**Purpose**

[Organization’s Name] recognizes the importance of maintaining a healthy and safe workplace and is committed to ensure all individuals have the right to know about potential emergencies that could occur and how they will keep themselves and others at the facility safe.

**Policy**

To ensure the health and safety of all, [Organization’s Name] will maintain current Emergency Response Plans (ERP) that address all potential emergency situations that have the potential of occurring. The ERP’s will be implemented and reviewed to ensure the effectiveness of the plans in terms of their execution and prevention of the health and safety of all at the site.

**Definitions**

## 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.

**Responsibilities**

Employer will:

* Ensure that Emergency Response Plans (ERP) are developed and reviewed.
* Ensure that all resources that are needed for proper responses are provided.
* Ensure that all employees receive training appropriate for their roles in the ERP.

Supervisor will:

* Ensure that all employees under their supervision are aware of all potential emergencies and how to properly respond.
* Ensure that drills are conducted to practice and review the effectiveness of the responses

Employees will:

* Understand their role and response for any identified emergency.
* Participate in any ERP training exercises and debriefs.

Health and Safety Committee or Representative [choose what applies for your organization]

* Ensure and annual review of all ERP plans for their effectiveness.
* Ensure that all drills are planned and conducted as per plan.

**Procedure**

1. If new ERP plans are required [Organization’s name] will establish a committee [indicate the name of the committee] to create the new ERP.
2. Each ERP will have drills conducted at the following frequency:
3. Fire (Code Red): indicate what the frequency will be; keeping in mind that all SSL and LTC have a monthly requirement] [If you are unsure of the requirement refer to your local fire department standards for building occupancy]
4. Evacuation (Code Green): Annual full evacuation
5. Other Codes: One code to be practiced each month [indicate what the schedule will be. For example, January – Code Brown, February – Code Black etc.]
6. Each drill will be documented on [identify form].
7. Following each drill, the [identify who this will be or the position such as supervisor] will hold a debrief with participants will be held to identify strengths, areas for improvements and any deficiencies or hazards. These will be documented on [Identify form]
8. Any deficiencies or hazards that require to be addressed immediate will be written up on [indicate how this is to be competed such as, a maintenance request form]
9. Health and Safety Committee/Representative [choose what applies for your organization] will review all drill forms and debriefs. They will also follow up on any identified areas for improvement, deficiencies, or hazards [indicate how the committee with do this such as, in the meeting following the review.].
10. On an annual basis the Health and Safety Committee/Representative [choose what applies for your organization] will do a full review of the ERP and if needed make recommendations for change to the Employer.

Forms [Organizations would list forms, checklists and polices that are associated with this policy.]

* Emergency Response Code Sheet (appendix 1)
* Detailed Emergency Response Plan (appendix 2)
* ERP quick reference guide (appendix 3)

**References**

Alberta Occupational Health and Safety Act, April 1, 2023

Alberta Health Services

**Appendix 1: Emergency Response Code Sheet**

# [Company Name] Emergency Response Plan (ERP)

|  |
| --- |
| **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 |
| 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* |

**Appendix 2: Detailed Emergency Code Response plan**

# [Site Name] Emergency Response Plan

|  |  |  |
| --- | --- | --- |
| **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) | |

# Appendix 3: Emergency Response Quick Reference Guide

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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.