



Emergency Response Plan and Fire Safety Plan

LAST UPDATED: January 2023

APPENDICES:

- Appendix 1 – Hazard Identification and Risk Analysis (HIRA) Guide and Process
- Appendix 2 – Fire Safety Plan
- Appendix 3 – Fire Safety Inspection Action Plan
- Appendix 4 – Fire Drill Evaluation Form – Scene of Fire Alarm
- Appendix 5 – Fire Drill, Fire Alarm, Fire Alarm Test or Fire Alarm Equipment Repairs
- Appendix 6 – Fire Drill Observation Evaluation Form – Other Nursing Units Response to Fire Drill/Alarm

REQUIRED DOCUMENTS:

RECORD OF DRILL ATTENDANCE FORM – Use to capture staff attending a fire alarm/drill (Section 14.2 of the Fire Safety Plan).

to a fire drill/alarm.

POLICY

Each home must have a comprehensive Emergency Response Plan (ERP). The ERP will define and communicate clearly the standard response in an emergency, specific to the home.

The home must conduct a Hazard Identification and Risk Analysis for the home using the HIRA guidelines and reflect this information in the Emergency Response Plan and Fire Safety Plan.

Each home is required by law to have an Emergency Response Plan and Fire Safety Plan that meets provincial and national Fire Code and IMS emergency response standards.

Each home must practice response to all colour codes at least once per year. Colour codes must be included in orientation of new staff.

An established ERP must be available and understood by all staff and volunteers, who must participate fully in emergency preparedness activities, training, drills and evacuation procedures.

The Emergency Response Plan must be evaluated annually and be updated to reflect necessary updates.

A contingency plan for the care of residents in an emergency is mandatory and must include:

- Detailed roles and responsibilities during an emergency (including evacuation drills) every year;
- Arrangements with local authorities and institutions to provide shelter and resources;
- Alternate sources to supply emergency power, water, food and fuel;
- A communications plan; and
- Resident identification procedures, including photographs and identification bracelets.

The home will:

- Develop the ERP in accordance with provincial government and municipal regulations; and
- Review it with the Occupational Health and Safety Committee

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BACKGROUND

A Hazardous Identification Risk Analysis (HIRA) ensures that potential risks to the home are identified and assessed as to their potential risk to the residents and staff. The HIRA is used to prioritize prevention, mitigation and training priorities for the home. There are two phases of completing a HIRA process:

- hazard identification; and
- risk analysis.

The Hazard Identification is a determination of the various hazards that are pertinent to a home's specific location. This is completed by assessing what types of emergencies could occur within your home and in the community. The second process is the risk assessment, determining the probability of a potential emergency occurring and the consequence of the emergency should it actually occur.

PROCEDURES

ADMINISTRATOR/
DESIGNATE

1. Schedule and conduct an emergency response plan (ERP) meeting with the home's managers.
2. Develop the localized ERP requirements as a team.
3. Compile ERP plan elements into one document that contains the following:
 - a. Communication protocol for enacting the ERP;
 - b. Staff roles and responsibilities, including IMS leaders;
 - c. Accountabilities for staff before, during and after an emergency; and
 - d. Actions steps for all risk levels of an emergency.
4. Review the ERP with the Regional Director and representative from Occupational Health and Safety Committee.
5. Ensure the Fire Plan has been reviewed and approved by the Chief Fire Official having jurisdiction.

Note: The fire plan template is included in this manual. Homes will customize the fire plan, include the site-specific fire plan in this manual, and ensure it is reviewed annually and revised as necessary.
6. Discuss emergency shelters and evacuation notification procedures with local authorities.
7. Assume responsibility for implementing the policies and procedures of the Emergency Preparedness and Response Manual.
8. Ensure all staff receives adequate training to fulfill the requirements of the program in the event of an emergency.

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9. Ensure the Emergency Preparedness Plan and Fire Safety Plan is completed with the site-specific information required.
10. Ensure the home's Fire Safety Plan meets the specific requirements of the Chief Fire Official for the jurisdiction and is submitted to the Chief Fire Official for approval.
11. Ensure the Appendix information is present and **updated 2 times a year/every 6 months** and includes, at a minimum, the following:
 - a. Emergency telephone numbers, including public utilities and government agencies;
 - b. Corporate emergency telephone numbers, including Corporate Communications;
 - c. Staff Call-back List (updated as required in order to be current);
 - d. Key suppliers, contractors and support services;
 - e. All emergency code checklists;
 - f. Senior IMS Team checklists;
 - g. Building site plan showing access roads, evacuation meeting area(s), etc.;
 - h. Floor plans identifying key life safety and exit information;
 - i. Floor plans identifying each room and attached room search checklists;
 - j. Maps showing the search area quadrants around the home; and
 - k. Mutual aid agreements with other LTC facilities for evacuation assistance.
12. Refer to Administrator's responsibilities in the Accountabilities section of the Fire Safety Plan. Use Appendices 4-9 attached to this policy for required documentation to meet fire safety regulations.

INCIDENT MANAGER

1. Assume responsibility for implementing the Emergency Preparedness procedures and directing staff to ensure the safety and security of residents, visitors, staff and volunteers.
2. Use checklists to assist with the direction of completing tasks during an emergency, including recording the time when each task was completed. Add other documentation as necessary.
3. Wear an orange/yellow vest so that you can be easily identified during drills/exercises and emergency situations.
4. Ensure all action items are documented including date, time and who was responsible.
5. Maintain overall control of the management of the emergency and delegate tasks whenever possible.

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6. If the fire department or police arrive at the home, the senior officer on the scene will become the overall Incident Manager.
7. The home's Incident Manager will support their efforts, always prioritizing the care and safety of the residents.

CHARGE NURSE

1. Be thoroughly familiar with the Emergency Response Plan and Fire Safety Plan in order to assume responsibility effectively.
2. Be thoroughly familiar with the Incident Manager role and assume the role of Incident Manager unless relieved by a more senior or capable manager.
3. Be thoroughly familiar with the operation of the fire alarm panel and the resetting of the alarm panel, security systems and other equipment following a fire alarm or power failure.

ALL STAFF

1. Be familiar with the Emergency Response Plan and Fire Safety Plan and the responsibilities required of your position.
2. Respond to fire alarms and other emergencies as specified in the Emergency Response Plan.
3. Treat every drill as a real emergency and respond accordingly.



Alberta Emergency Management Agency
<http://www.aema.alberta.ca/>

Emergency Management Ontario
<http://www.emergencymanagementontario.ca/english/home.html>

Emergency Management Organizations
<https://www.getprepared.gc.ca/cnt/rsrscs/mrgnc-mgmt-rgnztns-en.aspx>

Manitoba Emergency Plan
<http://www.gov.mb.ca/emo/provincial/mep.html>

Extendicare's Intranet is the official source of current approved policies, procedures, best practices and directives.



Hazard Identification Risk Analysis (HIRA) Guide and Process

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A Hazard Identification Risk Analysis (HIRA) is a systematic risk assessment tool that can be used to assess the risks of various hazards. This approach both satisfies accreditation requirements and allows for a systematic, targeted approach to emergency preparedness. The results of a risk assessment can be used to guide an annual or multi-year emergency management cycle.

In addition to identifying high-priority hazards, this proactive approach to emergency management can result in a more disaster-resilient environment.

Success in meeting this challenge can be found by answering the following questions:

- What hazards exist within or surrounding each site?
- How frequently do they occur?
- How severe can their impact be on the homes' staff, residents, infrastructure, finances, and reputation?
- Which hazards pose the overall greatest threat to the home/organization?

To address these questions, a comprehensive hazard identification and risk assessment (HIRA) is required.

ACCOUNTABILITIES

REGIONAL DIRECTOR	<ol style="list-style-type: none">1. Remove and report any barriers to compliance to the Vice President, Operations.2. Provide support, advice and direction to the home's management team.3. Promote and confirm implementation and application of the policy within your region.
ADMINISTRATOR	<ol style="list-style-type: none">1. Ensure the home's operations align with corporate objectives and priorities and jurisdictional requirements. The home must ensure that all regional and provincial legislation is adhered to in their operational plans.2. Lead the process to ensure the HIRA is completed for the home on an annual basis.3. Ensure an evaluation of the Emergency Response Plan and Fire Safety Plan in relation to the HIRA is completed annually.4. Use the HIRA process that is appended to this policy.5. Lead the process by using the following steps: