


## Strathmere Lodge

	Manual	Fire & Emergency
	Policy Number	ERP Section5
	Original Date	May 16, 2022
	Revised/Reviewed Date	July 31, 2024
	Issued By	Environmental Service Manager
	Approved By	Administrator

### EVACUATION AND RELOCATION PLAN – Evacuation of Residents( Responsibilities)

If all or any part of the Lodge is unfit for resident occupancy, the Temporary Facilities [see section on “Temporary Evacuation Sites”] shall be contacted. Close control of resident movements shall be maintained throughout the relocation.

#### STAFF RESPONSIBILITIES

##### Administrator

- Coordinate arrangements with Temporary Facilities
- Staff assignments
- Establish business operations at an alternate site
- Ensure Family, Ministry of Long Term Care, Home and Community Care Support Services/South West , County officials, Media notifications are made

##### Environmental Services Manager

- Arrange for supply of linen, and incontinence products via the Director of Resident Care
- Transfer residents’ personal clothing

##### Office Supervisor

- Arrange for resident access to Pocket Money funds
- Establish resident billing procedures
- Establish staff payroll procedures

##### Director of Resident Care

- Coordinate transfer of residents, charts and meds
- Arrange for filling of meds and treatments
- Arrange for medical coverage
- Monitor resident census

##### Food Services Manager

- Transfer resident dietary profiles

##### Recreation (Programs) Manager

- Assist Administrator with staff assignments and business operations at an alternate site