

Belmont HOUSE

SUBJECT:	Evacuation Plans - Code Green		
VOLUME:	Vol. 6 Disaster Planning and Emergency Response – Code Green		
REVIEWED BY:	Director of Support Services	ORIGINAL DATE:	May 2002
APPROVED BY:	CEO	REVISED DATE:	June 2022
SIGNATURE:	PAGE : Page 1 of 3		

PURPOSE:

To formalize a plan to efficiently respond to an emergency evacuation. To ensure the health and safety of Residents and Tenants in an emergency.

PREAMBLE:

★ ***If residents and tenants evacuated are not allowed to return to Belmont House, the Relocation Plan is activated.***

1. Evacuation follows four (4) steps:
 - **SITE:**
Evacuate a room or area during an emergency, e.g. during a fire
 - **HORIZONTAL:**
Evacuate behind fire safety door or into another fire safety zone.
 - **VERTICAL:**
Evacuate to a lower floor.
 - **PREMISES:**
Evacuate from one whole wing or building to another.

2. In a **Precautionary** evacuation, normally, there is lead time before the threat is imminent, e.g.
 - external event
 - bomb threat

3. In the case of a **Crisis** evacuation, immediate removal of residents is necessary to prevent injury or loss of life, e.g.
 - rapidly spreading fire
 - massive gas leak
 - explosion

POLICY:

If evacuation becomes necessary, staff will follow all necessary steps to initiate and conduct an evacuation in an orderly manner to ensure the safety of residents and tenants.

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PROCEDURE:

1. In the event of a sudden and total evacuation of residents, the magnetic locks will be deactivated. Magnetic locks may be deactivated in the Fire Control Room on the wall beside the firemen door or by pulling the fire alarm.
2. To initiate a full evacuation alert, a key is used to activate at any pull station or alert can be activated from the Fire Control Room panel.
3. Residents/tenants will be evacuated through all existing exits in an orderly manner, and sorted into groups of injured and uninjured.
4. Ambulatory residents/tenants will be evacuated first. None ambulatory residents/tenants will be evacuated last to ensure a rapid evacuation response.
5. Injured residents will be triaged by Ambulance personnel outside of Belmont House, away from immediate danger.
6. Sorting areas will be:
 - MAIN ENTRANCE BELMONT STREET
 - in the grassed area in front of the main Belmont Street exit.
 - DAVENPORT ENTRANCE- south part of the parking lot
 - in the paved area east of the West Wing Davenport exit.
 - McMURRICH DOOR
 - in the rose garden to the left of the exit
 - LOADING DOCK
 - parking lot area
7. Residents and Tenants will be tagged if relocation is initiated.
8. The Human Resources Department is responsible for ensuring that employees, visitors, volunteers and students with a disability receive the proper assistance and help during an emergency situation that requires an evacuation.

An individualized emergency response plan will be created upon request where applicable for the parties listed above. The information will be shared with Front Desk in order to coordinate assistance during an emergency.

The emergency response plan will include the following information:

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- Persons primary location in the building:
 - Employees, Volunteers, Students – Primary care floor or work station
 - Visitors – Room and Floor of resident/tenant they are visiting
- Persons overall accommodation needs
- Belmont’s Response/Assistance Provided in an evacuation
- Emergency Contact Information
- A copy of the emergency response plan (in Word) as well as a copy in the applicable accessible format provided to the party

The plan will be provided to the party in the applicable accessible format.

When Code Green is called, Front Desk will notify Human Resources if there are any visitors, students and volunteers that are currently in the building that require assistance in the event of an emergency. Human Resources will check schedules to determine which employees are in the building. The emergency response plan will then be carried out accordingly.

The Human Resources Department will be responsible for reviewing annual individualized emergency response plans as well as emergency contact information on a yearly basis to ensure they are up to date and document the needs of the party which may have changed (example – location of work performed by an employee may have changed from last review).

REFERENCES:

Fixing Long Term Care Act 2021
 RHA 2010 O Reg. 166/11, s. 24, 25, (1), (2), (3), (4), (5), Accessibility for Ontarians with Disabilities Act, 2005, Accessibility Standards for Customer Service, Ontario Regulation 429/07

CROSS-REFERENCE:

Policy Title	Volume
Relocation of Staff to Receiving Facility	V.6 – Emergency Response – Code Green
Relocation, Initiation of	V.6 – Emergency Response – Code Green
Relocation, Staff Responsibilities During	V.6 – Emergency Response – Code Green
Evacuation Relocation Receiver Bulletins	V.6 – Emergency Response – Code Green
Evacuation, Staff Responsibilities After Hours	V.6 – Emergency Response – Code Green
Evacuation, Staff Responsibilities Day Shift	V.6 – Emergency Response – Code Green
Call Back Fan Out Arrangements	V.6 – Emergency Response – Code Green
Belmont AODA Program	
Evacuation Placement Process Guide	Ministry of Long Term Care