

# Belmont HOUSE

<b>SUBJECT:</b>	Emergency Response Plan – General Information		
<b>VOLUME:</b>	Vol. 6 Disaster Planning and Emergency Response	<b>ORIGINAL DATE:</b>	November 1999
<b>REVIEWED BY:</b>	Director of Support Services	<b>REVISED DATE:</b>	June 2022
<b>APPROVED BY:</b>	CEO	<b>PAGE :</b>	Page 1 of 2
<b>SIGNATURE:</b>			

**PREAMBLE:**

The Belmont House Emergency Response Plan outline the coordinated response that the Home undertakes in collaboration with its staff, agencies and outside stakeholders to ensure an effective response and recovery from an emergency

**POLICY:**

Belmont House will identify any situations that may pose a risk to the home. The emergency response plan will include specific response plans that will standardize and simplify responses to all identified emergency/disaster situations. The plan will ensure that all staff and agencies which may become involved in an emergency are aware of their respective roles and responsibilities during an emergency and participate in the emergency response program.

**PURPOSE:**

The manual provides planned and safe response procedures to ensure:

- ◆ safety to residents, tenants, staff/volunteers and visitors during an emergency.
- ◆ continuity of services during an incident.
- ◆ directions to staff on internal and external emergency response procedures

The **OBJECTIVES** of the manual are to:

- provide quick and easy reference instructions for staff;
- ensure consistency of action and decision making through standardized plans;
- assist in training/educating staff in expected response techniques.
- document approved policies and procedures developed by representatives of the Home, in consultation with external support groups: Police Department, Fire Department, Ambulance Services and Emergency Services Planning.  
provide basic principles and guidelines to employees to enable flexible thinking for staff faced with a problem situation not identified herein.

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## **PROCEDURE:**

1. The Senior Management team and Nurse in Charge will evaluate the emergency situation and decide what action to take even after business hours.
2. All codes will be announced over the P.A. system unless the policy indicates “DO NOT” announce over the P.A. system i.e. Intruder policy.
3. A list of emergency telephone numbers and Emergency Response Quick Codes will be easily accessible to the Nurse in Charge and staff on all units.
4. Emergency I.D. tags are prepared after admission for Residents and Tenants and kept in the Emergency Supply Room. These tags are updated monthly.
5. On Call Senior Managers list will be available for staff to call to support them in the event of an emergency.
6. An up-to-date Fan Out List is available in the Emergency Supply Room. Each Senior Manager will be provided an up-to-date copy of the Fan Out List.
7. Adequate personnel and equipment will be in place to respond to an emergency.
8. Prearranged agreements will be in place with external partners.
9. Staff will participate in annual training exercises.
10. There will be annual testing of the Emergency Response Plan.
11. Evaluation and documentation following an emergency or exercise where it was implemented.