# [Company Name] Emergency Response Plan (ERP)

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| **Company** |
| **Site** |
| **Completed by on (date)** |
| **Reviewed by HSC on** |

|  |
| --- |
| **Potential Emergencies included in this plan (identify the emergency codes used within your site)** |
| **AHS Code** | **Emergency** |
| Code Blue | Cardiac arrest / Medical Emergency |
| Code Red | Fire |
| Code White | Violence/aggression |
| Code Purple | Hostage |
| Code Yellow | Missing person |
| Code Black | Bomb threat/suspicious package |
| Code Grey | Shelter in place/Air exclusion |
| Code Green | Evacuation |
| Code Brown | Chemical Spill/hazardous material |
| Code Orange | Mass casualty incident |
| OtherContingency Plans(identify all site specific contingency plans) | * Active Assailant
* Lockdown / Active Assailant
* Severe Weather
* Business Continuity for Loss of Essential Services
* *Continuing Care Pandemic Plan*
* *Emergency Management and Business Continuity Planning Guide for Continuing Care Operators*
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# [Site Name] Emergency Response Plan

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| **Potential Emergencies****(choose potential emergencies that may apply within your site)** | * Medical Emergency
* Fire
* Violence/aggression
* Hostage
* Missing person
* Bomb Threat/suspicious package
* Shelter in place/air exclusion
* Evacuation
* Chemical Spill/hazardous material
* Mass casualty incident
* Flood
* Other natural disaster
* Loss of utilities
* Active shooter
* Pandemic
 |
| **Emergency Procedures** | Follow the emergency procedures and algorithm for each of the codes/potential emergencies identified.See *SITE NAME Emergency Response Codes / Plans - Quick Reference Guide* Emergency response procedures should be developed for each location in consultation with HSC or HS rep as they need to adapt to your site. |
| **Location of emergency equipment** | Emergency equipment is located at: [list all equipment and location for your site]* Fire Alarm – by the main entrance
* Fire Extinguishers – add locations
* Fire hose – add location if applicable
* Panic alarm button – add location if applicable
* Evacuation chairs – add location if applicable
* Evacuation kits – add location if applicable
 |
| **Workers trained in the use of emergency equipment** | 1. Staff
2. Staff
3. …
 |
| **Emergency response training requirements** | Type of training* Fire drills (based on fire code occupancy, consult with municipal fire dept)
* Code of the month
* Incident Command ICS100 for manager and supervisor
* Fire extinguisher for fire wardens
* Orientation to ERP
 | Frequency* Monthly
* Monthly!
* One time
* Every 3 years
* All new staff
 |
| **Location and use of emergency facilities** | The nearest emergency services are located at: [add locations, address and phone number]* Fire Station
* Ambulance
* Police
* Hospital
* Other:
 |
| **Fire protection requirements** | Important for all care centres as they enable sheltering in place for populations with reduced mobility:* Sprinkler systems are located in all rooms at [insert site name]
* Kitchen suppression system
* Fire door closers on mag locks
* Add as applicable to work site
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| **Alarm and emergency communication requirements** | * Describe alarm system and communication systems… (examples provided)
* Fire alarm is monitored 24/7 by [insert monitoring company name]
* Is fire alarm 1 or 2 stage?
* Fire alarm system signal is intermittent beeps that accelerate at stage 2 supported by strobe lights
* Identify site-specific communication direct to each room (if applicable)
* PA system to building (if applicable)
* Two-way radios in emergency kit
 |
| **First Aid** | First aid supplies are located at:* Type #1/2/3/p first aid kit (as required by schedule 2 of Code) located at (insert location)
* First Aiders are:
	+ Staff 1
	+ Staff 2
	+ …
* Eye wash stations located at (insert location)
* Transportation for ill or injured worker is by ambulance. Call 911.
	+ For minor injuries requiring medical attention beyond first aid, if organization has signed up for WCB Occupational Injury Service (OIS) your closest OIS clinic is located at [insert clinic address and phone number]. Transport by taxi (paid by company).
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| **Procedures for rescues and evacuation** | [Site specific] In the case of Fire:* **REACT**
	+ **R**emove those in immediate danger
	+ **E**nsure room door is closed
	+ **A**ctivate fire alarm
	+ **C**all fire dept 911
	+ Take charge and Try to extinguish fire only if safe to do so.
* Send 2 staff (at least 1 will be a fire warden) to investigate the cause of the alarm.

In case of Evacuation:**Muster point: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** Incident Commander will direct Fire wardens to escort residents to the muster point
* If residents unable to evacuate fire wardens will direct residents to a safe location to shelter in place till Fire dept can assist with evacuation, see Levels of evacuation:

**Level I** – Horizontal Evacuation Evacuate all affected persons beyond the fire separation door to an adjacent safe area on the SAME floor **Level II** – Vertical Evacuation Evacuate all affected persons to another floor, preferably 2 floors down **Level III** – Total Evacuation Evacuate all persons from the building – Remain in your assigned areas for instruction**Short Term Evacuation locations:**1. Community Centre, phone
2. School, phone
3. Another lodge, phone
4. Hotels, phone
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| **Designated rescue and evacuation workers** | The follow workers are trained in rescue and evacuation:1. Manager (Incident Command)
2. Supervisor (Incident Command)
3. Staff#1 (Fire Warden)
4. Staff#2 (Fire Warden)
5. Staff#3 (First Aider)
6. Staff#4 (First Aider)
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## Identify the Level of Emergency:

**Level 1:** The site has all the resources to manage the incident, it is stable and under control and not likely to escalate. There is no apparent threat to life safety.

**Level 2:** The site does not have all the resources to manage the incident, the situation is not stable. Requires the support of an Emergency Operations Centre or external agency. There is a potential threat to life safety.

**Level 3:** Multiple sites or surrounding area affected by the incident. The situation is unstable with high potential to escalate. There is a lack of resources, supported needed for EOC or external agencies. There is a significant threat to life safety multiple people in the area.

## Exercises and Drills:

* The frequency of (code red) fire drills should be determined by your local fire department based on the building occupancy. (monthly recommended for this template)
* For all other scenarios complete (insert specific form used - drill record form)
* An Exercise is a way to practice emergency response in theory, tabletop exercises are most common.
* A Drill is a practical way to test [site name] emergency response by completing part or all of a response to a code or scenario
* [site name] will complete a (code red) fire drill and another emergency code exercises each month.
* [site name] will complete a (code green) evacuation at least annually.
* Work Site Inspections will ask staff what to do for the specific emergency code training, drills etc.

# SITE NAME Emergency Response Codes / Plans - Quick Reference Guide

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| --- | --- | --- |
| **CODE** | **WHAT DO I NEED TO DO?** | **WHAT NUMBER DO I CALL?** |
| **Cardiac Arrest/Medical Emergency****(CODE BLUE)** | * Call for HELP
* Start BLS if trained and it is safe to do so
* If not trained in BLS, stay with the person and reassure them that help is on the way
 |  |
| **Fire****(CODE RED)** | **R –** remove those in immediate danger**E –** ensure the room door is closed**A** – activate the fire alarm**C –** call 911**T –** try to extinguish fire if safe to do so | **Fire Extinguisher Use:****P –** pull pin**A –** aim at base of fire**S –** squeeze trigger**S –** sweep back and forth |  |
| **Do NOT use elevators, unless authorized by fire dept** |
| **Violence / Aggression****(CODE WHITE)** | **Staff involved:*** Assess threat to safety of self / others
* Call for help, activate panic button if available
* Remain calm
* Maintain a safe distance; leave if able
* Talk in a non-threatening voice – try to defuse the situation
 | **Staff not directly involved:*** Return to your work area if safe to do so
* Close and secure doors if able
* Have visitors remain with you
* Support the staff directly involved
 |  |
| **Hostage****(CODE PURPLE)** | **Staff involved:*** Call for help – remain calm
* Avoid acts of aggression – do not talk unnecessarily
* Do not negotiate with captor – try not to show emotion
* Stay away from doors / windows if able
 | **Staff not directly involved:*** If the Code Purple is called in your work area, do not return to your work area
* If Code Purple is called for a different area while you are away, return to you own work area if it is safe to do so
* Close and secure doors if able
* Have visitors remain with you
 |  |
| **ACTIVE ASSAILANT** | **Staff in imminent danger or in close proximity*** RUN – if a safe exit is available
* HIDE – out of assailant’s view
* FIGHT – as a last resort
 | **Staff not in close proximity** depending on how the situation develops, prepare to take the RUN, HIDE, FIGHT actions |  |
| **Missing Person****(CODE YELLOW)** | * Call or have someone call your supervisor / manager and page all staff to search immediate work area – observe for missing person and/or suspicious activity and report
* Assist in search as directed
 |  |
| **Bomb Threat****(CODE BLACK)** | * Record information on the Bomb Threat Checklist
* Call or have someone call your supervisor / manager and reception via landline
* Conduct visual scan of your workspaces and public common areas – report any suspicious items
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| **SUSPICIOUS ITEM** | * DO NOT TOUCH IT
* Leave the immediate vicinity, put at least 1 wall or 50m between you and the suspicious item
* Call or have someone call by landline your supervisor / manager
 |  |
| **Shelter in place / Air exclusion****(CODE GREY)** | * Move staff and visitors inside
* Close all doors and windows
* Follow instructions
* Be prepared to evacuate if necessary
 | Site Manager / supervisor |
| **Evacuation****(CODE GREEN)** | * Follow instructions and provide assistance as needed
 | Site Manager / supervisor |
| **Chemical Spill / Hazardous substance release****(CODE BROWN)** | * Stop all work in the spill area – notify supervisor / manager
* Contain the spill if trained; prevent others from entering the spill area
 |  |
| **Mass Casualty Incident****(CODE ORANGE)** | * Contact local hospitals
* Wait for communications from the Incident Command Post
 |  |
| **LOCKDOWN** | * Prevent others from entering the incident location
* If possible, isolate the immediate area by securing doors
* If possible, secure the remainder of the unit/dept by moving residents, visitors and staff to an area that can be secured, away from the threat
 |  |
| **SEVERE WEATHER** | **Imminent TORNADO*** Get In
* Get Down
* Get Covered
 | **All Other Severe Weather Events*** Assess threat
* Notify supervisor / manager
* Remain vigilant for deteriorating weather
 |  |

Refer to your site’s Emergency Response Plan for more details and other plans not referenced.