



# EMERGENCY PLAN

## Pioneer Manor, Long-Term Care Facility

960 Notre Dame Ave, Sudbury

Code RED:	<a href="#"><u>Fire</u></a>
Code GREEN:	<a href="#"><u>Evacuation</u></a>
Code YELLOW:	<a href="#"><u>Missing Resident</u></a>
Code BLACK:	<a href="#"><u>Bomb Threat</u></a>
Code White:	<a href="#"><u>Aggressive Person</u></a>
Code Brown:	<a href="#"><u>Hazardous Chemical Spill</u></a>
Code Grey:	<a href="#"><u>Loss of Essential Services</u></a>
Code Orange:	<a href="#"><u>External Community Disaster</u></a>
Code Blue:	<a href="#"><u>Medical Emergency</u></a>
Pandemic Plan	<a href="#"><u>Resident care plan</u></a>
	<a href="#"><u>Food Service Pandemic Plan</u></a>
	<a href="#"><u>Food Service Emergency Plan</u></a>

[Designated Position Chart](#)



Revised June, 2022

# ***Emergency Plan***

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Pioneer Manor, Long-Term Care Facility  
Emergency Plan

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SECTION A - Fire Safety Plan (Code Red) .....Red "Fire" Tab  
SECTION B - Emergency Evacuation Plan (Code Green)..... Green "Evacuation" Tab  
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SECTION D - Bomb Threat Plan (Code Black)..... Black "Bomb Threat" Tab  
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SECTION F – Aggressive Person Plan (Code White) ..... White" Aggressive Person Plan" Tab  
SECTION G –Hazardous Chemical Spill (Code Brown) ..... Brown "Hazardous Chemical" Tab  
SECTION H – Loss of Essential Services (Code Grey) ... .. Grey "Loss of Essential Service" Tab  
SECTION I – External Community Disaster (Code Orange)....Orange "External Community" Tab  
SECTION J – Medical Emergency (Code Blue) ..... Blue "Medical Emergency" Tab  
SECTION k – Pandemic Plan – Infection Control Link  
- Food Service Link

## 1.0 ***Introduction***

Pioneer Manor is committed to protecting the health & well-being of all occupants of the Home and has put in place comprehensive emergency preparedness plans for disasters including a fire, a bomb threat, a missing resident, and the need for evacuation.

This Long-Term care Emergency Preparedness Manual provides the information provided in the legislative requirements for licensed long-term care homes set out under the ***Fixing Long-Term Care Act, 2021(FLTCA), and Ontario Regulation 246/22 (O.reg.246/22) and other applicable legislation, regulations, and directives.***

The Emergency Plan is composed of individual Code plans, and a Pandemic Plan; each representing an emergency/disaster situation as follows:

Code Red:	Fire	<i>Fire Safety Plan</i>
Code Green:	Evacuation & Hostage Taking	<i>Emergency Evacuation Plan</i>
Code Yellow:	Missing Resident	<i>Missing Resident Search Plan</i>
Code Black:	Bomb Threat	<i>Bomb Threat Response Plan</i>
Code White	Aggressive Person	<i>Aggressive Resident Plan</i>
Code Brown	Hazardous Chemical Spill	<i>Hazardous Chemical Protocol</i>
Code Grey	Loss of Essential Services	<i>Loss of Essential Services Protocol</i>
Code Orange	External Community Disaster	<i>External Community Disaster Protocol</i>
Code Blue	Medical Emergency	<i>Medical Emergency Protocol</i>
<i>Pandemic</i>	<i>Infection Control</i>	
	<i>Food Service</i>	

Each plan provides instructions and guidelines for effective responses to an emergency situation or Pandemic. Staff, volunteers, students, residents/families, and tenants receive regular education on all components of the Emergency Plan to ensure a coordinated response within the Home and with emergency personnel to an actual or impending threat that may affect the lives and property of residents and staff of Pioneer Manor.

A written fire plan is required by law under the Ontario Fire Code O. Reg. 388/97 that is a provincial regulation made under the *Fire Protection and Prevention Act, 1997*. The Home is also mandated by the Ministry of Health & Long-Term Care (MOHLTC) and Accreditation Canada to have written emergency plans and to carry out regular education.

Pioneer Manor's Emergency Preparedness Team is responsible to review, implement and monitor the effectiveness of the Emergency Plan in accordance with the Fire Code, the MOHLTC and accreditation standards. Each section of the Plan is reviewed annually by the Team and the Fire Safety Plan is endorsed by the City of Greater Sudbury's Fire Department. The Emergency Plan is updated regularly to reflect organizational and structural changes of the Home. The Pandemic Plan is reviewed annually with the Infection, prevention and Control committee, in accordance with the Public Health and District

Any questions, comments, or suggestions may be directed to:

Mike Gray  
Manager of Physical Services  
Pioneer Manor, Long-Term Care Home  
960 Notre Dame Ave  
Sudbury, ON P3A 2T4  
Telephone: (705) 566-4270

Fax: (705) 5524-1767

## **2.0 *Implementation of the Emergency Plan***

### **2.1 Emergency Preparedness Team**

#### **2.1.1 Purpose**

The Emergency Preparedness Team is responsible to review, update, implement and monitor the effectiveness of the Emergency Plan and to coordinate an emergency awareness program for staff, volunteers, students, residents/families, and tenants of the Home, as per the Terms of Reference.

#### **2.1.2 Membership & Meetings**

Membership on the Emergency Preparedness Team is voluntary and includes employer and employee representatives from a cross-section of classifications, a representative from the Greater Sudbury Fire Department, a Lessee representative and the Director of the Home as Ex-Officio. Team meetings take place at a minimum quarterly and at the call of the Chair.

### **2.2 Training & Education**

The Emergency Preparedness Team establishes an annual training & education program schedule. Topics are selected based on regulatory requirements and identified training needs. Each Code Plan herein has its own individual training & education program that is identified at the beginning of the Plan.

### **2.3 Distribution of the Emergency Plan**

Copies of the entire Emergency Plan and any amendments/updates are distributed as follows:

- a) 1 copy in the front entrance
- b) 1 copy in each Home area
- c) 1 copy in the Staff Resource Lounge (Notre Dame Site)
- d) 1 copy to the Family Health Team (Lessee)
- e) 1 copy to the Société Alzheimer Society (Lessee)
- f) 1 copy to the Northeast Specialized Geriatric Services (Lessee)
- f) 1 copy to each member of the Emergency Preparedness Team
- g) 1 copy to the Director
- h) 1 copy in the emergency duffle bag

The first section of the Emergency Plan, the Fire Safety Plan and the Emergency Evacuation Plan will be combined and distributed as follows:

- a) 1 copy to the CGS Fire Department
- b) 1 copy in the Fire Safety Plan box at the Notre Dame entrance
- c) 1 copy in the Fire Safety Plan box at the rear Fire Department entrance

### 3.0 **Contact Information**

3.1 **Building Owner:** City of Greater Sudbury  
P.O. Box 5000, Stn. A  
200 Brady Street  
Sudbury, ON P3A 5P3  
Tel: (705) 671-2489

### 3.2 **Facility Contacts:**

Main Reception	(705) 566-4270
Director	(705) 566-4282, ext. 3200
Mgr of Physical Services	(705) 566-4282, ext. 3270
24 Hours Emergency (Nursing Supervisor)	(705) 677-5978

### 4.0 **Building Audit**

<b>Building Description</b>	Group "B" Care and Occupancy" under the Fire Code 443 bed long-term care facility Leased space for the Alzheimer Society Day Program Family Health Team Dr.St-Martin North East Specialized Geriatric Services
<b>Address</b>	960 Notre Dame Ave Sudbury, ON P3A 2T4
<b>Building Construction</b> (refer to schematics)	1952 original construction Additions made in 1959, 1961, 1966, 1974, 1985/86, 1988, 2005, 2009/2010
<b>Building Size</b>	approx. 317,568 Sq Feet.
<b>Number of Stories</b>	One, two & three story
<b>Exit Locations</b>	Refer to schematics
<b>Fire Department Access</b>	Notre Dame entrance & rear entrance (refer to schematics)
<b>HVAC System</b>	Individual sections with auto/manual shut off
<b>Occupant Load</b>	Refer to schematics for breakdown per levels

<b>Common Room Capacity</b> Main Lobby Winter Park Killarney Dining Room Bistro OTN Room Leisure Room (2 <sup>nd</sup> & 3 <sup>rd</sup> floor) L/M & R/S Dining Rooms Dining Rooms in South & West wings Great Rooms (Long Lake 1 <sup>st</sup> floor & McCrea 2 <sup>nd</sup> floor) Activites Rooms (1 <sup>st</sup> & 2 <sup>nd</sup> Floor) Living Areas (1 <sup>st</sup> & 2 <sup>nd</sup> Floor) Gym U Room Boardroom Conference Room 2099 York Dining Room Staff Lounge Room Staff Resource Room	~167 people (~1,500 sq ft with non-fixed chairs) ~477 people (~4,875 sq ft with non-fixed chairs & tables) ~75 people (~1,125 sq ft with non-fixed chairs) ~117 people (~1,200 sq ft with non-fixed chairs & tables) ~51 people (~529 sq ft with non-fixed chairs & tables) ~60 people each (non-fixed chairs & tables) ~132 people each (~1,350 sq ft with non-fixed chairs & tables) ~88 people (~900 sq ft with non-fixed chairs & tables) ~ 95 people (~960 sq ft with non-fixed chairs & tables)  ~ 37 people (~384 sq ft with non-fixed chairs & tables) ~ 56 People (~576 sq ft with non-fixed chairs & tables) ~70 people (720 sq ft with non-fixed chairs & tables) ~ people ( sq ft with non-fixed chairs & tables) ~ people ( sq ft with non-fixed chairs & tables) ~ 78 people (800 sq ft with non-fixed chairs & tables) ~35 people (360 sq ft with non-fixed chairs & tables) ~35 people (360 sq ft with non-fixed chairs & tables)
<b>Emergency Power/Lights</b> Type: Location: Power Capacity: Voltage: Main Fuel Location:	100% generator power Diesel generator Building at east end of property 1,000 kw 347/600 V 1,000 gal buried north of building
<b>Voice Communication System</b>	Overhead paging system via telephone
<b>Elevators</b> (location, weight capacity, passenger capacity, service company)	
Main Entrance: Device #1 2,300 kg 31 passenger Thyssen Krupp	Main Entrance: Device #2 2,300 kg 31 passenger Thyssen Krupp
Winter Park 1,587 kg 21 passenger OTIS	MacRae - Ramsey/Scenic 907 kg 10 passenger Thyssen Krupp
<b>Heating Fuel System</b> Type: Meter Location Pipe Location: Utility Contact:	Natural Gas Both pounds & inches Refer to schematics Refer to schematics Union Gas 24 hr emergency contact - 566-4310 or 1-877-969-0999
<b>Main Electrical Power Disconnect</b>	2 main disconnects in the boiler room (basement) 2 main transformers owned by Sudbury Hydro
<b>Lock Boxes</b>	None

## 5.0 ***Fire Protection System Audit***

<b>Fire Alarm System</b>	Type: Make: Model: Panel Locations: Annunciator Locations: Monitoring:	2 stage addressable and conventional Edwards EST 3 Room A102 by Winter Park elevator Refer to schematics True Steel monitoring station, 673-8181 (ID 0727)
<b>Sprinkler Systems</b>	Type: Control Valve: Fire Dept Connection: Fire Booster Pump:	Auto sprinkler Wet Pipe Refer to schematics Siamese connection (refer to schematics) Refer to schematics
<b>Fire Department Connections</b>		Refer to schematics
<b>Standpipes / Hose Cabinets</b>		Type: wet (refer to schematics for hose cabinets & main valve)
<b>Portable Extinguishers</b>		ABC / BC / K (refer to schematics for locations)
<b>Fixed Extinguishing System</b>		Dry-chemical extinguisher system (in range hood over gas burners in the Bistro)
<b>Emergency Lighting Units</b>		In dark areas
<b>Alternative Measures for System Failures</b> Fire Alarm:  Fixed Extinguishing System		Battery & generator back-up power; Fire Watch Procedures Use of portable fire extinguisher



## 6.0 ***Potential Hazards & Controls***

<b>Area</b>	<b>Potential Fire Hazards/Risks</b>	<b>Control Measures</b>
Bistro	Gas burners, grill, fryer	Dry-chemical extinguisher system (in range hood over gas burners)
Serveries (kitchenettes)	Stoves, microwaves, toasters	Electrical shut off switch & restricted access by residents
Laundry (P110) & resident laundry rooms (M131, PP2104)	Lint traps	Regular preventive maintenance & cleaning schedule
Paint Storage Room (V022)	Paint & paint remover	Room is locked and secured with a fireproof door
WHMIS Room (V017)	Controlled products	Room is locked and secured
Oxygen Storage Rooms (M111, S107, CP1045, PP2045, TP3045)	Stationary liquid oxygen cylinders	Stored according to laws/regulations/standards - smoke-free building
Therapy Rooms, Soiled utility room,	Hydrocollators	Storage policy and regular audits
Hairdressing Salon (N105)	Hair dryers and irons	Room is locked when unattended - electrical devices are unplugged or turned off after use
Maintenance Shop (V020)	Lubricants & acetylene	Fire extinguisher in room
Transformer Room (V037)	Sump pump location	Back up sump pump in place
Garage	Fuel and fuel operated equipment	Fuel stored in flammable storage cabinet
Generator House & Fuel Container	Fuel leak	Leak alarm in place

## 7.0 ***Communication Procedures***

It is recognized that during an emergency, reception of information over the paging system may be difficult. It is imperative that all staff receive accurate information as to the specific location of the affected area once it is known. Pioneer Manor's areas are identified by name as follows (refer to the floor diagram at the beginning of the plan):

Alzheimer's Society	Geriatric Wing	Park	Trillium
Amber	Killarney	Poplar	Tulip
Basement Victor	Lodge (1 <sup>st</sup> & 2 <sup>nd</sup> floor)	Pine	Uniform
Boiler Room Whiskey	Laundry	Ramsey	Winter Park
Cedar	Lilac	RGP	Winter Park Link
Cranberry	Lobby	Scenic	York North
Dr. St. Martin(clinic)	Mallard	Stairwell A, B, C, D,	York South
Family Health Team	November	E, F	

If the affected area is Cedar, the area will be announced **three times** as follows:

**For Fire:**

Code Red, Cedar, Room 105

**For Evacuation:**

Code Green, Cedar, horizontal to Cranberry

### 7.1 **Back-Up Communication Procedures**

If the paging system is non-functional, the telephone lines will be used. The Emergency Control Officer may designate the Communication Runner as a go-between to relay information.

If the internal telephone system is not operational, in-house walkie-talkies may, or cell phones can be obtained from the on-call person, the Resident Care Supervisor, and from any other person who carries a personal cell phone.

Area-to-area communication can be done with the assistance of the Communication Runner in the suggested order below:

- The Emergency Control Officer will report instructions to Cranberry (Emergency Operations Centre), then;
- Cranberry reports to Cedar, Killarney, Park, The Family Health Team & the Alzheimer Society
- Cedar reports to Pine & Poplar;
- Pine reports to Trillium & Tulip
- Killarney reports to Lilac/Mallard
- Lilac/Mallard reports to Ramsey/Scenic, Dr. St-Martin & North East Specialized Geriatric Services
- Ramsey/Scenic reports to York/Ramsey
- York/Ramsey reports to the Lodge 1<sup>st</sup> and 2<sup>nd</sup> floor.

### 7.2 **Paging Procedures**

- a) Lift the receiver and dial 5558
- b) Dial 00 and two beeps will sound - the paging system is now activated
- c) Speak loudly and clearly while making the announcement
- d) Hang up

### 7.3 **Calling 9-1-1**

The telephone system is programmed to recognize and dial 911 when dialing 9-1-1.

If the telephone system is non-operational, a residential or cell phone can be used to dial 911.

### 8.0 **Fan-Out Procedures**

The Fan-Out procedures are implemented when further assistance from management and staff is required to evacuate residents or in the event of extreme staff shortages (e.g. fire, flu outbreak, winter storm).

The Ward Clerk updates the fan out list to ensure staff and contact numbers are current.

All management personnel on the fan out diagram must keep a copy of the fan-out diagram, procedures and contact list at home to reference. A copy of these documents is also kept in the Administrative On-Call bag. The contact list is saved under the S\_PM\_Manager folder in the computer's public directory.

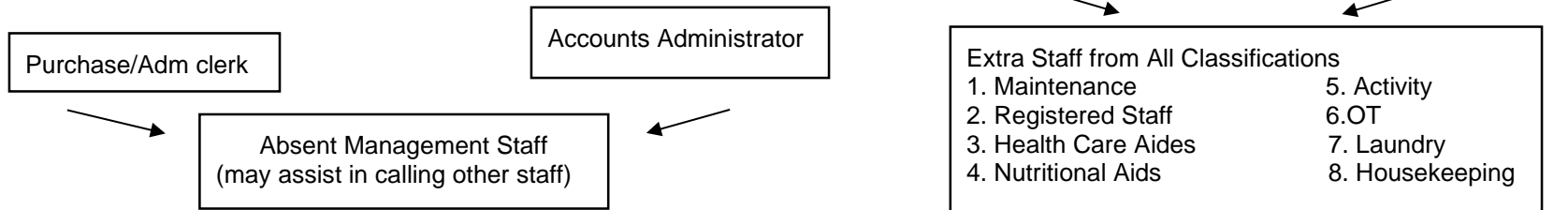
The fan out diagram establishes the lines of communication to call in management and staff.

#### 8.1 Calling Procedures:

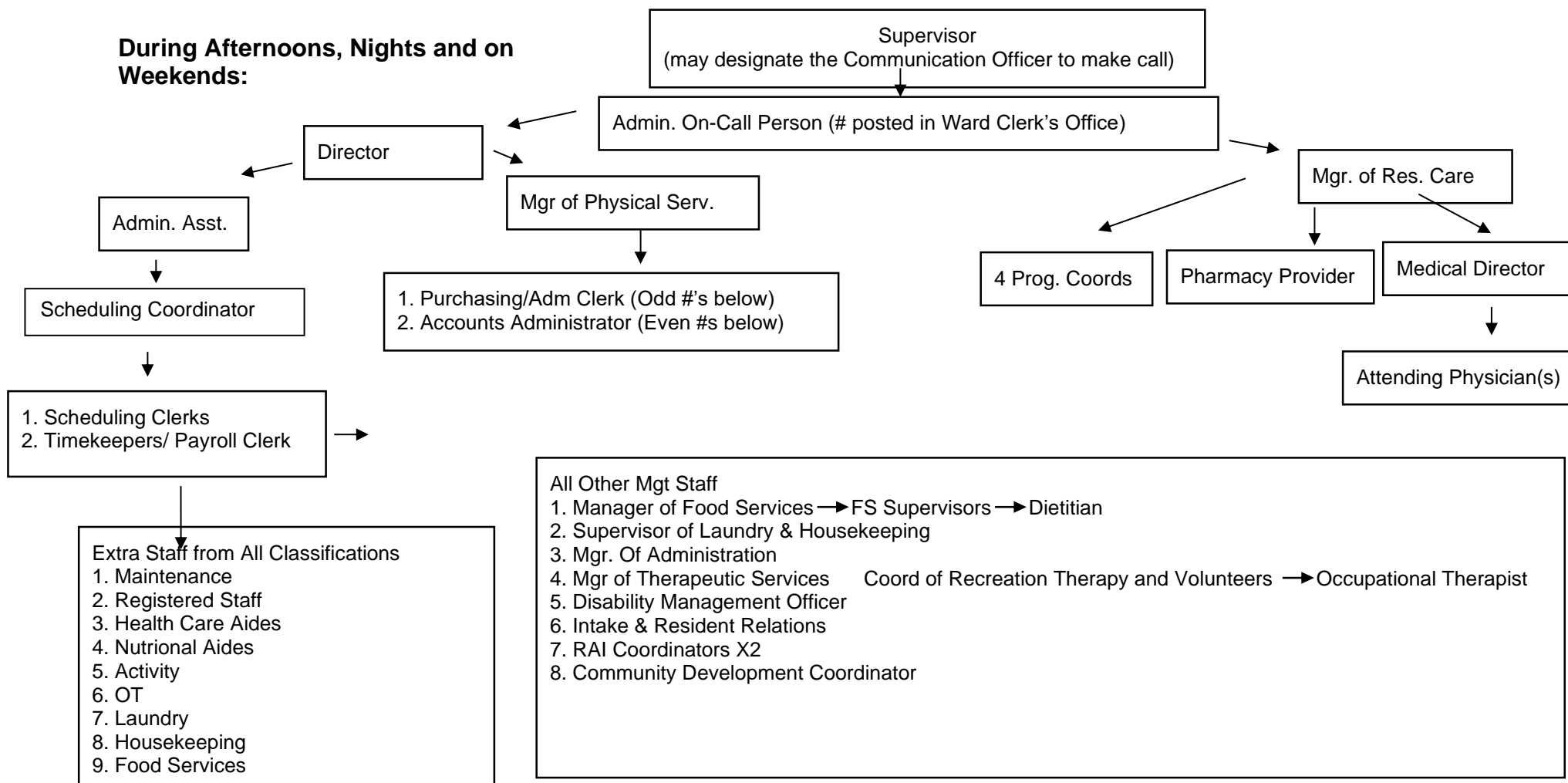
1. During regular business hours the administrator, or delegate, of the building would initiate the fan out procedures. During afternoons, nights and on weekends, the supervisor contacts the On-Call Person who then makes the decision to activate the fan out procedures. In the unusual event that the On-Call Person is not accessible, contact any person on the On-Call roster until someone is reached.
2. Calls are made to persons according to the fan out diagram.
3. Once contacted, the Scheduling Clerk and the Payroll Clerk immediately report to the facility and proceed to call in extra staff. Telestaff should be utilized to send electronic messages to staff they we are in an emergency before actual calls are made.
4. As management are contacted, they make their calls before coming in. All others report to the facility immediately.
5. If a management person is not available when called, leave a voice message and proceed to call the persons they were responsible of calling. If others are unavailable keep going down the fan out call list, OR delegate others to call. Once all calls are completed, try paging missed ones if they have pagers. Paging should only be done as a last measure as there is no time to waste in waiting for a return call.
7. If a person is not available and does not have an answering machine, skip to the next one. Once at the facility, advise the Receptionist/Typist and/or the Administrator of Accounts of persons missed and they will follow-up by re-contacted them and leaving a message on their work voicemail and e-mail (if feasible).
8. Once calls are completed, management personnel immediately report to the facility's Emergency Operations Centre.
9. If staff are not available when called, leave a voice message (if available). Make note of persons not available for later follow-up. Once all calls are completed, try paging missed ones if they have pagers. Paging should only be done as a last measure as there is no time to waste in waiting for a return call.

The following diagram demonstrates the lines of communication to call in management and staff.

## Fan Out Procedure Diagram During Regular Business Hours:



## During Afternoons, Nights and on Weekends:



## 9.0 ***Designated Positions/Locations***

The Emergency Plan has established designated positions to respond according to the emergency at hand. Each plan includes specific duties to be performed by each of the following designated positions.

### 9.1 **Emergency Operations Team**

The Emergency Operations Team (EOT) is composed of all management and administrative personnel. Depending on the situation, the EOT will assist the Emergency Control Officer in making decisions and carry out duties as assigned within each Code plan.

### 9.2 **Emergency Operations Centre**

The OTN room (N103) is the primary Emergency Operations Centre (EOC). If it is not feasible to use room N103, the second floor Leisure Room will be used, or the Emergency Control Officer will designate an alternate location. The EOC should be equipped at a minimum with a telephone, tables and chairs.

### 9.3 **Communication Centre**

The primary Communication Centre is the Cranberry resident care desk, as this has a communication speaker to the front entrance door. If Cranberry is the affected area, the secondary Communication Centre will be the Ramsey/Scenic resident care desk.

Both Communication Centres are equipped with a fluorescent vest, clipboard, and necessary emergency forms.

### 9.4 **Command Post**

During a Code Yellow, the reception desk is the designated Command Post.

### 9.5 **Emergency Control Officer**

The Resident Care Supervisor #2 for code red or for all other codes, the Resident Care Supervisor responsible for the home area. The ECO will take charge of the emergency situation until the Emergency Operations Team and/or emergency services arrive, e.g. fire department, police, or other. The ECO's primary duties are to coordinate all resources available to ensure the emergency is resolved and to ensure the Cancellation of the Code as assigned within each plan.

### 9.6 **Communication Officer**

The primary Communication Officer is a designated Health Care Aide from Cranberry (secondary is a Health Care Aide from Ramsey/Scenic). The Communication Officer's main duties are to make paging announcements and communicate between emergency personnel and the Emergency Control Officer/Emergency Operations Team.

### 9.7 **Communication Runner**

Refer to the *Emergency Plan: Designated Positions* chart (Appendix A) for the assigned Communication Runner. Upon notification or hearing the fire alarm, the Communication Runner's duties include but are not limited to escorting emergency personnel to the disaster area and taking directions from the ECO or the EOT.

### 9.8 **Emergency Brigade**

Refer to the *Emergency Plan: Designated Positions* chart (Appendix A) for the assigned Emergency Brigade members. Upon notification or hearing the fire alarm, members of the Emergency Brigade's duties include but are not limited to attempting to extinguish fire with a fire extinguisher if safe to do so, assisting in evacuating persons, removing resident from danger/situation and taking directions from the ECO or the EOT.

### 9.9 **External Searchers**

During a Code Yellow, staff from various classifications are assigned to conduct an external perimeter search for a missing resident/client. Refer to the *Emergency Plan: Designated Positions* chart for assigned positions.

### 9.10 **Emergency Preparedness Team**

Composed of employer and employee representatives from cross-section of classifications, a representative of the Greater Sudbury Fire Department, a Lessee representative, and the Director of the Home as Ex-Officio.

### 9.11 **Emergency Management Operations**

The Emergency Management Operations Team (city's emergency team) will be activated by the Home's director, or delegate, when assistance is required.

## 10.0 **Rescue Markers**

The rescue markers are affixed to all doors in the Home and are used as an indicator that a room has been checked for smoke/fire, has been evacuated, or has been searched for a missing person or bomb.

Pioneer Manor utilizes "red & white swing style" markers and are affixed to the doors.

When a room is checked or searched, the white plate of the "red & white swing style" markers, is to be swung upwards and leaning on the door frame.

When a room has been evacuated, both plates of the "red & white swing style" markers are to be swung up and leaning on the door frame.

If either marker has been dislodged, this may have been caused by a person leaving the room or entering the room. Staff must re-check the room and ensure the resident is safe or evacuated.

Room Checked Markers



Room Evacuated Markers



11.0 ***Emergency Kit***

The emergency kit contains supplies such as a radio, writing materials, first aid kit, forms, etc. The kit is composed of a red duffle bags located in the Activation Room at the main entrance. A member of the Emergency Operations Team or delegate will retrieve the kit as needed. The Housekeeping/Laundry Supervisor inspects and replenishes the kit on a quarterly basis.



## ***APPENDIX A***

### ***Emergency Plan: Designated Positions Chart***

## ***APPENDIX B***

### ***Maintenance Records***

(refer to Fire Department's copy of the Emergency Plan at the Reception Desk)

## ***APPENDIX C***

### ***Building Audit***