

## EMERGENCY PLANS MANUAL

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**Issued by:** Environmental Services Manager  
**Approved by:** Administrator

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### EVACUATION AND RELOCATION PLAN – Post- Evacuation Return

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The return of residents evacuated from the Home and who have been temporarily accommodated in Temporary Facilities will follow the under noted procedure:

#### INSPECTION OF LODGE

<b>Equipment</b>	to be checked for proper functioning in all areas of the Home including the kitchen and laundry
<b>Cleanliness</b>	all surfaces must be cleaned particularly if the return is to take place following a fire
<b>Supplies</b>	sufficient stock to be on hand and its condition checked for damage or contamination
<b>Bed set-up</b>	all rooms must be ready for occupancy
<b>Utilities</b>	shall be fully operational

#### TRANSPORTATION

The transport of returning residents must be scheduled to match available vehicles and the ability of staff at the Home to receive residents.

#### NOTIFICATIONS [by Administrator or designate]

**Families-** their assistance should be requested where appropriate

**County Officials** – to keep them informed

**Physicians-** to ensure continuity of medical care

**Ministry Long Term Care and Home and Community Care Support Services ( South West)** to keep regional offices informed

**Unions** – to keep them advised re. any recall of staff from temporary lay off

**Temporary Facilities** -ensure that necessary steps are taken to have residents, their medications, charts and personal clothing ready for transfer.

## **STAFF**

- arrange to reinstate regular staff schedules
- staff assigned to work in Temporary Facilities should report to Lodge along with returning residents
- recall any staff on temporary layoff