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| JOHN NOBLE HOME Administration Manual Emergency Plans Manual | DIVISION: Emergency CATEGORY: Organization | POLICY NO: 1-A-10 (1-B-250) |
| ISSUED BY: Emergency Planning Committee | SUBJECT: Emergency Planning Committee Terms of Reference | PAGE NO: 1 of 2 |

TYPE OF COMMITTEE: The Emergency Planning Committee is a standing committee.

PURPOSE:

- The Emergency Planning Committee plans for the safety and well being of the residents, staff and visitors during an emergency situation.
- To perform an annual Hazard Identification and Risk Assessment utilizing the Risk Assessment Plan/Tool Policy 1-A-15
- To test the plan and train staff through annual training reviews, fire drills, and annual Home wide exercises.
- To review all emergency plans and policies every year.
- To test a part of the Emergency Plan every three years.
- An annual test of minimum staffing level for fire evacuation

COMMITTEE MEMBERSHIP:

Chairperson & Vice Chairperson: To be rotated annually.

Composition of Members:

- Administrator
- Director of Financial Services
- Director of Environmental Services
- Director of Resident Programs
- Director of Support Services/Registered Dietitian
- Director of Care
- Day and Stay Manager
- Nursing Program Coordinator
- Registered Nurse

PRIMARY RESPONSIBILITIES OF THE COMMITTEE:

The Emergency Planning Committee develops a plan which will state the actions to be followed in any emergency which may affect the facility.

AUTHORITY:

- Meetings are held at a minimum of four times a year or at the call of the chair.
- Agenda will be circulated prior to meeting.
- Coordinator of Administrative Services will record minutes and circulate.
- Changes made to the Fire Plan must be forwarded to the Fire Department for review and approval.

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| JOHN NOBLE HOME SUBJECT: Emergency Planning Committee Terms of Reference | POLICY NO: 1-A-10 |
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- Test the emergency plans related to the loss of essential services, fires, situations involving a missing resident, medical emergencies and violent outbursts on an annual basis, including the arrangements with the community agencies, partner facilities and resources that will be involved in responding to an emergency.
- Test all other emergency plans as least once every three years, including arrangements with community agencies, partner facilities and resources that will be involved in responding to an emergency.
- Conduct a planned evacuation at least once every three years.
- Keep a written record of the testing of the emergency plans and planned evacuation and of the changes made to improve the plans.

DATE APPROVED: January 2006
DATE REVIEWED: June 2022
DATE REVISED: June 2022

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| JOHN NOBLE HOME Emergency Manual | DIVISION: Emergency | POLICY NO: 1-A-20 |
| | CATEGORY: Organization | |
| ISSUED BY: Emergency Planning Committee | SUBJECT: Emergency Codes | PAGE NO: 1 of 1 |

POLICY: The Home shall have a method of identifying specific emergencies that could occur within the facility. The term “Code”, followed by the appropriate colour will be announced over the paging system if/ when such an emergency occurs. The Code and the area will be announced three times.

JOHN NOBLE HOME EMERGENCY CODES

| CODE AND COLOUR | INCIDENT |
|-----------------|-------------------|
| “CODE RED” | Fire |
| “CODE ORANGE” | Disaster |
| “CODE GREEN” | Evacuation |
| “CODE YELLOW” | Missing Resident |
| “CODE BLACK” | Bomb Threat |
| “CODE WHITE” | Violent Person |
| “CODE MEDICAL” | Medical Emergency |

Note: The above codes have been approved by the Emergency Planning Committee and will become active as policies/procedures are developed.

DATE APPROVED: July 2005
DATE REVIEWED: March 2022
DATE REVISED: April 2020

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| JOHN NOBLE HOME Emergency Manual | DIVISION: Emergency | POLICY NO: 1-A-30 |
| ISSUED BY: Emergency Planning Committee | CATEGORY: Organization | PAGE NO: 1 of 3 |
| | SUBJECT: Instructions to Contractors on Emergency Codes | |

PURPOSE: The Home has a method of identifying specific emergencies that could occur within the facility. The term “Code”, followed by the appropriate colour is announced over the paging system if/when such an emergency occurs. The Code and the area are announced three times. It is important that all sub trades be aware of what the following codes represent and how to respond to these codes in an emergency.

JOHN NOBLE HOME EMERGENCY CODES:

CODE RED = FIRE

CODE ORANGE = DISASTER

CODE GREEN = EVACUATION

CODE YELLOW = MISSING RESIDENT

CODE BLACK = BOMB THREAT

CODE WHITE = VIOLENT PERSON

CODE MEDICAL=MEDICAL EMERGENCY

1. CODE RED = FIRE

Upon discovery of a fire :

- **Leave fire area immediately and close doors if safe to do so**
- **Sound fire alarm**
- **Leave building via nearest exit**
- **Communicate to the Command Centre (front desk by reception)**
- **If you have set the alarm off, please report to Command Centre as soon as possible**

The facility is equipped with a two stage fire alarm system. The system is directly connected to Fire Monitoring of Canada, and a signal is automatically transmitted to the Brantford Fire Department. The first Stage is the **ALERT STAGE**. The second stage is the **EVACUATION STAGE**.

ALERT STAGE:

When a fire alarm signal rings, all main ventilation systems will shut down automatically.

Upon hearing the fire alarm first stage:

- **Shut down work and systems**
- **Prepare to leave the building**
- **Listen to announcements/instructions**
- **Communicate to the Command Centre (front desk in main building)**

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| JOHN NOBLE HOME SUBJECT: Instructions to Contractors on Emergency Codes | POLICY NO: 1-A-30 |
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EVACUATION STAGE:

The evacuation stage is activated when five minutes have passed in the alert stage and the fire panel or initiating device has not been acknowledged.

Upon hearing the fire alarm evacuation stage:

- Leave building via nearest exit
- Close doors behind you if safe to do so
- Communicate to the Command Centre (front desk by reception)

2. CODE ORANGE = DISASTER

Upon hearing Code Orange = Disaster:

- Shut down work and systems
- Prepare to leave the building
- Listen to announcements/instructions

3. CODE GREEN = EVACUATION

A code green may be called in the absence of fire when other emergency situations exist that require a partial or full evacuation of the facility

Upon hearing Code Green = Evacuation:

- Shut down all work and systems
- Listen to the announcements
- Prepare to leave the building

4. CODE YELLOW = MISSING RESIDENT

Upon hearing Code Yellow = Missing Resident

- Shut down all work and systems
- Listen to the announcements
- Search work area for unauthorized individuals
- Communicate to the Command Centre (front desk by reception)

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| JOHN NOBLE HOME SUBJECT: Instructions to Contractors on Emergency Codes | POLICY NO: 1-A-30 |
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5. CODE BLACK = BOMB THREAT

Upon hearing Code Black = Bomb Threat

- Shut down all work and systems
- Listen to the announcements
- Search work area for suspicious packages
- Communicate to the Command Centre (front desk area)

6. CODE WHITE = VIOLENT PERSON

Upon hearing Code White = Violent Person:

- Listen to the announcements
- Remain on heightened alert

7. CODE MEDICAL = MEDICAL EMERGENCY

- If you find someone in medical distress notify a John Noble Home staff member immediately
- Then stand aside and await further instructions.
- If Code Medical is announced, shut down equipment and wait until all clear

DATE APPROVED: September 2008
DATE REVIEWED: March 2022
DATE REVISED: April 2020

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| JOHN NOBLE HOME Emergency Manual | DIVISION: Emergency CATEGORY: Organization | POLICY NO: 1-A-50 |
| ISSUED BY: Emergency Planning Committee | SUBJECT: Search Maps | PAGE NO: 1 of 1 |

POLICY: The Home shall have maps of each area/ department in the facility, appropriately named and numbered. These maps may be used to check/ search rooms in the event of a fire, resident elopement, bomb threat or other emergency situations.

LOCATION OF SEARCH MAPS:

- Search maps are located at the Command Center in the emergency file holder.

DATE APPROVED: September 1999
DATE REVIEWED: March 2022
DATE REVISED: April 2020

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| JOHN NOBLE HOME Emergency Plans Manual | DIVISION: Emergency CATEGORY: Administration | POLICY NO: 1-A-60 |
| ISSUED BY: Emergency Planning Committee | SUBJECT: Elevator Entrapment | PAGE NO: 1 of 1 |

POLICY: The Home shall have an orderly plan to rescue anyone trapped in an elevator.

PROCEDURE:

1. On discovering a person trapped in an elevator, call the elevator to a floor. If the cab does not respond, call the Facility Maintenance Technician on duty or on call.
2. Constantly communicate with the person trapped in the elevator, reassuring them assistance is on the way.
3. If the Facility Maintenance Technician is unable to resolve the situation, the Facility Maintenance Technician will call the Elevator Technician.
4. Under the direction of the Facility Maintenance Technician, if the elevator continues to not operate, call 911 and ask for the Fire Department to respond to the entrapment of a person in the elevator.
5. Call the Senior Admin on-call to report the incident.

DATE APPROVED: June 2010
DATE REVIEWED: January 2022
DATE REVISED: January 2022

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| JOHN NOBLE HOME Emergency Manual | DIVISION: Emergency | POLICY NO: 1-A-70 |
| ISSUED BY: Emergency Planning Committee | CATEGORY: Organization | |
| | SUBJECT: Instructions for Grand Erie Learning Alternative Students/Staff on Emergency Codes | PAGE NO: 1 of 3 |

PURPOSE: The Home has a method of identifying specific emergencies that could occur within the facility. The term “Code”, followed by the appropriate colour is announced over the paging system if/when such an emergency occurs. The Code and the area are announced three times. It is important that all students/school staff be aware of what the following codes represent and how to respond to these codes in an emergency.

JOHN NOBLE HOME EMERGENCY CODES:

| CODE AND COLOUR | INCIDENT |
|------------------------|-------------------|
| “CODE RED” | Fire |
| “CODE ORANGE” | Disaster |
| “CODE GREEN” | Evacuation |
| “CODE YELLOW” | Missing Resident |
| “CODE BLACK” | Bomb Threat |
| “CODE WHITE” | Violent Person |
| “CODE MEDICAL” | Medical Emergency |

1. CODE RED = FIRE

Upon discovery of a fire:

- Leave fire area immediately and close doors if safe to do so
- Sound fire alarm
- Leave building via the chapel exit and wait in the parking lot for further instructions
- If you have set the alarm off, please report to Command Centre as soon as possible

The facility is equipped with a two stage fire alarm system. The system is directly connected to Fire Monitoring of Canada, and a signal is automatically transmitted to the Brantford Fire Department. The first Stage is the **ALERT STAGE**. The second stage is the **EVACUATION STAGE**.

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| JOHN NOBLE HOME SUBJECT: Instructions for GELA on Emergency Codes | POLICY NO: 1-A-70 |
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ALERT STAGE:

When a fire alarm signal rings, all main ventilation systems will shut down automatically.

Upon hearing the fire alarm first stage:

- Shut down work and systems
- Prepare to leave the building
- Listen to announcements/instructions
- Communicate to the Command Centre (front desk by reception)

EVACUATION STAGE:

The evacuation stage is activated when five minutes have passed in the alert stage and the fire panel or initiating device has not been acknowledged.

Upon hearing the fire alarm evacuation stage:

- Leave building via the Chapel exit
- Close doors behind you if safe to do so
- Communicate to the Command Centre (front desk by reception)

2. CODE ORANGE = DISASTER

Upon hearing Code Orange = Disaster:

- Shut down work and systems
- Prepare to leave the building
- Listen to announcements/instructions

3. CODE GREEN = EVACUATION

A code green may be called in the absence of fire when other emergency situations exist that require a partial or full evacuation of the facility

Upon hearing Code Green = Evacuation:

- Shut down all work and systems
- Listen to the announcements
- Prepare to leave the building

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| JOHN NOBLE HOME SUBJECT: Instructions for GELA on Emergency Codes | POLICY NO: 1-A-70 |
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4. CODE YELLOW = MISSING RESIDENT

Upon hearing Code Yellow = Missing Resident

- Shut down all work and systems
- Listen to the announcements
- Search work area for unauthorized individuals
- Communicate to the Command Centre (front desk by reception)

5. CODE BLACK = BOMB THREAT

Upon hearing Code Black = Bomb Threat

- Shut down all work and systems
- Listen to the announcements
- Search work area for suspicious packages
- Communicate to the Command Centre (front desk by reception)

6. CODE WHITE = VIOLENT PERSON

Upon hearing Code White = Violent Person:

- Listen to the announcements
- Remain on heightened alert

7. CODE MEDICAL = MEDICAL EMERGENCY

- If you find someone in medical distress notify a John Noble Home staff member immediately.
- Then stand aside and await further instructions.
- If Code Medical is announced, shut down equipment and wait until all clear

DATE APPROVED: January 2021

DATE REVIEWED: July 2022

DATE REVISED: