

DEARNESS HOME POLICIES AND PROCEDURES

MANUAL: Emergency Management Plan	INDEX NO: EMP01-005		
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SUBJECT: Authority-Declaration & Chain of Command	Implemented M / D / Y 07 01 22	Reviewed M / D / Y	Revised M / D / Y
APPROVED BY:			
DOCUMENT APPLIES TO: 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>			

EXTERNAL EMERGENCY (DISASTER)

An external emergency will be declared by the mayor of the local municipality or delegate who will declare a "Disaster Alert" and designate a "Disaster Area". In either of these situations, management will consult with and receive appropriate direction from the Deputy City Manager, Social and Health Development.

CITY OF LONDON EMERGENCY OPERATIONS CENTRE (EOC)

It is understood that if the EOC is activated by an emergency or disaster that appropriate support and direction will be received and/or followed as applicable.

INTERNAL EMERGENCY

An internal emergency can be declared by the Chief Warden, Administrator or in his/her absence, designated personnel, as authorized by the Administrator in succession as follows:

1. Administrator
2. Director of Care
3. Senior Manager, Support Services and Business Operations
4. Environmental Services Manager
5. Associate Director of Care
6. Manager of Housekeeping, Laundry
7. Manager of Food Services
8. Manager, Community Life

ADMINISTRATOR

In the event that the home's Chief Warden is not fulfilling the duties of the role, the Administrator or in his/her absence, designated personnel, as authorized above will assume the role of the Chief Warden

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CHIEF WARDEN

The In-Charge Registered Nurse (Charge RN) for the home will be responsible for carrying out the duties of the “Chief Warden” as detailed in the emergency plans here in.

AREA WARDEN - RESIDENT HOME AREAS (RHAs)

The home will delegate the duties of the “Area Warden” to nursing staff members which will normally be the Registered Practical Nurse (RPN) and the Registered Nurse (RN) other than the Charge RN. Where registered staff are unavailable, a Personal Support Worker (PSW) or recreation staff may be designated.

AREA WARDEN - CENTRAL AREAS/ADMINISTRATION AREAS

The home will delegate the duties of the Area Warden for central areas/administration areas to;

1. A dietary staff member if the dietary space is centrally located, or
2. A member of the home’s management team, or
3. Office staff