

	Manual	Fire & Emergency
	Policy Number	ERP Section1
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	Issued By	Environmental Service Manager
	Approved By	Administrator

EVACUATION AND RELOCATION PLAN – Evacuation Readiness

1.1 RESIDENT IDENTIFICATION

Resident identification shall consist of a transparent holder enclosing a photocopy of the resident’s kardex and name in block print.

It is to be worn on the outside of clothing and hang down the resident’s back to reduce the possibility of it being removed.

Staff shall place identification on the residents inside the building if time and circumstances permit or when residents are at outside Assembly Points.

Establishing new identification

The Recreation Manager shall compile identification for all new residents and place at the appropriate communications centre [nursing station].

Maintaining identification – unit Nurse

The unit nurse on each Resident Home Area (RHA) shall:

- Ensure that a new or transferred resident's identification is received
- Remove a resident's identification upon death or discharge.
- Transfer identification when resident is moved to another home area.
- Report to Recreation Manager about any photographs that no longer show a true likeness of the resident.

Verifying identification- Charge Nurse [nights]

- On the 15th of each month, the Charge Nurse on nights shall verify that each communication centre has identification for every resident in that RHA.

1.2 RESIDENT CENSUS REPORT

The resident census report shall be used during evacuation to ensure that all residents are accounted for.

Changes shall be recorded daily by the Administrative Support Nurse and revised lists circulated to each of the 5 Communication Centres. A master copy shall be held at the Hickory Woods Communication Centre.

1.3 EVACUATION KITS

Evacuation kits shall be maintained at each Communications Centre and shall include:

- reflective jackets (4)
- flashlights (4)
- pens(4)
- evacuation data sheets
 - i) (Discharge of Resident)
 - ii) (Evacuation Transport Log)
- clipboard and paper

Maintaining kits

On the 15th of each month, the Night Ward Clerk shall verify contents of the evacuation kits and report any deficiencies to the Fire Safety Officer.

1.4 ROOM EVACUATION MARKERS

PURPOSE:

- Each door to a room or closet is fitted with a plastic evacuation marker.
- Its purpose is to indicate to staff and emergency personnel that the room has been checked **and occupants removed**, and requires no further checking.

USE:

- make sure that each room and closet is vacant
- close the door securely
- move the marker upwards to rest on an angle against the door frame
- If the door is subsequently opened, the marker will fall back to its normal vertical position indicating that either:

-the room or closet has not been checked

or

-someone has entered the room/closet since the check was performed

- If marker is in normal position, check room/closet, then adjust marker upwards to rest at angle

1.5 EMERGENCY LIFTS AND CARRIES

A number of methods can be used to move residents or to give them assistance and added speed in emergency conditions.

Instructions and diagrams are included in the Lodge's Emergency Plans for the following lifts and carries:

- Bear hug assist
- Swing carry
- Side assist hold
- Blanket transport
- Cradle removals - for single, double and triple rescuers
- Evacuating down stairs
transporting resident on canvas stretcher (located at the top of each of the 4 resident home area back stairwells) on stair slider board.

1.6 EMERGENCY CALL-IN PROCEDURE

PURPOSE

In the event of a building evacuation or other emergency requiring additional staff this procedure will bring as many off duty staff to the Home in the shortest time possible.

AUTHORIZATION

Authorization to initiate the procedure shall be given by the Administrator or designate.

STAFF PHONE LISTS

Lists that contain names and telephone numbers of staff from all departments, shall be maintained on the computer share file under Emergency Call-In List.

To ensure the speediest possible response, the names of those living closest to the Home will appear first followed by those living further away.

MAINTENANCE OF PHONE LISTS

Staff phone lists shall be updated monthly by the Office Supervisor.