2.0   GENERAL ACTIVATION OF AN EMERGENCY CODE

2.1.1   GENERAL ACTIVATION OF AN EMERGENCY CODE

- Preamble
    - The purpose of this plan is to define emergencies requiring extraordinary action, outline a process to be followed in responding to an emergency, delineate a "chain of command" of employees to ensure recovery and provide follow-through in the aftermath of the incident.

    - Because emergencies vary in their severity, it is important to have an assessment phase to determine the nature and scope of an appropriate response plan. The assessment stage must be done quickly so that the "action" phase is not delayed.

    - Emergency situations are inherently confusing in the early moments. As employees respond to the scene of the emergency, strong positive, recognizable, and proactive leadership is required.

Activation of Emergency Codes

In the event of an emergency at St. Lawrence Lodge, there are five key roles undertaken by individual and groups that could be activated. These roles are:

1. **Incident Commander**
    a. The **Incident Commander** is the First Floor Registered Nurse, duties include, but are not limited to;

        i.   Receiving relevant information from the Scene Coordinator about the affected parties and the needs to be addressed.
        ii. Manage and assume control over the emergency situation.
        iii. Declaring the appropriate emergency code.
        iv. Initiate and follow the steps, activities and reporting requirements as outlined within the appropriate emergency code procedure.
        v.   As the emergency situation elevates contact the Manager on Call, advise as to the status of the situation. In consultation with the Manager on Call assess the need to activate the Emergency Operations Control Group. As required the Manager on Call to proceed with contacting members of the E.O.C.G.
        vi. Communicate with fire, police, ambulance or other outside emergency suppliers and or other resources as needed. **Appendix B-3.**

2. **Scene Coordinator**
   a. The **Scene Coordinator** responds to the area where an emergency is occurring. The assigned **Scene Coordinator** is the Second Floor Registered Nurse. The Scene Coordinator's role is;

      i. To take charge at the scene of the emergency by directing staff in the emergency response at the site.
      ii. To assess the situation and determine immediate actions required to minimize the emergency situation.
      iii. To communicate with the Incident Commander to inform them of the people affected and the needs to be addressed.
      iv. To assist Incident Commander with follow up to necessary reporting requirements.

      <u>**During Regular Business Hours M-F**</u>; The first Leadership Team member to arrive on the scene is to dialogue with the Scene Coordinator. As required and as the response measures elevate assume the role of Scene Coordinator.

3. **Unit Communications Person**
   a. The Unit Communication person is the assigned nursing staff in each resident home area that ensures responsibilities to the Code called has been completed. Once the unit is secured this person then reports back to the Nurse Station to direct staff who are reporting back to the Nurse Station.

4. **Manager on Call**
   a. As the emergency elevates the Manager on Call will receive a call from the Incident Commander. The Incident Commander will advise the Manager on Call of the status of the emergency. In consultation with the Incident Commander the Manager on Call to ensure completion of appropriate reporting requirements, that all appropriate first responders have been called, and proceed as required to activate the establishment of the Emergency Operations Control Group. Membership as per Appendix A-2, contact information as per Administration fan-out Appendix B-1.

5. **Emergency Operations Control Group (EOCG)**
   a. The Emergency Operations Control Group's role is to assume responsibility for the overall response to the emergency. The role and responsibilities are outlined in Appendix A-3. As the emergency escalates the E.O.C.G. Chair will proceed with contacting other Team Leaders such as is listed in a "Code Green" to address the emergency.

Overview of an Emergency Response Chain of Command
- The designated **Incident Commander** is the First Floor Registered Nurse. This person will undertake control of the situation and direct facility-wide response.
- The designated **Scene Coordinator** is the Second Floor Registered Nurse. This person will respond to the scene and act as the **Scene Coordinator.**
- The **Unit Communications Person** is the assigned Nursing staff on each Resident Home Area who would direct staff who are reporting to the Nurse Station.
- As the emergency elevates the **Manager on Call** will receive a call from the Incident Commander. The Incident Commander will advise the Manager on Call of the status of the emergency. In consultation with the Incident Commander the Manager on Call to ensure completion of appropriate reporting requirements, that all appropriate first responders have been called, and proceed as required to activate the establishment of the Emergency Operations Control Group. Membership as per Appendix A-2, contact information as per Administration fan-out Appendix B-1.
- Once the **Emergency Operations Control Group (EOCG)** is established the duties of the Incident Commander may be delegated to another qualified person.
- The first member of the Emergency Operations Control Group (EOCG) to arrive at the site will meet with the 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 Leadership Team.

2.1.2 EMERGECY OPERATIONS COMMAND CENTRE

- The E.O.C.G. command centre location will normally be assigned to the StLL Boardroom. If necessary an alternate E.O.C.G. command centre site could be chosen within or outside the facility depending on the type of emergency encountered.
- The E.O.C.G. command centre should have adequate communications and administrative facilities to meet the required needs.

2.1.3 DUTIES OF STAFF ON SITE
Staff on site at the time of the emergency are to;
- Become familiar with and follow the written instructions of each Emergency Code procedure.
- Follow the instructions of those responsible for directing emergency response.
- Adhere to emergency preparedness training and education protocols.

2.1.4 TELEPHONE FAN OUT PERSONNEL POOL /ALERTING PROCESS

- As an emergency elevates and extra staff are required the E.O.C.G will request that the telephone fan out procedure system be initiated. **Appendix B-1 Emergency Telephone Fan-Out System-Master and Sub-Master Manuals.**
- If a person cannot be contacted the caller will proceed in rank with contacting all others in the fan out sequence.
- If telephones are not functioning possible contingency plans include:
    i.   cell phones
    ii.   radio
    iii. television
    iv.   police
    v.   designated runners

2.1.5 RESPONSIBILITES OF STAFF CALLED IN

- Staff must present identification to gain access to the facility.
- Staff called in will report to the First Floor Classroom. Staff will become part of the labour pool.
- As directed follow the instructions of the E.O.C.G., the Incident Commander, Scene Coordinator or another designated authorized person.

2.1.6 SECURITY AND PARKING ATTENDANTS

- When an emergency is declared and as the need arises security and parking direction will be provided by the following:
    i.   Maintenance Staff
    ii.   Security Staff
    iii. Personnel Pool

2.1.7 COMMUNICATIONS

- Communications during an emergency will include telephone, runners, cell and two way phones, memos and email, etc.
- Unless directly related to the emergency or as otherwise approved no outgoing calls will be permitted.

2.1.8 MEDIA/NEWS RELEASE

- No media personnel will be allowed into the facility. As available ongoing information for the media will be released by the Administrator or assigned designate.