# [Company Name] Emergency Response Plan (ERP)

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

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| --- | --- |
| **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 |
| Other  Contingency 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* |

# [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 | |
| **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). | |
| **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 | |
| **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) | |

## 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 | |  |
| **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.