

2014

Evergreen Nursing Services  
3057 West 33<sup>rd</sup> Avenue  
Vancouver, BC  
V6N 2G3

## **[EMERGENCY PREPAREDNESS PLAN]**

This document contains the emergency preparedness plans for Evergreen Nursing Services Administration Offices in case of Fire or Flood emergencies.

## **DISASTER PREPAREDNESS PLAN**

### **MEDICAL, FIRE AND POLICE EMERGENCIES – 911**

**Fire (Non-Emergency):** 604-665-6000

**Emergency Medical Services (EMS) (Non-Emergency):** 604-872-5151

**Police Department (Non-Emergency):** 604-717-3321

**Fortis BC (Gas Provider):** 1-800-663-9911

*(Review Contact Information Annually)*

# DISASTER PREPAREDNESS PLAN

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# DISASTER PREPAREDNESS PLAN

## Purpose

To continue providing quality care to the clients of Evergreen Nursing Services during times of major emergencies and/or disasters.

This Disaster Preparedness Plan provides safety and evacuation procedures for staff located in the Administrative Office and in Private Homes for the following emergencies: Major Fire, Minor Fire and Earthquake.

## Scope

This Disaster Preparedness Plan applies to all Evergreen Nursing Services employees (“Covered Individuals”) including full time permanent and casual employees.

In those instances where the “Place of Care” (the location of service delivery) provides Disaster and Emergency Protocols specific to that location or facility - Evergreen Nursing Services staff should follow the place of care procedures in case of an emergency.

## Organizational Overview

Evergreen Nursing Services administration offices located at 3057 West 33<sup>rd</sup> Ave, Vancouver, BC is a small facility with 4 employees on site at any given shift.

Evergreen Nursing Services has employees who work outside of the Administrative Offices in private homes and nursing facilities.

## ANNEX A –FIRE SAFETY PROCEDURES – ADMINISTRATIVE OFFICE

### Major Fire Actions and Evacuation Procedures

**Definition:** A major fire is defined as one that involves the structure or a portion of the structure in which the administration office of Evergreen Nursing Services is located.

#### 1. When a Fire or Smoke from an Unknown Source is Detected

- a. Ring the fire bell located in each office space and yell FIRE.
- b. Begin evacuating all persons from the building.
- c. If safe to do so, close all interior doors and look for fire location as you evacuate.
- d. Perform a head count to ensure all persons are out of the building.
- e. Notify 911 and report the fire, location and size if possible.
- f. Notify the Owner, Rosie Watson if she is not on the property and is not aware of the problem.
- g. **DO NOT RE-ENTER THE BUILDING**

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## 2. Evacuation Procedures

- a. Persons in the administration offices will evacuate the building through the Main Entrance door. If the Main Entrance door is blocked by fire or other obstacles, evacuate the building through the north entrance (located in the washroom).
- b. After evacuating the facility, employees will assemble on the south side walk in front of the office.

## Fighting a Minor Fire

**Definition:** A minor fire is one that is not structural in nature (e.g. fire in a trash can, stove top fire).

### 1. Fighting the Fire

- a. Ring the fire bell and yell FIRE.
- b. Evacuated the office.
- c. If you reasonably believe the fire to be **MINOR** in nature and you wish to do so, re-enter the building and use the fire extinguisher.

### 2. Evacuation Procedures

- a. Persons in the administration offices will evacuate the building through the Main Entrance door. If the Main Entrance door is blocked by fire or other obstacles, evacuate the building through the north entrance (located in the washroom).
- b. After evacuating the facility, employees will assemble on the south side walk

### 3. Staff Functions and Job Assignments

#### **Office Manager:**

- *IF FIRST WITNESS*, initiate office evacuation by ringing the emergency bell and yelling FIRE.
- Perform a head count to ensure that all employees are present and accounted for.
- Call 911 and report the fire.
- Notify Owner, Rosie Watson if she is not present or aware of the emergency.
- Schedule Fire Preparedness Drills and complete the ***Fire Procedures Drill Record (Appendix A)***

#### **Director of Clinical Management:**

- *IF FIRST WITNESS*, initiate office evacuation by ringing the emergency bell and yelling FIRE.
- **In the absence of the Office Manager:**
  - Perform a head count to ensure that all employees are present and accounted for.
  - Call 911 and report the fire.
  - Notify Owner, Rosie Watson if she is not present or aware of the emergency.

#### **Employee and Client Relations Specialist:**

- *IF FIRST WITNESS*, initiate office evacuation by ringing the emergency bell and yelling FIRE.
- **In the absence of the Office Manager and Director of Clinical Management:**
  - Perform a head count to ensure that all employees are present and accounted for.

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- Call 911 and report the fire.
- Notify Owner, Rosie Watson if she is not present or aware of the emergency.

### **Nursing Supervisor:**

- *IF FIRST WITNESS*, initiate office evacuation by ringing the emergency bell.
- **In the absence of the Office Manager, Director of Clinical Management and the Employee and Client Relations Specialist:**
  - Perform a head count to ensure that all employees are present and accounted for.
  - Call 911 and report the fire.
  - Notify Owner, Rosie Watson if she is not present or aware of the emergency.

### **4. Fire Drill**

The administrative office will hold a practice drill at least once per calendar year and document the results of the drill in the *Fire Procedures Drill Record (Appendix A)*. The drill record will include the following information:

- a. Date of Drill (Date and Time)
- b. Type of fire exercise (Major or Minor)
- c. Results of the Drill: Satisfactory Yes \_\_\_\_ No \_\_\_\_
  - i. A “Yes” indicates that each procedure listed above was accomplished safely and in a timely manner)
  - ii. A “No” indicated that one or more of the above procedures was not accomplished safely and/or in a timely manner. Include a very brief description of the problem and the action(s) taken to correct the deficiency. Re-accomplish the portion(s) or the exercise that was unsatisfactory to ensure the revised Procedure(s) will work.

## ANNEX B: FIRE SAFETY PROCEDURES – PRIVATE RESIDENCE

### Major Fire Actions and Evacuation Procedures

**Definition:** A major fire is defined as one that involves the structure or a portion of the structure in which the administration office of Evergreen Nursing Services is located.

#### 1. When a Fire or Smoke from an Unknown Source is Detected

- a. Pull or initiate fire or emergency alarm if available, if not available yell FIRE.
- b. Begin building evacuation.
  - i. If you are with a client that requires physical assistance to evacuate, assist only if you feel that you can so do safely.
- c. If safe to do so, close all interior doors and look for fire location as you evacuate.
- d. Notify 911 and report the fire, location and size-if possible.

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- i. If it was unsafe to assist a client or other person from the building, notify the fire department that a person or persons remain in the building and require evacuation assistance.
- e. Notify Evergreen Nursing Services of the fire when it is safe to do so by calling the Administration Office or the 24 on-call line and await further instruction.
- f. **DO NOT RE-ENTER THE BUILDING.**

### 2. Evacuation Procedures

- a. Employees on shift in a place of care that does not have an Emergency Evacuation Plan will **EVACUATE THE BUILDING THROUGH THE NEAREST EXIT**. If the nearest exit is blocked by fire or other obstacles, evacuate the building through a secondary exit (e.g. alternate door, window etc.).
- b. After evacuating the facility, assemble a safe distance (no less than 30 meters) from the location that is on fire (e.g. across the street, in a parking lot etc.)

### Fighting a Minor Fire

**Definition:** A minor fire is one that is not structural in nature (e.g. fire in a trash can, stove top fire).

#### 1. Fighting the Fire

- a. Pull or initiate fire or emergency alarm if available, if not available yell FIRE.
- b. Begin building evacuation.
  - i. If you are with a client that requires physical assistance to evacuate, assist only if you feel that you can do so safely.
- c. If you reasonably believe the fire to be **MINOR** in nature and you wish to do so, re-enter the building and use the fire extinguisher.

#### 2. Evacuation Procedures

- a. Persons in a place of care that does not have an Emergency Evacuation Plan will evacuate the building through the nearest exit. If the nearest exit is blocked by fire or other obstacles, evacuate the building through a secondary exit (e.g. alternate door, window etc.).
- b. After evacuating the facility, assemble a safe distance from the location that is on fire (e.g. across the street, in a parking lot etc.)

## ANNEX C– EARTHQUAKE PROCEDURES – ADMINISTRATIVE OFFICE

Note: You will have **no warning** before an earthquake occurs.

#### 1. During the Earthquake

- a. When the shaking begins, get under the nearest piece of heavy furniture, wedge yourself in a doorway, get under a bed or in a bathtub and hold on.
- b. DO NOT attempt to go outside until the shaking has stopped (Count to 60).
- c. Most earthquake related injuries occurs from falling objects.

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NOTE: It is not recommended to attempt to take any action while an earthquake is occurring except TAKE COVER and hang on.

## 2. After the Shaking Stops

- a. Check yourself and those near you for injuries.
- b. Perform simple rescues such as removing victims from under lightweight debris.
- c. To the best of your ability, assess the number and types of injuries at the administrative office.
- d. If the administrative office appears to be structurally unsafe, evacuate to an open outside area that is free of trees, overhead power lines, adjacent tall structures, etc. An aftershock can occur at any time and cause previously damaged buildings and trees to collapse.
- e. Telephones may or may not work. If you have a working phone, DO NOT use it unless you have a medical, fire or Hazardous Material emergency. Using your phone may cause the system to fail.
- f. Turn off all utilities and leave them off until you are told it is safe to turn them on.

## 3. Staff Functions and Job Assignments

### **Office Manager:**

- After the shaking stops, determine if the Administration Office is structurally safe- and if unsafe initiated evacuation to Balaclava Park.
- Perform a head count to ensure that all employees are present and accounted for and assess injuries.
- Schedule Earthquake Preparedness Drills and complete the ***Earthquake Procedures Drill Record (Appendix B)***

### **Director of Clinical Management:**

- *In the absence of the Office Manager perform the following duties:*
  - After the shaking stops, determine if the Administration Office is structurally safe- and if unsafe initiated evacuation to nearby park.
  - Perform a head count to ensure that all employees are present and accounted for and assess injuries.
  - Assess employee's injuries and assist with medical treatment.

### **Employee and Client Relations Specialist:**

- *In the absence of the Office Manager and Director of Clinical Management perform the following duties:*
  - After the shaking stops, determine if the Administration Office is structurally safe- and if unsafe initiated evacuation to nearby park.



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- Perform a head count to ensure that all employees are present and accounted for and assess injuries.
- Assess employee's injuries and assist with medical treatment.

### **Nursing Supervisor:**

- *In the absence of the Office Manager, Director of Clinical Management and Employee and Client Relations Specialist perform the following duties:*
  - After the shaking stops, determine if the Administration Office is structurally safe- and if unsafe initiated evacuation to nearby park.
  - Perform a head count to ensure that all employees are present and accounted for and assess injuries.
  - Assess employee's injuries and assist with medical treatment.

### **4. Drills**

The administrative office will hold a practice earthquake drill at least once per calendar year and document the results of the drill in the Earthquake Procedures Drill Record (Appendix B). The drill record will include the following information:

- a. Date of Drill (Date and Time)
- b. Type of exercise: EARTHQUAKE
- c. Results of the Drill: Satisfactory Yes \_\_\_\_ No \_\_\_\_
  - i. A "Yes" indicates that each procedure listed above was accomplished safely and in a timely manner)
  - ii. A "No" indicated that one or more of the above procedures was not accomplished safely and/or in a timely manner. Include a very brief description of the problem and the action(s) taken to correct the deficiency. Re-accomplish the portion(s) or the exercise that was unsatisfactory to ensure the revised Procedure(s) will work.

## **ANNEX D- EARTHQUAKE PROCEDURES - PRIVATE RESIDENCE**

Note: You will have **no warning** before an earthquake occurs.

### **1. During the Earthquake**

- a. When the shaking begins, get under the nearest piece of heavy furniture, wedge yourself in a doorway, get under a bed or in a bathtub and hold on.
- b. DO NOT attempt to go outside until the shaking has stopped (Count to 60).
- c. Most earthquake related injuries occurs from falling objects.

NOTE: It is not recommended to attempt to take any action while an earthquake is occurring except TAKE COVER and hang on.

### **2. After the Shaking Stops**

- a. Check yourself and those near you for injuries.

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- b. Perform simple rescues such as removing victims from under lightweight debris.
- c. If the private residence appears to be structurally unsafe, evacuate to an open outside area that is free of trees, overhead power lines, adjacent tall structures, etc. An aftershock can occur at any time and cause previously damaged buildings and trees to collapse.
  - i. If you are with a client that requires physical assistance to evacuate, assist only if you feel that you can do so safely.
- d. Telephones may or may not work. If you have a working phone, DO NOT use it unless you have a medical, fire or Hazardous Material emergency. Using your phone may cause the system to fail.

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## Appendix A: Fire Procedures Drill Record

### Fire Procedure Drill Record

Date of Drill: \_\_\_\_\_

Type of Drill: Major Fire: \_\_\_\_\_ Minor Fire: \_\_\_\_\_

Drill of Procedures was Satisfactory: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Procedure(s)/Policies Needed Improvement:

- 1.
- 2.
- 3.
- 4.

Corrective Action for Drill/Policies Needing Improvement:

- 1.
- 2.
- 3.
- 4.

Names of Employee Participants in Drill:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Preparedness Report Completed by: \_\_\_\_\_

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## Appendix B: Earthquake Procedures Drill Record

### Earthquake Procedure Drill Record

Date of Drill: \_\_\_\_\_

Type of Drill:

Drill of Procedures was Satisfactory:    Yes: \_\_\_\_\_            No: \_\_\_\_\_

Procedure(s)/Policies Needed Improvement:

- 1.
- 2.
- 3.
- 4.

Corrective Action for Drill/Policies Needing Improvement:

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- 1.
- 2.
- 3.

Names of Employee Participants in Drill:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Preparedness Report Completed by: \_\_\_\_\_