

## EMERGENCY EVACUATION MANUAL

<b>SECTION:</b>	EXTERNAL DISASTER	<b>INDEX I.D.:</b> EE-04-01
<b>SUBJECT:</b>	DEFINITION OF EXTERNAL DISASTER & RESPONSIBILITIES OF CHESTER VILLAGE	<b>PAGE:</b> 1 OF 1
<b>APPROVED BY:</b>	ADMINISTRATOR	<b>DATE:</b> SEPTEMBER 15, 2006
<b>REVIEWED BY:</b>	CEO	<b>REVIEW DATE:</b> Oct 13, 2022

An External Disaster may be said to exist when normal methods and existing resources in the facility, community or at another facility are inadequate to meet the immediate need.

Chester Village has an important role to play in the City of Toronto should a disaster of any size strike a community.

Plans of action must be well established and familiar to all staff so that there is no delay or unnecessary suffering when the crucial time comes.

### **EXTERNAL DISASTERS INCLUDE:**

1. The admission of citizens to Chester Village on an individual basis, i.e.: a wandering lost citizen who has been picked up by the Police.
2. Small number of persons, i.e.: from a Nursing Home that has had an internal disaster.
3. Residents from another Home that has been rendered inoperable.
4. Large number of citizens as a result of a general community disaster, i.e.: an apartment fire, a power failure, an air crash.
5. Evacuation of Chester Village residents due to a disaster outside of the building, natural disasters, community disasters or extreme weather events.
6. External occurrences that require special action on the part of Chester Village's staff for the protection of residents while they remain within the building.

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<b>APPROVED BY:</b>	ADMINISTRATOR	<b>DATE:</b> SEPTEMBER 15, 2006
<b>REVIEWED BY:</b>	CEO	<b>REVIEW DATE:</b> OCTOBER 13, 2022

### **PROCEDURE**

1. The facility will be notified by the appropriate authorities (Ambulance Services, Community Services or Police) that a disaster situation exists; they will alert us as to;
  - a) the number of residents or patients to be expected or
  - b) the actions we require to take to keep our residents safe within Chester Village
  - c) whether or not we have to evacuate Chester Village residents
2. The Administrator/designate or the Evening or Night Charge Nurse will receive this call and initiate the fan-out call-in system. (See Internal/External Disaster - General communications: Staff)

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<b>SUBJECT:</b>	EVACUATION OF RESIDENTS	<b>PAGE:</b> 1 OF 1
<b>APPROVED BY:</b>	ADMINISTRATOR	<b>DATE:</b> SEPTEMBER 15, 2006
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### **PROCEDURE**

The decision to evacuate will be made by the CEO /designate and / or Police/ Fire Department.

Evacuation is indicated by the rapid ringing of the fire bells and/ or by public address announcements made by the Administrate/ designate.

The Village Hall will be the designated receiving area for all evacuated residents. Residents will be seated in areas designated by floor in the event that evacuation to other homes becomes necessary.

If an evacuation of the floors or of the building is required, the procedure described in "Internal Disaster" P&P # -EE03-02 to EE-03-07 will be used.

If external conditions endanger residents' air quality and evacuation is not an option, the Director of Building Services will instruct staff to shut off all air circulation units as well as ensure that all windows are closed.

Director of Building Services will maintain close contact with local emergency authorities to monitor the situation.

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<b>SUBJECT:</b>	ADMISSION OF EVACUEES	<b>PAGE:</b> 1 OF 1
<b>APPROVED BY:</b>	ADMINISTRATOR	<b>DATE:</b> SEPTEMBER 15, 2006
<b>REVIEWED BY:</b>	CEO	<b>REVIEW DATE:</b> OCTOBER 13, 2022

### **POLICY**

There shall be a written procedure for the admission of evacuees.

### **PURPOSE**

To provide for immediate physical care, personal comfort, and psychological needs of the evacuees.

### **PROCEDURE**

1. All evacuees will be admitted through the front entrance.
2. Identification bands will be attached to the residents' wrist. The Emergency Admission Form shall be completed in duplicate.
3. The required information will be taken by the assigned Admitting Officers with the assistance of the Nursing Department.
4. Cardex or medical charts from the sending agency, can be used to verify information
5. The Emergency Admission Form, plus the Cardex and/or medical chart shall accompany the evacuee to the assigned area.
6. One copy of the Emergency Admission Form will be kept by the Nursing Department on the 2nd Floor.  
On week days the ward clerk (at other times the In-Charge nurse) will be responsible for handling all inquiries concerning evacuees on completion of the admitting procedure.
7. The Medical Director and the Director of Care will assign each evacuee to an appropriate area.
8. Evacuees will be escorted to their area by assigned staff and oriented to their surroundings by the nursing staff.
9. Nursing and Medical Staff will carry out their normal procedure for new admissions.
10. If the nursing staff from the sending agency are available they shall be encouraged to assist in the admitting procedure and accompany evacuees to the assigned area.

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<b>REVIEWED BY:</b>	CEO	<b>REVIEW DATE:</b> OCTOBER 13, 2022

### **POLICY**

All Departments shall have specific written duties, which they shall carry out in the event of the reception of evacuees due to an external disaster.

### **PURPOSE**

To provide an effective communication link and make appropriate provision for the care of the residents in the event of an external disaster.

### **PROCEDURE**

The procedure for each department is outlined in the following order:

- Administration
- Nursing
- Maintenance
- Housekeeping/Laundry
- Dietary
- Programs
- Volunteers

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<b>SECTION:</b>	EXTERNAL DISASTER	<b>INDEX I.D.:</b> EE-04-06
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<b>REVIEWED BY:</b>	CEO	<b>REVIEW DATE:</b> OCTOBER 13, 2022

### **PROCEDURE**

1. The office staff shall obtain the Administration Emergency Supplies. (See Appendix Emergency KITS).
2. Compile a list of evacuees received, as soon as possible.
3. Receive and receipt valuables of evacuees and put in safekeeping.
4. Set up reception desk in the dining room to record names of evacuees and names of staff accompanying the evacuees.
5. Under the direction of the Administrator/designate make personal calls on behalf of evacuees; ask one family member to notify the rest of the residents' family.
6. Ensure staff member is on switchboard.
7. Under the direction of the Administrator/designate the staff will ensure that the Administration Emergency Kit is maintained.

### **CEO/Designate**

1. Brief all management staff on circumstances as soon as possible
2. Notify the Chairman of the Board of Directors.
3. Direct staff to obtain emergency supplies.
4. Control incoming calls on the switchboard.
5. Control communication within Chester Village by the Public Address System.
6. If the emergency occurs outside normal working hours, the Charge Nurse will notify the Administrator who will then notify the Director of Care.
7. The Administrator or designate will receive inquiries from relatives and friends and relay messages through the Nursing Department to and from the evacuees.
8. Media inquiries shall be handled by Metro Police Media Relations.

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<b>APPROVED BY:</b>	ADMINISTRATOR	<b>DATE:</b> SEPTEMBER 15, 2006
<b>REVIEWED BY:</b>	CEO	<b>REVIEW DATE:</b> SEPT. 12, 2012

### **PROCEDURE**

1. The Director of Care shall be responsible for maintaining and making available supplies in the Nursing Emergency Kit.
2. The Director of Care shall initiate the Receiving Plan.
3. The Director of Care and Medical Director will assign each evacuee to an appropriate area.
4. Evacuees shall be escorted to the Village Hall by Nursing staff, where they will be made comfortable in chairs and/or cots.
5. All evacuees shall receive a name tag if this has not already been done.
6. A list of evacuees shall be completed as soon as possible and the Emergency Admission Form completed.
7. Nursing staff, as directed by the Director of Care, shall assist the staff accompanying the evacuees requiring special attention.
8. Nursing staff shall calm and reassure evacuees who are emotionally upset and assist evacuees who have language problems (see Appendix PP 04 02: Interpreters) or relocation trauma.

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### **PROCEDURE**

#### **Maintenance/Security**

1. Control supplies as listed on Appendix EE-05-16.
2. Director of Building Services will liaise with City of Toronto Police Department for traffic control outside of the building and provide any available staff for assistance in pedestrian traffic control outside building.
3. Provide staff for assisting evacuees into the building

#### **Housekeeping/Laundry**

1. Housekeeping staff will prepare the cots for occupancy in the Village Hall.
2. Obtain soap and towels for the evacuees.
3. Housekeeping staff shall ensure that the cleanliness of the Home Area Activity Room's and washrooms used by the evacuees are maintained.
4. The Director of Building Services is responsible for ensuring that the Housekeeping Emergency Kit is maintained.



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<b>SECTION:</b>	EXTERNAL DISASTER	<b>INDEX I.D.:</b> EE-04-09
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### **PROCEDURE**

1. Obtain the Dietary Emergency Kit.
2. Provide staff for serving the meals in the Village Hall or any other location deemed necessary.
3. Provide evacuees with beverages in the Reception Area.

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<b>SECTION:</b>	EXTERNAL DISASTER	<b>INDEX I.D.:</b> EE-04-10
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### **PROCEDURE**

#### **The Director of Life Enrichment Services:**

1. Shall alert the Life Enrichment Staff to provide assistance as required
2. Shall provide social and/or recreational programs for the evacuees as necessary
3. Shall contact Clergy to provide spiritual care and counseling as needed
4. Shall contact the President of the Auxiliary to provide support as required
5. Shall notify all Volunteers through the fan-out system of the emergency