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This procedure describes the plans to be activated in response to an emergency occurrence that may necessitate a partial or total evacuation of the building.

Circumstances under which evacuation might be required are as follows:

- a) **fire**
- b) **smoke**
- c) **gas leak**
- d) outside occurrence; e.g. tanker explosion, train derailment, plane crash
- e) **major repairs; e.g. boiler explosion, electrical damage**
- f) strike
- g) contamination of food or water supply
- h) disease
- i) bomb threat
- j) arson threat
- k) other, as directed by Emergency Chief
- l) other, as directed by other emergency professionals

**Alarm (CODE RED) will likely be in progress in these situations.**

The evacuation may be partial, i.e. evacuation from the room or resident home area of the emergency; or total, i.e. all residents and staff leave the building.


If the Hamilton Emergency Preparedness Office has ordered the evacuation, they will co-ordinate the relocation and transportation of residents to other facilities with assistance of Villa staff.

If the evacuation is ordered by St. Joseph's Villa authorities, they will determine the most appropriate facility to receive residents and co-ordinate the transportation.

At the discretion of the St. Joseph's Villa authorities, the Emergency Fan Out List and process will be implemented.

## **EVACUATION ROUTES**

- 1) **Horizontal Evacuation**  
Horizontal evacuation, which is the most commonly occurring evacuation, is the moving of residents from an affected area to a safe zone beyond fire doors on the same floor. Fire doors have a fire resistance rating of one hour. Movement of residents will be horizontal, rather than vertical, wherever possible.
- 2) **Vertical Evacuation**  
Vertical evacuation is the movement of residents to a floor below the danger area, but never to a basement area that has no exit. Elevators are not to be used unless authorized by the Fire Department.

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**Holding Areas** - Residents, if possible, will be evacuated to the following holding areas, then to the outside if necessary.

- a) Auditorium/Chapel/ Education Centre;
- b) Adult Day Program - Ground floor;
- c) Outside holding area, if required, back parking lot by the Adult Day Program or the west parking lot by the Auditorium.
- d) A copy of the relocation facilities can be found in each of the EP binders located in the Emergency Preparedness Cabinets in the Ground Floor South Wing on Willow Grove Service Corridor, the First Floor East Wing behind Reception, the First Floor North Wing on Orchid Garden Service Corridor, Basement By the offices and the Adult Day Program.

### **METHOD OF EVACUATION**

If time permits, residents should be evacuated with a blanket and appropriate clothing. An up-to-date Kardex (mobility is indicated) be printed from Point Click Care or pull the census (assigned staffing levels, evacuation of residents in Point Click Care. Residents will be evacuated, according to their physical condition, in the following order:

- a) Ambulatory, requires guidance
- b) Ambulatory, requires assistance
- c) Non-ambulatory, able to assist
- d) Non-ambulatory, unable to assist

Staff will be assigned to assist by the Emergency Chief and management staff. This may include:

- supervising in the holding areas;
- manning each exit used as an evacuation route;
- operating elevators;
- loading residents and equipment on buses.


### **EVACUATION OF RECORDS**

1) Nursing records and supplies must be evacuated after the residents in the following priority:

- Resident care plan and Medication Administration Record
- Resident's Chart
- Current census sheet
- Resident's medication
- Electronic records, when available

Nurse Management team will co-ordinate the removal of the above according to Departmental Plans.

2) Other documentation etc., as time permits.

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**SECURITY AND TRAFFIC CONTROL**

Staff may be asked to present photo identification for entry to the premises during a disaster situation.

The police have agreed to assume all duties re: external traffic control, setting of road blocks if required, and regulation of entry onto premises.

Emergency parking, if required, will be available at the following sites:

- a) Metro Plaza
- b) Shoppers' Drug Mart Plaza
- c) Governor's Green side lot
- d) Dundas Baptist Church

**Emergency Chief :**

- Proceed to alarmed area
- Determine extent of evacuation - partial or total in conjunction with Fire Department
- If you need to contact the Lobby Deputy or make a request for more staff, you may use a runner or pick up the hand set on the desk top phone and press the emergency button. There will be an approximate 5-second delay before the speakers are activated, so repeat, "Attention All Staff" until you hear your voice coming through the speakers, then proceed with the following announcement:


"Attention all staff,  
Code Green evacuation procedure is in effect and your exact location".

Please press the emergency button at the end of your announcement and hang up the hand set.


**IF EVACUATION IS NECESSARY - TURN KEY TO SECOND STAGE ALARM.**

- Assign someone to call elevators to 1st floor of alarmed wing if they do not automatically come down or if they are not safe to use.
- During business hours management staff should report to the control centre which is the Board Room unless it is unsafe to meet there, then an alternate place is to be chosen by Emergency Chief and announced using the following template. Make the following public address system announcement three times:


"CODE GREEN STAT  
MANAGEMENT STAFF REPORT TO CONTROL CENTRE - BOARD ROOM  
ALL OTHER STAFF AWAIT INSTRUCTION"

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	<ul style="list-style-type: none"> <li>▪ If after business hours, notify the Administrator-on-Call (who is responsible for activating the Emergency Telephone Fan-Out).</li> <li>▪ It is important that the Emergency Chief establishes communication with the Holding Area Co-ordinator with whom the Chief will work closely in co-ordinating the evacuation. Make the following public address announcement three times:</li> </ul> <p>“HOLDING AREA CO-ORDINATOR CONTACT EMERGENCY CHIEF AT EXTENSION (EXTENSION #)”</p> <p><b>HOLDING AREA CO-ORDINATOR RESPONSIBILITY CHECKLIST:</b></p> <ul style="list-style-type: none"> <li>▪ A list of RHA (resident home areas) can be found in the front section of the Emergency Preparedness Manual.</li> <li>▪ Designate holding areas. Once the holding area(s) have been set up and external evacuation can begin, use the following template for making the announcement. Depending on the emergency, evacuation should be from top floor down or bottom floor up. Make the following public address system announcement three times:</li> </ul> <p>“CODE GREEN EVACUATION PROCESS RESIDENTS FROM (RHA) ONLY BEGIN EVACUATION TO (HOLDING AREA) ELEVATORS WILL (WILL NOT) BE USED”</p>
<b>Lobby Deputy:</b>	<ul style="list-style-type: none"> <li>▪ Go the Central Alarm Control Facility on the ground floor south wing to meet Fire Department.</li> <li>▪ Check the communication panel in the Central Alarm Control Facility for the exact location of the fire as announced by the fire alarm system’s overhead announcement of the fire zone (See Fire Zone Announcements Chart under “Fire Alarm System” in the Code Red Section of the Emergency Preparedness Manual). If the fire is in a resident room, the exact room number will display on communication panel and all wireless telephones. Outside the room the call bell light will flash red indicating that the fire is in that room.</li> <li>▪ Ensure the south wing elevators are brought down to first floor if they do not automatically come down, if it is the alarmed wing.</li> <li>▪ Unlock south entrance and ensure the main entrance is cleared of traffic likely to block arriving emergency vehicles.</li> <li>▪ Stop public from entering building.</li> <li>▪ If you need to make a request for more staff, you may use a runner or access the telephone system by pressing the emergency feature. There will be an approximate 5-second delay before the speakers are activated.</li> </ul>

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	<p>Repeat "Attention All Staff", proceed with the code announcement ensuring the exact location of the emergency, if appropriate, is included in the announcement. Please press the emergency button at the end of your announcement and hang up the hand set.</p> <ul style="list-style-type: none"> <li>▪ Record the names and request to see photo identification, for security purposes, of employees who are responding to a fan-out as they arrive at the Villa. The Assistant to the Lobby Deputy will assist you with this task. You may have to ask the Assistant to go to entrance of the wing which is being evacuated because the Lobby Deputy should remain, unless told otherwise by external emergency personnel, in the South Wing Lobby.</li> <li>▪ Assist Emergency Chief as directed to co-ordinate resources required for the evacuation.</li> <li>▪ Delegate tasks to Runners assembled in Lobby.</li> <li>▪ Work with Management staff to direct incoming employees to assist.</li> </ul>
<p><b>Staff Response:</b></p>	<p><b>STAFF, OR DELEGATE, RESPONSIBILITY CHECKLIST FOR RESIDENT HOME AREAS:</b></p> <ul style="list-style-type: none"> <li>▪ Prepare residents for evacuation</li> <li>▪ Standby for telephone or public address communication</li> <li>▪ As directed use exits or alternate escape routes for safe horizontal and vertical evacuation of residents and ensure routes are clear of obstruction</li> <li>▪ Assign a staff member to supervise resident flow through each exit, i.e. doors and elevators (if in use).</li> <li>▪ Assign a staff member to check the floor for evacuation of all residents, staff, and visitors</li> <li>▪ Ensure that evacuated rooms are so indicated with the door identifiers. Placing the white indicator up if the room is empty.</li> </ul> <p><b>ADMINISTRATIVE, OR DELEGATE, RESPONSIBILITY CHECKLIST - NON-RESIDENT CARE AREAS:</b></p> <ul style="list-style-type: none"> <li>▪ Standby for telephone or public address system communication</li> <li>▪ As directed use escape routes for safe vertical or horizontal evacuation of persons in the area and ensure routes are free of obstruction</li> <li>▪ Provide assistance as requested by the Emergency Chief or Lobby Deputy</li> <li>▪ Check all rooms before leaving the area</li> <li>▪ Ensure that there is no unauthorized entry to your area</li> <li>▪ Before leaving your area, secure the area and turn off or down the appropriate equipment</li> </ul>
<p><b>Public Relations:</b></p>	<p>The Site President or Chief Operating Officer will communicate with the media. If questioned, employees are to indicate that they are not authorized to make any statement. Until such time as they are available to comment, there will be no comment.</p>

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	<p>Emergency telephone numbers can be found in the first section of the Emergency Preparedness Manual under "Emergency Telephone Numbers &amp; Emergency Measures Fan Out List".</p> <p>Immediately report an emergency, including fire, contamination of the drinking water, unplanned evacuation or intake of evacuees. An environmental hazard that effects provision of care or the safety, security or well-being of a resident for more than six hours: breakdown or failure of security system, breakdown of major equipment or a system in the home, loss of essential services or flooding. Any code that occurs, you should immediately contact the AOC for direction on Ministry reporting matters. Immediately contact the AOC, must be spoken to after hours (do not leave a voicemail). This is a critical incident that must immediately be reported to the Director of the Ministry of Long-Term Care at 1-888-999-6973. Notification will also be provided to respective unions and the Health and Safety committee.</p>
<b>Documentation:</b>	De-brief form filled out and filled with EPC committee.