Group.
- Communicate with emergency responders and the E.O.C.G for support and guidance.
- Relinquish the role of Incident Commander upon request via the authority of the E.O.C.G. or local authority having jurisdiction.

Incident Commander Code Red - cont'd

- All Clear:
- After having been notified by the Scene Coordinator that the fire alarm system has been reset and to proceed with the “Code Red All Clear” page proceed to page twice the following;
- **“Your attention please, Code Red All Clear, Resume Normal Duties”**

Scene Coordinator

Code Red

- Alarm sounds.
- Designated Scene Coordinator to confirm location of Code Red, check location on fire alarm annunciator panel. At Second Floor Spruce Lodge Nurse Station pick up two-way radio and put on a red vest, when nearing scene pick up fire extinguisher and report to scene.
- At the scene search the area, take charge and direct unit staff.
- If you discover the fire proceed with instructions as outlined in 4.1.4 The Person Who Discovers the Fire.
- Assess if second stage alarm (evacuation of the area) is required. If so advise “Incident Commander”, then proceed to trigger second stage evacuation alarm signal and proceed with evacuation.

Scene Coordinator

Code Red - cont'd

- As information becomes available remain in constant communication with staff in the area and the Incident Commander via the two-way radio. If two way radio is not operable delegate a runner to send information back to the Incident Commander.
- Upon arrival of the fire department provide a briefing of the event and relinquish control of the situation to the fire department. As the situation develops provide updated information to the Incident Commander.
- At the scene continue to assess the situation and determine actions required to minimize the situation.

Scene Coordinator

Code Red - cont'd

All Clear:

- Once the fire department has assessed the situation and given notice of the “all clear” proceed to;
- Via the two-way radio notify the Incident Commander that a “Code Red All Clear” is pending upon resetting of the fire alarm system.
- In the company of the Fire Department, Director of Support Services and or Maintenance Mechanic proceed to reset the fire alarm system.
- Upon the resetting of the fire alarm system via the two-way radio notify the Incident Commander to announce the “Code Red All Clear” page. The Emergency Incident Commander is then to make the “Code Red All Clear-Resume Normal Duties” page.
- Proceed to return emergency red vest, two-way radio and fire extinguisher back to their original locations.

Unit Communications person

Code Red -

DUTIES OF UNIT COMMUNICATIONS NURSING PERSON AT EACH RHA

- Immediately go to the unit Nurse Station, retrieve two way radio and put on an “Emergency Responder “red vest.
- Check the fire alarm annunciator, ensure responsibilities to the Code have been completed. Once the unit has been secured report back to the Nurse Station and direct staff on the unit reporting to the Nurse Station. If fire in your area/zone investigate the area follow the instructions as outlined in 4.1.4 The Person Who Discovers the Fire.
- Resident Home Area E- Special Care Unit; Immediately upon activation of the fire alarm assign a person/s to guard all 4 exit doors, 2 (1) north and (1) south resident home area entry/exit corridor doors, 1 dining room door and 1 east stairwell door. Doors are to be monitored until the all clear has been paged, after the all clear page is made each door shall be checked to confirm₃₁ the doors have been secured.

Unit Communications person

Code Red –cont'd

- Brief the red vest Scene Coordinator/fire department responding to the scene of the situation.
- Receive direction from Incident Commander and/or Scene Coordinator.

Person Who Discovers the Fire

Code Red

- The person who discovers the fire will;
- **R** - Remain Calm
- **E** - Evacuate endangered person(s), close all doors to isolate the fire. Verify room evacuation status by placing the Evacucheck door marker to the open position.
- **A** - Activate the nearest fire alarm pull station
- **C** - Confirm corridors are cleared of equipment, brief Emergency Scene Coordinator and other emergency responders about the situation.
- **T** - Try to extinguish the fire with appropriate extinguisher, if safe to do so.

Person Who Discovers the Fire

Continue to;

- Close all other doors and windows, turn on lights.
- If required move residents in the immediate area beyond the closest fire doors in a direction away from the location of the fire.
- As rooms are evacuated verify individual room evacuation status by placing the Evacucheck door marker to the open position.
- As necessary proceed with evacuation of area.
- Provide briefing of findings to Emergency Responders.
- **Note: No matter how small the fire or little smoke there may be, ALWAYS pull the nearest fire alarm pull station to activate the fire alarm system.**

All Staff

When You Hear the Alarm

Code Red

Immediately;

- Clear all hallways of equipment, move residents into nearby rooms, close all doors, and windows, turn on as many lights as possible. Shut off electrical equipment, secure your area. Close all corridor fire separation doors.
- Listen to the overhead voice communication system page for further instructions ie. location of page and or check fire alarm annunciator panel for location of fire.
- Once the Code Red fire alarm location is known or announced staff in the fire zone area are to locate the exact location of the fire and continue with the duties not yet completed as outlined in Person Who Discovers the Fire.

All Staff

When You Hear the Alarm

Code Red cont'd

- All other staff complete their other respective departmental responsibilities and report to their respective departmental area of assignment.
- Employees who are away from their work area are to return immediately to their department if the alarm is located in that area.
- Do not use the elevators.
- Do not use the telephones unless it is extremely urgent or required for Code Red procedures.

REMEMBER: STAY ALERT FOR INSTRUCTIONS

- **The fire alarm “Code Red” remains in effect until “Code Red All Clear- Resume Normal Duties” is announced.**

All Staff;

Highlights of Code Red Responsibilities

- If you hear the alarm proceed with instructions as outlined in 4.1.6 All Staff, When You Here the Alarm.
- If you discover the fire proceed with instructions as outlined in 4.1.5 Person Who Discovers the Fire.
- Complete Department Specific responsibilities.
- Staff assigned to work within a resident home area;
 - On the Affected unit follow the instructions of the Scene Coordinator.
 - On the Non-Affected units follow the instructions of the Unit Communications person.
- All other staff unless Department Responsibilities list otherwise; During regular business hours M-F report to First Floor Classroom, to become part of labour pool. Follow the instructions of the Labour Pool Communications person. During all other times; including evenings, nights, weekends and holidays report to Level One, Elm Lodge Nurse Station. Follow the instructions of the Unit Communications person.

Other General Instructions

- Staff and visitors are to remain on “alert” until the “Code Red-All clear Resume Normal Duties” page has been given by the Emergency Incident Commander.
- When the fire alarm sounds ensure equipment, carts and any other obstacles have been cleared from the corridors.
- All rest and meal periods will be suspended until normal operations can be resumed.
- Be attentive to instructions given over the public address system.
- Always remain calm and move with assurance, avoid panic, reaction time is important.
- Instruction given by the Emergency Incident Commander (Nurse In charge), designated Emergency Scene Coordinator, Labour Pool Coordinator, E.O.C.G or as assigned other designated authority are to be followed.
- When using stairwells keep to the right.
- If unsure of fire location check one of the fire alarm annunciator panels.
- Should all means of egress be blocked by smoke or flames, immediately place yourself and residents under your supervision in a room which can be separated from the danger by means of a door. If possible place damp sheets or blankets along the openings of the door to keep out as much smoke as possible.

Nursing Staff Responsibilities

Code Red

- If you hear the alarm proceed with instructions as outlined in 4.1.6 All Staff, When You Here the Alarm.
- If you discover the fire proceed with instructions as outlined in 4.1.5 Person Who Discovers the Fire.
- On the Affected unit follow the instructions of the Scene Coordinator.
- On the Un-Affected units follow the instructions of the Unit Communications person.
- As necessary prepare residents for evacuation.

Kitchen/Dietary Staff Responsibilities

Code Red

- If you hear the alarm proceed with general instructions as outlined in 4.1.6 All Staff; When You Here the Alarm.
- If you discover the fire proceed with instructions as outlined in 4.1.5 Person Who Discovers the Fire.

Other Specific Responsibilities;

- Ensure cooking equipment and other electrical equipment is turned off.

Reporting Area;

- Servery/Pantry Area Staff; Report to the nurse station at your designated work area. On the Affected Area follow the instructions of the Scene Coordinator. On the Non-Affected Areas follow the instruction of the Unit Communications person.
- Kitchen Area Staff; During regular business hours M-F report to First Floor Classroom, this to become part of the labour pool. During all other times; including evenings, nights, weekends and holidays report to Level One, Elm Lodge Nurse Station.
- As directed follow the instructions of those responsible for directing emergency response.

Environmental Services Staff Responsibilities - Code Red

- If you hear the alarm proceed with instructions as outlined in 4.1.6 When You Here the Alarm.
- If you discover the fire proceed with instructions as outlined in 4.1.5 Person Who Discovers the Fire.

Other Specific Responsibilities;

- Move equipment into secured storage rooms, assist with moving other equipment from corridors.

Reporting Area;

- Staff assigned to work within a resident home area; Report to the nursing station at your designated work area. On the Affected Area follow the instructions of the Scene Coordinator. On the Non-Affected Areas follow the instructions of Unit Communications person.
- All other staff; During regular business hours M-F report to First Floor Classroom, this to become part of the labour pool. During all other times; including evenings, nights, weekends and holidays report to Level One, Elm Lodge Nurse Station.
- As directed follow the instructions of those responsible for directing emergency response.

Business Office Staff Responsibilities

Code Red

- If you hear the alarm proceed with instructions as outlined in 4.1.6 All Staff; When You Here the Alarm.
- If you discover the fire proceed with instructions as outlined in 4.1.5 Person Who Discovers the Fire.

Other Specific Responsibilities;

- One member of the office staff to go to the main entrance, staff to prevent visitors from entering, and to meet and provide briefing to the Fire Department.
- Business Office Manager to go to the First Floor Classroom, to open classroom for arrival of labour pool.
- Other staff to check rooms on main floor, town square area, move residents in the immediate area beyond the closest fire door in a direction away from the location of the fire. Remain with residents and await further instructions.
- As directed follow the instructions of the Labour Pool Communications person.

Nursing Office Administration Staff Responsibilities - Code Red

- If you hear the alarm proceed with instructions as outlined in 4.1.6 All Staff; When You Here the Alarm.
- If you discover the fire proceed with instructions as outlined in 4.1.5 Person Who Discovers the Fire.

Other Specific Responsibilities;

- Check all rooms in Nursing Office Administration area on first floor.
- Move residents to a secured area. Remain with residents await for further instruction.
- If no residents are in the area report to First Floor Classroom, this to become part of the labour pool.
- As directed follow the instructions of the Labour Pool Communications person.

Maintenance Staff Responsibilities – Code Red

- If you hear the alarm proceed with instructions as outlined in 4.1.6 All Staff; When You Here the Alarm.
- If you discover the fire proceed with instructions as outlined in 4.1.5 Person Who Discovers the Fire.

Other Specific Responsibilities;

- Proceed to fire area, work in close liaison with “ Scene Coordinator” and or fire department.
- As required assist with the emergency response requirements.
- Prepare to shut down boilers, gas, electrical, ventilation and hot water systems. Notify Emergency Incident Commander of any unusual circumstances.
- Once the fire department provides an “all clear”, in the company of the fire department and the Scene Coordinator proceed to the electrical room to reset the fire alarm system.

Maintenance Staff Responsibilities

Code Red cont'd

- Once the fire alarm system has been reset advise the Incident Coordinator to notify the Incident Commander of the system reset and to proceed with the “Code Red All Clear” page.
- Proceed to check and reset other mechanical and electrical systems.
- As directed follow the instructions of the Scene Coordinator or as assigned other designated authority

Storekeeper Responsibilities – Code Red

- If you hear the alarm proceed with instructions as outlined in 4.1.6 All Staff; When You Here the Alarm.
- If you discover the fire proceed with instructions as outlined in 4.1.5 Person Who Discovers the Fire.

Other Specific Responsibilities;

Check all rooms on the basement floor level loading dock area.

Reporting Area;

- Report to First Floor Classroom, this to become part of the labour pool.
- As directed follow the instructions of those responsible for directing emergency response.

Activation Staff/Hairdresser Responsibilities

Code Red

- If you hear the alarm proceed with instructions as outlined in 4.1.6 All Staff; When You Here the Alarm.
- If you discover the fire proceed with instructions as outlined in 4.1.5 Person Who Discovers the Fire.

Other Specific Responsibilities;

Check all rooms on first floor Therapy/Hairdresser area. Move residents to a secured area. Remain with residents await for further instructions.

- Staff assigned to work within a resident home area; Report to the nurse station at your designated work area.
- All other staff; During regular business hours M-F report to First Floor Classroom, this to become part of the labour pool. During all other times; including evenings, nights, weekends and holidays report to Level One, Elm Lodge Nurse Station.
- As directed follow the instructions of those responsible for directing emergency response.

Red

During regular business hours, the following Leadership Team members report to the emergency scene, the first most senior Leadership Team member assumes the duties and responsibilities of the designated Scene Coordinator.

- Administrator
- Director of Nursing
- Director of Support Services
- Activation Coordinator
- Environmental Services Manager

The following Leadership Team members report to their area of responsibility, provide assistance as required.

- Assistant Director of Nurses

The following Leadership Team members report to the First Floor Labour Pool;

- Business Office Manager – Assume Labour Pool Communication person's role.
- Dietary Services Manager

Evacuation Procedures

Evacuation consists of the following 3 stages:

IMMEDIATE AREA EVACUATION;

- **Immediate Danger Area Evacuation:** Remove residents, staff and visitors in the immediate area. The general rule is to evacuate the resident room, two rooms on each side of the fire room walls and the room immediately across the hall.

PARTIAL EVACUATION:

- **Horizontal Evacuation:** Move residents, staff and visitors to the wing opposite to that in which the fire is situated behind the corridor fire doors.
- **Vertical Evacuation:** Move residents, staff and visitors two floors down using the nearest stairway which is away from the immediate location of the fire.

TOTAL EVACUATION:

- **Total Building Evacuation:** Move residents, staff and visitors out of the building through the nearest exit.

FIRE PREVENTION AND PROTECTION PLANNING

St. Lawrence Lodge is equipped with various forms of fire notification, verification and fire fighting equipment devices. This equipment is designed to provide notice of a fire situation and provide a means to extinguish a fire and or assist in the effects of such a incident, the following systems are in place;

- Automatic Door Closures; During a fire alarm situation fire separation areas are zoned by the automatic closing of fire separation doors in corridors. Upon activation of a fire alarm alert signal these doors will automatically close. At no time should these doors be wedged open.
- Emergency Power System; The facility is equipped to operate various mechanical and electrical equipment during an electrical power outage. Red electrical receptacles identify plugs that are on emergency power. Selected lighting has also been placed on emergency power.

FIRE PREVENTION AND PROTECTION PLANNING

- Evacucheck; Is a permanently mounted door marker which indicates room evacuation verification and status. When the room has been evacuated the active leaf of the evacucheck is flipped by staff to the open position, strong ceramic magnets, inside the leaf will adhere to the door frame. If the door re-opens the leaf closes thus indicating possible room re-entry and additional room verification is required.
- Fire Alarm Annunciator Panels; Fire alarm annunciator panels are located throughout the facility. Once the fire alarm system has been activated the annunciator panel will display the activated area.
- Fire Blankets; Fire blankets can be used to control a small fire by smothering it. They can also be used to wrap around an individual whose clothing has become ignited. A fire blanket is located in the common corridor on third floor outside the resident smoking room.

FIRE PREVENTION AND PROTECTION PLANNING

- Fire Extinguishers; Fire extinguishers will be located strategically throughout the building. Use of a fire extinguisher includes;
 - P-Pull the pin
 - A-Aim the extinguisher
 - S-Squeeze the trigger
 - S-Sweep the area of fire
- Firefighter Elevators; Elevators are equipped with a Firefighters Service, as required elevators can be operated only by the fire department during a fire situation.
- Kitchen Fire Suppression System; The kitchen equipment hood is equipped with a fire suppression system. Upon activation of the fire suppression system an extinguishing medium is discharged over the area.

FIRE PREVENTION AND PROTECTION PLANNING

- Magnetic Locking Devices; Stairwell, exterior and selective interior doors are secured by a magnetic locking device. During a fire alarm situation these doors automatically unlock. As per the fire plan certain areas require monitoring during a fire alarm situation.
- Manual Fire Alarm Pull Station; Located throughout the building, generally found near exits. Upon detection of a fire situation once manually pulled the pull station activates the first stage fire alarm alert signal.

The initiation of second stage evacuation alarm shall be from a key operation at any manual fire alarm pull station or the fire command centre switch. Second stage evacuation alarm will only sound in the area of where alarm was key triggered.

FIRE PREVENTION AND PROTECTION PLANNING

- Smoke Detector/Heat Detector; Each room is equipped with a smoke or heat detector. Upon detection of smoke or heat build-up the detection device will activate the first stage fire alarm alert signal. The location of the alarm will be displayed on the fire alarm annunciator panels. The initiation of a fire alarm alert signal from a smoke or heat detector originating from a resident room will also be displayed on the corridor dome light (red) outside the residents room. A activated smoke detector will also display a small light on the bottom side of the smoke detector.
- Sprinkler System; Each room has a sprinkler head, upon detection of a heat source a fusible link will melt causing a constant flow of water to the area. At no time should anyone tamper with a sprinkler head, serious water damage will occur when it is activated.
- Voice Communications; During a Code Red situation emergency paging is completed through the phone system.

Fire Drills

- Fire drills are held on a regular basis at St. Lawrence Lodge. Fire drills are held to ensure that staff are familiar with and educated on fire planning emergency procedures. Monthly fire drills are required to take place. Fire drills can occur by creating a mock fire situation which will be rehearsed out via the activation of the fire alarm system.

Code Green

- A Code Green could be the result of an internal emergency or an external event that may cause the need for full or partial evacuation of the building.
- An internal event that may cause the activation of a Code Green may be the result of a fire, flood, local utility failure (e.g. electricity, water, sewer, natural gas), a natural disaster event (e.g.. significant storm, earthquake, flooding), or a external event that affects the occupancy of the facility such as a transportation or motor vehicle accident (e.g. railway, vehicle, seaway), a external local fire, smoke, noxious gas event.
- The level of evacuation and degree to which the plan will be put into effect will depend on the nature of the emergency.

Code Green

- **Second Stage**; A Code Green (evacuation) is initiated by manually activating the second stage evacuation alarm signal. This is completed by key operation from any manual fire alarm pull station or the fire command center switches. Second stage evacuation alarm will only sound in the area where the manual station was key triggered. Second stage indicates that a Code Green has been put into effect and that the area must be evacuated. Second stage alarm is identifiable by a repeated fast pace audible alarm tone. See Code Green procedures for further information.
- A Code Green may be called identifying the area of the building to be evacuated or a Code Green Stat may be called meaning that the total facility must be evacuated.
- A Code Green may be elevated to a Code Green Stat at any time during the process as deemed necessary by the Incident Manager.

Incident Commander Code Green

- Code Green alarm/call Initiated.
- Nurse in Charge - designated supervisor to act as Incident Commander and to take control of the situation by directing facility wide response.
- Confirm location of Code Green evacuation and or second stage alarm on fire alarm annunciator panel.
- Telephone the Fire Department by calling 911, verify the event and location of the alarm.
- As required for partial zone evacuation declare and announce a “Code Green”, make the following announcement slowly and distinctly: **“Code Green -Code Green” (proceed to identify the area/zone of the building to be evacuated) .“Code Green -Code Green” (proceed to identify the area/zone of the building to be evacuated).**

OR

Incident Commander

Code Green cont'd

- As required for total evacuation declare and announce a “Code Green Stat”, make the following announcement slowly and distinctly: **“Code Green Stat - Code Green Stat ” “Code Green Stat - Code Green Stat ”**

PROCEED TO

- Retrieve a two way radio and put on Emergency Responder” red vest .
- On evenings, nights & weekends call; Director of Support Services or designated responder, pager number 341-0858 leave numeric number to call back on, then advise of the situation.
- On evenings and night shifts, assign a staff member to the front door to meet the fire department and to identify the fire zone.
- Via two way radio acquire relevant information from the Scene Coordinator about the emergency situation.
- Assign a scribe

Incident Commander- Code Green

- Proceed to take the necessary immediate actions to minimize the effects of the emergency.
- Brief the staff of the situation and of the immediate actions to be taken.
- Take necessary other immediate actions to ensure the health, safety and welfare of the residents, staff and visitors.
- Initiate the establishment and set up of the Emergency Operations Control Group.
- Direct appropriate immediate emergency response.
- Communicate with emergency responders and the E.O.C.G for support and guidance.
- Relinquish the role of Incident Commander upon request via the authority of the E.O.C.G. or local authority having jurisdiction.
- Proceed to take necessary other immediate actions to ensure the health, safety and welfare of the residents, staff and visitors.

Incident Commander- Code Green

All Clear:

- After having been notified by the Scene Coordinator that the 2nd stage fire alarm system has been reset and to proceed with the “Code Green All Clear” page and for re-occupancy of the area proceed to page twice the following;
- “Your attention please, Code Green All Clear, Resume Normal Duties”

Scene Coordinator

Code Green

- Code Green alarm/call initiated.
- Upon awareness to an emergency that may require the initiating of a Code Green (evacuation) the Scene Coordinator is to retrieve two way radio and put on a red vest, then respond to the emergency scene.
- Assess if second stage alarm (evacuation of the area) is required. If so advise “Incident Commander”, proceed to manually activate and trigger second stage evacuation alarm and proceed with evacuation.
- At the scene take charge and control of the emergency, give direction as required.

Scene Coordinator

Code Green-cont'd

- As information becomes available remain in constant communication with staff in the area and the Incident Commander via the two-way radio. If two way radio is not operable delegate a runner to send information back to the Incident Commander.
- Upon arrival of the fire department provide a briefing of the event and relinquish control of the situation to the fire department. As the situation develops provide updated information to the Incident Commander.
- At the scene continue to assess the situation and determine actions required to minimize the situation.

Scene Coordinator

Code Green

- All Clear:
- Once the fire department or other designated authority has assessed the situation and confirmation is given of the “all clear” to occupy the area proceed to;
- Via the two-way radio notify the Incident Commander that a “Code Green-All Clear” is pending upon resetting of the 2nd stage fire alarm system.
- In the company of the Fire Department, Director of Support Services and or Maintenance Mechanic proceed to reset the fire alarm system.
- Upon the resetting of the fire alarm system via the two-way radio notify the Incident Commander of the “Code Green-All Clear” and to proceed with the page. The Emergency Incident Commander is then to make the “Code Green All Clear” page.
- Proceed to return emergency red vest, two-way radio and fire extinguisher back to their original locations.

Unit Communications Nursing Person

- Code Green alarm/call initiated.
- Immediately go to the unit Nurse Station, retrieve two way radio and put on an “Emergency Responder “red vest.
- Check the fire alarm annunciator, ensure responsibilities to the Code have been completed. Once the unit has been secured report back to the Nurse Station and direct staff on the unit. If fire in your area/zone investigate the area follow the instructions as outlined in 4.1.4 The Person Who Discovers the Fire.
- Resident Home Area E- Special Care Unit; Immediately upon activation of the fire alarm assign a person/s to guard all 4 exit doors, 2 (1) north and (1) south resident home area entry/exit corridor doors, 1 dining room door and 1 east stairwell door. Doors are to be monitored until the all clear has been paged, after the all clear page is made each door shall be checked to confirm the doors have been secured.
- Brief the Scene Coordinator/fire department responding to the scene of the situation.
- Receive direction from Incident Commander and/or Scene Coordinator.

Duties of Staff on Site

Green

Code

- If work area identified as being evacuated immediately proceed to assist with evacuation.

Reporting Area Staff Not Involved in Evacuation;

- Staff assigned to work within a resident hoe area; Report to the Nurse Station.
- All other staff; During regular business hours M-F report to First Floor Classroom, this to become part of the labour pool. During all other times; including evenings, nights, weekends and holidays report to Level One, Elm Lodge Nurse Station.
- As directed follow the instructions of the Scene Coordinator.

Codes

- Code White- violent persons
- -remove others from area
- -contact I.C or S.C.
- - do not physically engage
- - I.C. takes control, attempts to de-escalate by communication, if situation escalates more immediately call 911 Police, only attempt de-escalation for about 5 min then proceed to call 911

- Code Yellow- missing person
- Upon suspicion of a missing persons, immediately notify registered staff – S.C.
- Alone with co-workers immediately search your area and stairwells, be thorough including spas and activity rooms
- The S.C. contacts the I.C via radio immediately



- The I.C. will make a P.A announcement
- Calling Code yellow and area of residents home location 2x
- Then give resident name and Rm # 2x
- All other areas commence search of their areas including stairwells
- Support services to assist search in basement area and exterior areas- focus on exit areas of building



- I.C. to make a second P.A announcement repeating residents name with brief description ie clothing height , M/F
- Continue search until person located and broaden search area to edges of property and beyond or an announcement has been made to end search
- After 15 min I.C. calls 911 police and provide information on missing person



- Code Orange- external emergency
- This code is called if there is an external emergency such as a major accident, explosion fire etc where the home may be required to provide a triage for victims or we may need to seal up the building re: code grey- air exclusion may be called along with the code orange. These codes usually initiated by administration.
- I.C along with the S.c. will organize a team to assist with potentially receiving victims

- All available support services works go to labor pool immediately
- All scheduled PSWs from each floor report to labour pool.
- All other staff ensure residents are in their respected home areas. Equipment should be removed from hall floors



- Code Pink- medical emergency re cardiac arrest
- If you discover a person in C.A. immediately contact S.C or Communications person who will contact the I.C giving the floor and location
- Commence CPR if a staff or family. If a resident, as per policy and DNR status start CPR until clear of resident status and be prepared to stop. Nursing policies need to be reviewed and signed off regularly

- Essential services- Boil advisory, power failures, natural disasters, Infection control
- Boil advisory- when a boil advisory is in effect, every possible effort should be made to shut off faucets in lavatories of the residents
- Immediately resource bottled water to each home location
- Dietary to start boiling pots of water
- Avoid giving residents showers



- Plan on giving sponge baths, if absolutely required, get pre boiled water and temper with cooled boiled water
 - Power failures- Any time the power drops or even blips we must use diligence and react immediately
 - Go to nearest exit and ensure door is secure ie. Maglocks, if not stay close by and monitor
 - In Oak Lodge, reaction time is critical.
Secure all exits
- 

- The generator will come on in approx. 20 sec but not all equipment will operate. The air conditioning does not function under generator power so it may require opening windows to allow fresh air.
- Ensure equipment is stored safely incase of lighting issues
- Limit functions if power is out for an extended period



- Infection Control- in the event of disease
- (pandemic) the IPAC Officer will take responsibility for all infection control policy as guided by the Ministry of Health
- All persons will follow protocols while being in the home ie wearing the proper PPE, handwashing requirements and distancing requirements



- Natural Disasters- Can be interpreted as a Code Grey and/or Code Orange which includes air exclusion outside , tornados and hurricanes or earth quakes.
- While there is no true way to prepare for these anomalies Move residents to interior of building and into rooms with doors and windows closed
- Stay low as possible

