

DEARNESS HOME POLICIES AND PROCEDURES

MANUAL: Emergency Management Plan	INDEX NO: EMP03-002		
SECTION: Code Red - Fire	PAGE 1 of 4		
SUBJECT: Code Red Responsibilities	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 on Surge Learning.</i>			

RESPONSIBILITIES - ADMINISTRATOR

The Administrator will be responsible for the overall and maintenance of the fire safety plan and all other emergency plans. Specifically responsible for:

1. Coordinating fire safety efforts and/or concerns affecting the LTCH.
2. Ensure emergency procedures are available in designated areas and updated accordingly, as well as staff responsibilities being posted in designated areas.
3. Ensure that managers are training all new staff when oriented to the home and that the home continues to update training to all staff and managers on an on-going annual basis.
4. Ensure Fan-Out list is kept up to date with all names and phone numbers.
5. Ensure residents' lists are updated and maintained by office staff.
6. Provision of alternate measures for safety of occupants during shutdown of fire protection equipment.
7. Arrange for external relocation centres and assess availability of equipment and supplies at these centres.
8. Maintain an updated staff listing and fan out list in the shared drive.

RESPONSIBILITIES – ENVIRONMENTAL SERVICES MANAGER

1. Develop plans for testing of various sections of the Emergency Management Plan and,

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once approved, implement.

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2. Ensure that minutes are taken at all departmental meetings dealing with the Emergency Measures Manual.
3. Review and update Emergency Management Plan Procedures when warranted and obtain approval from Chief Fire Officials.
4. Ensure community contacts are kept up to date with proper phone numbers/names.
5. Ensure that the annunciator panel is correct for the zones and locations.
6. Ensure that the re-set panel is labelled with instructions for the operation and procedures for resetting alarms.
7. Assist in training staff in emergency response, and help develop plans for such training.
8. Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety and are able to implement the fire safety plan and all other emergency plans.
9. Testing of emergency generators on an on-going basis.
10. Control of fire hazards in the building.
11. Maintenance of building facilities provided to ensure safety.
12. Ensuring that the check, test and inspections as required by the Fire Code are completed on schedule and that records are retained for no less than 2 years.
13. Preparation of schematic diagrams, acceptable to the Chief Fire Official, showing type, location and operation of all building fire emergency systems.
14. Ensure that a schematic diagram, showing type, location and operation of all building fire emergency systems (e.g.: location of fire alarm control panel, shut off valves, annunciation and natural gas) is maintained.
15. Ensure that all exits are in proper working order.

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16. Ensure the Transportation Plan is current in event of evacuation (as applicable).
17. Be familiar with relocation centres' services and facilities.
18. Maintain and establish required communication channels as part of Communication Plan

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19. Assist Administrator in ensuring proper security of premises.
20. Maintain an updated Maintenance Staff listing at personal residence.
21. Ensure Reciprocal Relocation Agreements are current

RESPONSIBILITIES – MANAGERS

Managers are responsible for orientating and the implementation of the fire safety plan and all other emergency plans in their department and to assist in the home's implementation. Specifically the Managers are responsible for:

1. Being familiar with their role and the role of their staff as it pertains to the fire safety plan and all other emergency plans.
2. Ensuring all department personnel have been trained and educated on the use of the existing fire safety equipment and in the actions to be taken under the approved fire safety plan and all other emergency plans.
3. Know the operation of fire protection equipment, fire alarm system and fire extinguishers.
4. Maintain an updated staff listing and fan out list.
5. Ensure that staff are called in when required.
6. Assist in co-ordinating and staffing reception area.
7. Be familiar with relocation centres' services and facilities.
8. Ensure a list is made of all staff on duty at time of alarm.
9. Participate in all comprehensive Code Red drills for night staff to monitor resident safety during drills occurring with minimum staffing levels.

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RESPONSIBILITIES – ALL STAFF

To ensure a safe environment and to ensure the safety of all building occupants, all staff shall be trained on their responsibilities and role as it pertains to the approved fire safety plan and all other emergency plans before given any responsibility under these plans.

1. All staff shall receive an orientation on their role and responsibilities as it pertains to the approved fire safety plan and all other emergency plans at the time of hire.
2. All staff shall review their role and responsibilities as it pertains to the approved fire

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safety plan and all other emergency plans at least annually.

3. Specifically all staff are responsible for:
 - a. Knowing their role and responsibility as it pertains to the approved fire safety plan and all other emergency plans
 - b. Carrying out their duties as described within the emergency plans
 - c. Participating in the testing of emergency plans
 - d. The reporting of hazards or unsafe practices that diminish the fire safety systems or equipment within a home
 - e. Remaining on duty and implementing the emergency procedures should an emergency be activated during a shift change or while on a break.
 - f. To assist with the control of fire hazards