DEARNESS HOME POLICIES AND PROCEDURES

MANUAL: Emergency Management Plan  INDEX NO: EMP01-003
SECTION: Introduction  PAGE 1 of 2

SUBJECT: Appendices – Supporting Materials

- Implemented M / D / Y
  07 01 22
- Reviewed M / D / Y
  07 01 22
- Revised M / D / Y

APPROVED BY:

DOCUMENT APPLIES TO: All Staff

A printed copy of this document may not reflect the current policy. Refer to the electronic version located in the Emergency Management Plan in Surge Learning

PURPOSE
Appendices are supporting materials and information that shall be used and consulted according to the Emergency Management Plan. A summary of the supporting materials in these sections is as follows;

Appendix ‘A’: Emergency Reports and Required Actions
  a) Emergency Drill Report (all codes)
  b) Required Actions Checklists (applicable codes)

Appendix ‘B’: Emergency Response Plan Summary Sheets and Testing of Emergency Plans Schedule
  a) Emergency Response Plan summary sheets
  b) Testing of Emergency Plans schedule

Appendix ‘C’: Communication Plan
  a) Emergency Fan-Out System for emergencies, after-hours calls
  b) Seniors Services Contact Information
  c) Call In Lists
    i. Maintenance contact information
    ii. On Call Manager contact information
  d) Emergency Management Plan Communication Requirements Log

Appendix ‘D’: Reciprocal Relocation Agreements
  a) Alternate shelter arrangements and contact information for an activation of the Code Green Emergency Response Plan

Appendix ‘E’: Transportation Plan
  a) Resident transportation arrangements and contact information for activation of the Code Green Emergency Response Plan
  b) Transportation arrangements and processes for the movement of medical supplies, PPE and other emergency equipment for residents and staff during a relocation or evacuation.
Appendix ‘F’: Extreme Weather Plan  
a) Extreme Weather Plan Checklist in support of EMP01-013

Appendix ‘G’: Emergency Resource Stockpiles  
a) Emergency Resource Audit Forms in support of EMP01-016.

Appendix ‘H’: Hazard Identification Risk Assessments (HIRA)  
a) HIRA template in support of EMP01-017

Appendix ‘I’: Location of Emergency Plans, Fire Zones and Floor Plans  
a) Home specific Emergency Management Plan locations  
b) Home specific Fire Safety Plan locations  
c) Home specific fire zones and floor plans

Appendix ‘J’: Resetting Main Fire Alarm Control and Annunciator Panels Instructions  
a) Home specific information on the resetting of fire alarm control systems