

## DEARNESS HOME POLICIES AND PROCEDURES

<b>MANUAL:</b> Emergency Management Plan	<b>INDEX NO:</b> EMP01-003		
<b>SECTION:</b> Introduction	<b>PAGE</b> 1 of 2		
<b>SUBJECT:</b> Appendices – Supporting Materials	Implemented M / D / Y 07 01 22	Reviewed M / D / Y	Revised M / D / Y
<b>APPROVED BY:</b>			
<b>DOCUMENT APPLIES TO:</b> All Staff			
<i>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</i>			

### **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.

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### **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