**POLICY:**

An emergency plan of action is required should certain emergency situations occur. The following emergency procedures have been devised to meet this need.

1. **Definitions**

 Emergency

Emergency is defined as a situation or impending situation that by its nature or magnitude affects the health, safety and welfare of the clients/staff and/or property of Ongwanada and requires a controlled and coordinated response.

 Incident Commander

Most senior person available at time of emergency who takes control and command of the incident

 Incident Command Team

Group of individuals gathered by Incident Commander to accept delegated responsibility for task during emergency

Staffing Pool

A group of Ongwanada staff identified by the Incident Command Team as available responders to an emergency situation.

**2.0 Situations involving the Emergency Plan are as follows:**

2.1 Evacuation and Relocation

The requirement to evacuate all or part of an Ongwanada facility to another facility/site, as a result of damage or destruction to a part of Ongwanada.

2.2 Pandemic

A pandemic is defined as a flu outbreak distinguished from seasonal influenza by its scope of seriousness. The World Health Organization is responsible to declare a pandemic and advise of pandemic phases (See Policy # 1-8-05 *Ongwanada Hospital Pandemic Plan*)

2.3 Isolation

The need for Ongwanada to operate without outside help due to severe weather conditions or an epidemic.

2.4 Reception

The urgent requirement to relocate clients from Ongwanada or a significant number of individuals from other facilities involved in an emergency situation.

**3.0** **PROCEDURE**

**PLEASE REFER TO ONGWANADA’S EMERGENCY PLAN MANUAL FOR DETAILED GUIDELINES AND INSTRUCTIONS. AVAILABLE ON-LINE IN THE POLICY DRIVE AND IN HARD COPY AT ORC, BALSAM GROVE AND CRESCENT CENTRE.**

 3.1 The Emergency Plan addresses the following issues:

* Authority to activate/terminate the Emergency Plan
* The establishment of an Incident Command Group to organize, co-ordinate and direct all activities while the Emergency Plan is in effect and to liaise with outside agencies.
* The establishment of Emergency Coordinators with specific responsibilities assigned.
* A method of announcing that the Emergency Plan has been put into operation.
* The ability of Ongwanada to remain as self-sufficient as possible during an emergency by occupying our own facilities for clients, e.g. Community Residences, Ongwanada Resource Centre.
* A system of mobilizing all staff within the agency and all staff away from the agency
* By means of a defined. Communication strategy
* A defined role to be taken by each staff member when the plan is put into effect; this role should be known to each employee beforehand to permit rapid mobilization and minimize confusion.
* The establishment of an effective means of communication within the agency and liaise with other agencies involved.

3.2 Activation of the Emergency Plan

3.2.1 The authority to activate the Emergency Plan lies with the Chief Executive Officer/delegate and the Administrator on Call. The Incident Commander and Incident Command group will ensure all essential actions are implemented when the Emergency Plan has been activated.

3.3 Command Centre Locations

Resource Centre: Senior Executive Conference - Room # 445

If the Resource Centre is in power failure, the Command Centre will be located in the Medical Associates Conference Room (Secondary).

An alternative site will be used in the event that the Resource Centre is completely non-operational.

Balsam Grove: (1st Alternate) Large Conference Room - Room # 129

Crescent Centre: (2nd Alternate) Community Services Supervisor office – Room # 118

 **4.0 Training and Exercises**

4.1 Training and exercise is vital to determine the effectiveness of the Emergency Plan. Preparedness activities ensure the operational concepts outlined are sound and that employees are adequately training to carry out necessary functions during an emergency. In addition, debriefing and testing of the plan will provide a basis for the updating and revision of the Emergency Plan.

All staff are required to review the Emergency Plan Policy and Procedure on an annual basis (See Policy # 1-1-11 *Annual Policy and Procedure Review*).

**5.0 Emergency Plan Review**

The Occupational Safety Coordinator is responsible for ensuring that the Emergency Plan is kept current. The following review cycle will be implemented.

5.1 By April 1st each year, all aspects of the Emergency Plan are reviewed and updated. This review will include any legislative updates, updates of relevant Ongwanada operational procedures, a review of practical applications and updates of the departmental emergency plans.

5.2 On a quarterly basis (April, July, October, and January) or semi-annually (April and October) the following documents will be reviewed, updated and forwarded to the Occupational Safety Coordinator to place in the Emergency Boxes (See Appendix A *Ongwanada Emergency Plan Review*):

* Staff Emergency Responders List
* Emergency Contact Numbers
* Ongwanada Cell Phones/Pagers
* Safety and Supervision of Ongwanada Community Residences/Home Share/ Respite and Day Care Clients
* Home Share Providers

5.3 The Emergency Plan will be reviewed annually in April by the Occupational Safety Coordinator.

 5.4 The Occupational Safety Coordinator will ensure one type of emergency situation on a quarterly basis.

5.5 At least once per year, by May 30th, a simulated emergency situation will be conducted to test the Emergency Plan. Training is critical to ensuring the continued viability of the plan.

**6.0 RELATED POLICIES**

1-5-01 *Fire Procedures*

*Ongwanada Fire Safety Plan for each specific location, e.g. Balsam Grove, Crescent Centre, Ongwanada Resource Centre, Community Residences*

1-8-05 *Ongwanada Hospital Pandemic Plan*

 1-4-01 *Media Relations*

 1-8-06 *Reporting and Communicating Communicable Diseases and Infections*.

1-14-07 *Reporting Serious Occurrences to the Ministry of Community & Social Services*

1-14-08 *Reporting Enhanced Serious Occurrences to the Ministry of Community & Social Services*

 2-1-13 *Emergency Equipment and Medical/Surgical Supplies*.

2-1-08 *Safety and Supervision of Ongwanada Community Residence/Home Share/Respite and Day Care Clients*.

2-3-09 *Home Share Program*

**7.0 FORMS RELATED TO POLICY**

[Emergency Plan Manual](EMERGENCY%20PLAN%20MANUAL.docx)

**8.0 LEAD PERSON**

Chief Human Resources and Information Officer

Delegated Lead: Manager, Human Resources