

1.0 INTRODUCTION

1.1.1 DEVELOPMENT AND MAINTENANCE OF PLAN

St. Lawrence Lodge Committee of Management recognizes the need for an emergency measures plan that can be defined and acted upon that is:

1. Capable of being put into effect immediately following a local or on site emergency.
2. Capable of ensuring the health, safety and welfare of residents, staff and visitors in the event of an emergency situation.
3. Capable of responding and implementing emergency measures that minimize the affects of various emergency situations.
4. Capable of planning for the evacuation of the facility, relocation of residents and reception of external affected partnering agencies.
5. Developed and completed with local and municipal emergency planning groups.
6. Developed and completed considering Ministry of Health Programs and Services Manual; Section M, Internal and External Disaster Standards and Criteria and the requirements of the Ontario Fire Code.
7. The Emergency Operations Committee will be responsible for the annual review of the Emergency Measures Plan. **Reference Administration Manual; Emergency Operations Committee Purpose and Function.**

1.1.2 DEFINITION OF MAJOR EMERGENCY

An emergency can be 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 Measures Plan.

Emergency Codes

- 1. Code Orange – Emergency Plan/External Disaster – Section 3**
- 2. Code Red – Fire – Section 4**
- 3. Code Green – Evacuation (Partial or Full) – Section 5**
- 4. Code White – Threat of Violence-Assistance Needed – Section 6**
- 5. Code Yellow – Missing Resident – Section 7**
- 6. Code Pink – Medical Emergency – Section 8**
- 7. Unassigned – Section 9**
- 8. Code Brown – Hazardous Substance Spill – Section 10**
- 9. Code Black – Bomb Threat – Section 11**
- 10. Essential Services – Section 12
(Water/Hydro Electrical Power/Natural Gas/Phones)**

Depending on the emergency situation these codes may be initiated by themselves or in conjunction with others. For eg. a Code Red may elevate to a Code Green and possibly a Code Orange.

1.1.3 PURPOSE

The purpose of this plan is to ensure that the most efficient and effective extraordinary measures are carried out in a way that ensures:

- 1. There is the earliest possible response by all essential emergency responders.**
- 2. The situation and sources of danger is brought under control as quickly as possible.**
- 3. 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.**

4. The disruption to the lives and activities of the residents and staff is minimized.
5. If required the evacuation of residents and staff is carried out quickly and efficiently.
6. The provision of all emergency services is timely and effective.
7. Timely public information processes, both internally and externally are carried out.
8. Return to a normal routine for residents and staff takes place as quickly as possible.

1.1.4 OBJECTIVE

The Objective of this plan is:

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:

- 1.1. Evaluating all credible risks related to the emergency codes that might affect the facility and its operations.
 - 1.2. Putting into place emergency procedures that respond to various emergency codes.
 - 1.3. Ensuring that internal and external resources can be efficiently deployed.
 - 1.4. Ensuring the Lodge can effectively cope with a situation caused by the breakdown of utilities, systems and resources or isolation from the community.
 - 1.5. Effectively isolating all or a portion of the Lodge.
 - 1.6. Ensuring that a partial or full evacuation of the residents and staff to another facility can be efficiently carried out utilizing mutual aid agreements.
 - 1.7. 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.
 - 1.8. Operating effectively if a community emergency is declared.
2. To ensure that this plan is linked to community emergency plans and mutual aid agreements.
 3. To ensure that all staff are familiar with emergency code procedures and the required response.

1.1.5 PREAMBLE

In order to be well understood the Emergency Measures Plan is designed to be directive, simple and flexible. In order for staff to understand their basic individual duties and responsibilities this plan will be made available for staff at designated areas. Contingency emergency planning testing involves the use of rehearsal exercises, potential internal disasters shall be rehearsed on a regular basis and at a minimum of every three years.

The plan is designed to be well understood by key community emergency responders and to ensure that if help is needed the response could be efficient and seamless. Emergency procedures shall be developed in consultation with local and municipal planning groups.

If an extraordinary major event takes place at the Lodge the appropriate Emergency Code will be declared and put into effect.

If an emergency occurs the appropriate Emergency Code will be declared internally. The First Floor Registered Nurse will become the "Incident Commander" and assume control of the situation by directing facility-wide response. The designated Second Floor Registered Nurse will become the "Scene Coordinator". Upon a "Code" declaration the Scene Coordinator will respond to the emergency scene and take control of the situation by directing the required response to the emergency. The Incident Commander and Scene Coordinator will dialogue regarding the nature and actions to take regarding the emergency. 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. The EOCG's duties and those of other Lodge personnel are identified in the plan.

All staff should use discretion and act responsibly during an emergency. Any questions raised or if in doubt of actions to take should be forwarded to the Incident Commander, Scene Coordinator or the EOCG.

Emergency Codes and Possible Responses Reference; Appendix A

1.1.6 Emergency Measures Plan Distribution

Copies of the Emergency Measures Plan have been distributed and are available at the following areas;

➤ Master Manual- Administration	Book#1
➤ Administrator - Sub Master	Book#2
➤ Director of Nursing - Sub Master	Book#3
➤ Director of Support Services – Sub Master	Book#4
➤ Incident Commander, Elm Lodge – Sub Master	Book#5
➤ Assistant Director of Nurses (3)	Book#6,7,8
➤ Activation Coordinator	Book#9
➤ Environmental Services Manager	Book#10
➤ Dietary Services Manager	Book#11
➤ Elm Lodge, Nurse Station	Book#12
➤ Pine Lodge, Nurse Station	Book#13
➤ Birch Lodge, Nurse Station	Book#14
➤ Spruce Lodge, Nurse Station	Book#15
➤ Oak Lodge, Nurse Station	Book#16
➤ Maple Lodge, Nurse Station	Book#17
➤ Cedar Lodge, Nurse Station	Book#18
➤ Environmental Services Department	Book#19
➤ Maintenance Department	Book#20
➤ Kitchen/Dietary Services Department	Book#21
➤ Activation Department	Book#22
➤ Business Office	Book#23
➤ Nursing Administration Office	Book#24
➤ Stores	Book#25
➤ Training	Book#26
➤ Security	Book#27
➤ Fire Department - Brockville	Book#28*
➤ Main Entrance - Fire Department	Book#29*
➤ Fire Department - Elizabethtown-Kitley	Book#30*
➤ StLL to B.F.D./E.Z.T.K. Fire Safety Plan Submission	Book#31*

* indicates Fire Safety Plan procedures that include;
Emergency Measures Plan Table of Contents, Code Red, Code Green, Basic Floor Plan - Appendix L; Floor Plan with Legend - Appendix L; Fire and Sprinkler Zones Plan - Appendix L; Fire Response Overview - Appendix M1-M5; Leader Job Action Sheets - Appendix N1-N12; Code Green Forms - Appendix O1-O8.