



EMERGENCY RESPONSE PLANNING



Emergency response planning is crucial in the workplace as it ensures the safety and well-being of employees, residents, and visitors during unexpected events.

By preparing for emergencies through comprehensive plans, organizations can minimize risks, respond effectively, and mitigate potential damages.

CODE WHITE - VIOLENCE

ACTIVITY DIRECTIONS

Before the Activity:

- Prepare a sufficient number of scenario cards to distribute among the groups.

During the Activity:

- Break your staff into groups of 2 or more.
- Give each group 1 scenario card.
- Give 5 minutes for groups to discuss their scenario and what an appropriate response for it would be.
- Ask each group (one at a time) to explain their scenario, and their response plan to the rest of the group.
- After each group explain their response plan, give praise if they are correct, and provide gentle corrections if their response is inappropriate

SCENARIO CARDS

These cards should describe different hypothetical situations involving a violent individual on site.

For example:

- An angry unknown individual in the main lobby.
- A disgruntled employee threatening violence in the break room
- An unknown person is reported to be acting aggressively in the parking lot.
- An angry resident armed with a cane in the dining room



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EMERGENCY RESPONSE PLANNING



The significance of emergency response planning in the workplace cannot be overstated. It guarantees the protection and welfare of employees, residents, and visitors during unforeseen events. By creating and implementing detailed plans, organizations can minimize risks, respond efficiently, and reduce potential damages.

EVACUATING THE BUILDING

ACTIVITY DIRECTIONS

******This safety segment requires preparation from the facilitator***

Preparation:

- Look at your building's evacuation plan and determine what each of your staff members must do if the building is to be evacuated.
- Create a bullet-point-list of each of the tasks that must be completed by yourself, and each of the staff members who will be present.
- Arrange this list in no particular order and either create a print out or write it on a board where each participant can see it.

During the Activity:

- Assign a person's name to each participant
- Give them the following directions: "I have provided you the list of all the tasks that need to be done by the people in this room in the event of a building evacuation. However, not everyone in this room is supposed to do each of these tasks. I want each of you to choose which of the tasks you think are the correct for the person you have been assigned."
- After 5 minutes, go over the correct answers so each person knows what they must do when a building evacuation is taking place.



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Workplace emergency planning is vital for ensuring the safety and well-being of employees, residents, and visitors during unforeseen incidents.

Comprehensive plans minimize risks, facilitate effective responses, and mitigate potential damages, safeguarding all individuals involved

SHELTER IN PLACE

DIRECTIONS

As climate change progresses, more energy is being put into the atmosphere. This means extreme weather will occur more frequently every year. Ask participants to consider what to do when a tornado warning happens at work.

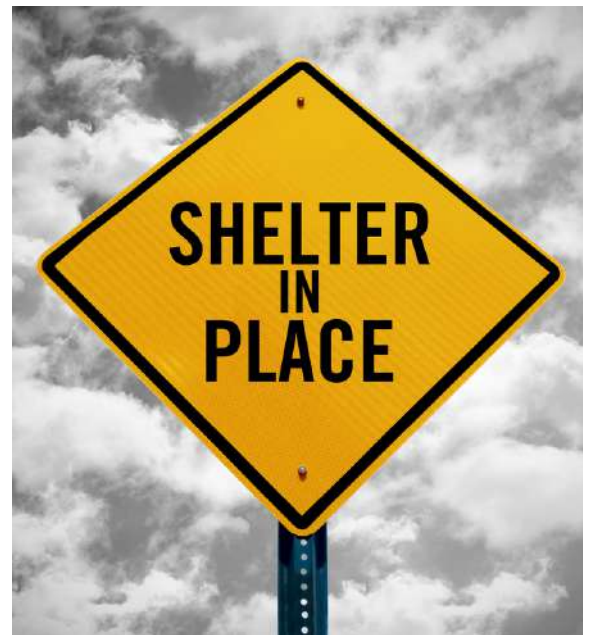
Show participants the following tornado safety video [HERE](#) (2minutes)

Quickly go over what your staff is supposed to do incase of a Tornado warning.

SHELTER IN PLACE - TORNADO

When informing your staff about what to do in case of a tornado warning, make sure each person knows:

- Where the safest place in the building is
- What needs to be done by them
- Who they are responsible for helping (if they can do so safely)



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Developing a thorough workplace emergency plan is critical to ensure the safety and security of all personnel, occupants, and visitors in the event of an unexpected incident. Such an approach reduces potential hazards, streamlines responses, and mitigates harm, preserving the welfare of all parties involved.

WHAT EMERGENCIES MIGHT WE FACE?

DIRECTIONS

There are many possible emergencies that could occur at your facility so it is important for staff to have an understanding of what they might be.

In this activity, discuss with your group the past emergencies and possible future ones they may face at work using the discussion questions below.

Use the group's answers to the fourth question as a guide for what to do to prepare for future emergency responses.

SAFETY SEGMENT DISCUSSION

Discussion questions:

1. What emergency situations have we dealt with at work before?
2. How effective was our response?
3. What other emergency situations might occur at work? Think about situations caused by:
 - a. nature,
 - b. people,
 - c. and the work environment
4. What would we need in order to feel more prepared for future emergencies?



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Taking care of one's mental health is just as important, if not more important than doing our everyday tasks. If we let our mental health diminish, we will not be able to handle stress or make overall healthy choices, resulting in the increased risk of mental illness.

Remember, you must take care to give care. Mental health matters

MENTAL HEALTH FOCUS: RESPONDING TO EMERGENCIES

DIRECTIONS

Start the discussion by setting the expectations for creating a safe space and respecting everyone's feedback. Print out or show an electronic copy of the [Responding to Stressful Events](#) by the Public Health Agency of Canada. After everyone is done reading, use the guiding question below to facilitate a group discussion.

SAFETY SEGMENT DISCUSSION

Guiding Questions:

- What are some common stressors that caregivers are faced with?
- What are some signs of stress?
- When should you seek help?
- How can you relieve stress?

Notes to the Team Leader: Facilitate an atmosphere of support and openness to feedback by encouraging the staff to share experiences or opinions without fear of reprisal.



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