

Emergency Plan: Designated Positions - (Last Revised – Jan, 2019)

Designated Position	Assigned Positions		
	Days	Afternoons	Nights
Emergency Control Officer (code Red)	Resident Care Supervisor #2	Resident Care Supervisor #1	Resident Care Supervisor #1
Emergency Control Officer (other codes)	Resident Care Supervisor responsible of area of incident	Resident Care Supervisor responsible of area of incident	Resident Care Supervisor responsible of area of incident
Emergency Operations Team	All management staff	All management staff	All management staff
Emergency Operations Centre	<u>Primary</u> OTN room <u>Secondary</u> 2 nd floor Leisure Room	<u>Primary</u> OTN room <u>Secondary</u> 2 nd floor Leisure Room	<u>Primary</u> OTN room <u>Secondary</u> 2 nd floor Leisure Room
Command Post	Main reception desk	Main reception desk	Main reception desk
Communication Centre	<u>Primary</u> : Cranberry Care Desk <u>Secondary</u> : Ramsey/Scenic Care Desk (Only when Cranberry is fire affected area)	<u>Primary</u> : Cranberry Care Desk <u>Secondary</u> : Ramsey/Scenic Care Desk (Only when Cranberry is fire affected area)	<u>Primary</u> : Cranberry Care Desk <u>Secondary</u> : Ramsey/Scenic Care Desk (Only when Cranberry is fire affected area)
Communication Officer	<u>Primary</u> : HCA Cranberry (first avail. HCA) <u>Secondary</u> : HCA- Ramsey/Scenic (first avail. HCA only when Cranberry is fire affected area)	<u>Primary</u> : HCA Cranberry (first avail. HCA) <u>Secondary</u> : HCA- Ramsey/Scenic (first avail. HCA only when Cranberry is fire affected area)	<u>Primary</u> : HCA Cranberry (first avail. HCA) <u>Secondary</u> : HCA Ramsey/Scenic (first avail. HCA only when Cranberry is fire affected area)
Communication Runner	<u>Primary</u> : HCA- Cedar (first avail. HCA) <u>Secondary</u> : HCA- Killarney (first avail. HCA only when Cedar is fire affected area)	<u>Primary</u> : HCA Cedar (first avail. HCA) <u>Secondary</u> : HCA Killarney (first avail. HCA only when Cedar is fire affected area)	<u>Primary</u> : RPN-N3 <u>Secondary</u> : HCA- Killarney (only when Park is the fire affected area)
Emergency Brigades	Resident Care Supervisor All Maintenance Staff Food Services Worker (D1)(6am-1:30 pm) Laundry Worker (D1)	Resident Care Supervisor All Maintenance Staff Laundry Worker (A4) Food Services Worker (DN – 1:30 pm-6:30pm)	All Registered staff except RPN-3 When Fire effected area is Cranberry, the rpn from RS is to remain at RS nursing station to assist with paging
External Searchers	All Maintenance Staff All Food Services Workers (Main Kitchen) All Laundry Workers Housekeeping Float Volunteers	All Maintenance Staff All Food Services Workers (Main Kitchen until 6:30 pm) All Laundry Workers Housekeeping Worker Volunteers	<u>Courtyards Only</u> : Any available persons
Exit Doors & Elevator Coverage			
Lilac doors & elevator	NA- K	NA- K (until 7 pm) HCA- K if avail. (7-11 pm)	HCA- K if avail. Backup = HCA- L (stand in dining room & watch d/r & stair doors, Lilac & M entrances)

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Killarney exit across desk	HCA- K	HCA- K if avail. (from Lilac entrance after 7pm)	HCA- K if avail. (standing at Lilac entrance)
LM dining room & stair exit	HCA- L	HCA- L	HCA- L (stand in dining room & watch d/r & stair doors, Lilac & M entrances)
Mallard doors & elevator	NA- L/M	NA – L/M (until 7 pm) HCA L (7-11 pm-stand in d/r & watch d/r & stairwell doors, L & M entrances)	HCA L (stand in d/r & watch d/r & stairwell doors, L & M entrances)
Cranberry end stair exit	NA- Cranberry	NA- Cranberry (until 7pm) HCA- Cedar (7-11 pm from main lobby)	HCA- Cedar (stand in lobby & watch main entrance, elevators, end of Cedar & Cran.)
Cedar end stair exit	NA- Cedar	NA- Cedar (until 7pm) HCA- Cedar (7-11 pm from main lobby)	HCA- Cedar (stand in lobby & watch main entrance, elevators, end of Cedar & Cran.)
Cedar middle stair exit	NA -Poplar	NA- Poplar (until 7pm) HCA- Cedar (7-11pm from main lobby)	HCA- Cedar (stand in lobby & watch main entrance, elevators, end of Cedar & Cran.)
P Elevators	NA - Pine	NA – Pine	
T Elevators	NA - Trillium	NA - Trillium	
Main entrance & elevators	HSKG- Cedar/Cranberry HSKG- Pine/Poplar	HSKG	HCA- Cedar (stand in lobby & watch main entrance, elevators, end of Cedar & Cran.)
Loading dock	Laundry Worker (first avail. Laundry Worker)	Laundry Worker (first avail. Laundry Worker)	<i>Not assigned</i>
Lodge main exit Corridor leading to Lodge 1 st & 2 nd Floor	HCA- H1 (relieved by Fire Brigade if Lodge is affected area. The first fire brigade to arrive will relieve HCA so they can assist with the search)	HCA - H1 (relieved by Fire Brigade if Lodge is affected area) The first fire brigade to arrive will relieve HCA so they can assist with the search)	HCA –Cedar/Cranberry Monitor cedar and Cranberry hallway as well as entrance to the Lodge 1 st floor HCA-Pine Poplar Monitor Pine and Poplar hallway as well as entrance to the Lodge 2nd floor
Lodge side exits to courtyard (facing Family Health Team)	HCA - H2 from both floors each monitor inside the stairwells to ensure all doors leading to lodge are monitored	HCA - H2 from both floors each monitor inside the stairwells to ensure all doors leading to lodge are monitored	HCA – Lodge first floor. Stand inside stairwell and monitor all doors in stairwell
Lodge side exit(facing Notre-Dame)	NA from both floors each monitor inside the stairwells to ensure all doors leading to lodge are monitored	NA (until 7 pm- from both floors each monitor inside the stairwells to ensure all doors leading to lodge are monitored	HCA – Lodge second floor. Stand inside stairwell and monitor all doors in stairwell
York elevator (across dining room)	NA- Y	NA- Y (until 7 pm) HCA Y if possible (7-11 pm)	HCA- Y if possible
Park Place South exit	NA	NA (11-7pm) HCA P if possible ((7-11pm	HCA – if possible

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Park Place North exit	HCA 1	HCA 1	HCA 1 – if possible
Scenic elevator	NA- RS	NA- RS (until 7 pm) HCA- S if possible (7-11 pm)	HCA- S if possible
Bistro elevator	FSW D3 (9:00-5:00 pm)		
Other			
November Wing Search (Code Red & Yellow)	FSW D2 (7:00 – 3:00 pm Mon.-Fri.)		