

EMERGENCY PREPAREDNESS POLICY



Section:	Health and Safety	Policy No.:	HS 10.30
Scope:	All employees and Students	Pages:	3
Approval Authority:	Chief Executive Officer	Issued:	06/2016
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POLICY

Bruce Peninsula Association for Community Living (BPACL) is committed to supporting the welfare of persons supported, employees and visitors. Emergency Plans ensure human safety, minimize damage to property and assure rapid and responsive communication to all parties involved in the event of an emergency inside or outside the premises while addressing a coordinated and systematic approach to all types of emergencies affecting person supported, employees and the operation of BPACL.

PROCEDURE

Detailed Procedures located in Support Services Policy # SupSer 8.10

Emergency Preparedness Plan

BPACL Emergency Preparedness Plan is a site-specific, all-hazards disaster response plan which provides overarching principles and operational guidelines used to coordinate an effective response to emergencies that may occur inside the premises that may affect persons supported, staff and property. Emergencies range from small incidents with little lasting impact to potential cataclysms resulting in all community services being unavailable for up to 72 hours.

Most emergencies, should they occur, fall within the category of localized events (e.g. flood, fire, electrical emergencies, hazardous substance release, etc.). These are events, which affect all or part of a building, at a time when staff can expect community services to be involved at some capacity.

The Emergency Response Plan will provide a site description, preparations for emergencies, and outline response procedures for an event including:

- Natural Disaster or Severe Weather
- Flood
- Chemical Incident
- Chemical Release
- Structural Failures
- Bomb Threat
- Evacuation

- The Emergency Response Plan will be located at each support location and the V drive on each location file.
- All staff will be trained on all emergency procedures, roles and responsibilities of each member of the BPACL team.
- All Emergency Supplies for shelter in place will be checked and restocked as needed each month by the Health and Safety Site Representative.
- All person-specific supplies will be checked by the Senior Support Worker twice a year (April and November).
- The plan will be reviewed annually by the Manager and support team.

Fire Safety Plan

- A site specific Fire Safety Plan will be developed and approved by the local Fire Department Chief where applicable.
- The Fire Safety Plan assists in ensuring effective utilization of life safety features in a home to protect people from fire. The Fire Safety plan key elements include building resources, human resources, emergency procedures, responsibilities, hazards, and maintenance.
- Evacuation procedures will be posted at each exit as outlined in the Fire Safety Plan.
- Monthly Fire Drills will be conducted by Support Workers/office staff varying the time of day each month.
- All safety features will require checks, test and inspections completed as scheduled.
 - Check-* visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.
 - Test-* the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.
 - Inspect-* physical examination to determine that the device or system will apparently perform in accordance with its intended function.
- Annual inspections will be conducted by the South Bruce Peninsula Fire Department where applicable.
- In the case of a fire the Support Worker will contact the On-Call/Manager to report the fire after contacting 9-1-1 and evacuation has been completed. The staff present will complete an Incident Report- Building (location) Other- disaster, flood, fire, etc.
On-Call/Manager will complete a Serious Occurrence as required.

Training

All employees will be trained at the time of hire on the site specific fire safety features and evacuation procedures.

Annual review of Fire Safety Plans will be completed for all employees.

At the time of hire and annually thereafter employees will receive training through HR downloads-Using a Fire Extinguisher Training.

POLICY REVIEW

Annual review of this policy and procedure will be conducted by the Joint Health and Safety Committee (JHSC) to ensure it is effective and that the contents are current in light of evolving knowledge and practices. Recommendations of revisions will be forwarded to the Chief Executive Officer (CEO) for consideration. The CEO will respond to the recommendations within 21 days.

Review shall be done more frequently than annually if,

- 1) On the advice of the JHSC or health and safety representative that such review and revision is necessary or
- 2) There is a change in circumstances that may affect the health and safety of the worker.

REFERENCES

SupSer 8.10 Emergency Preparedness Plan Inside/Outside