



# DISASTER AND EMERGENCY PLAN

AUGUST 2018

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### INTRODUCTION

Traverse Independence recognizes that disasters and emergencies can happen in the workplace or in the community at large. These occurrences may seriously affect our clients, staff, and volunteers and affect our ability to deliver the quality service that our clients require.

In case of an emergency or disaster, Traverse Independence will provide clear guidelines and support through an Emergency Operations Centre (EOC) if necessary, that provides employees with the required direction and information to deal with the disaster. The purpose of this information is to state the process of preparing, responding to, and recovering from any unplanned event that could have a negative effect on the organization so that we can protect the health and safety of our clients, caregivers and staff, minimize any inconvenience and minimize damage to facilities.

We will provide support to those most affected, attempt to reduce suffering and minimize loss of life, protect public health if possible, protect the environment where possible, and reduce economic and social loss. Every attempt will be made to maintain communication with employees, families and clients and the public at large. We are accountable to our clients, funders and the public for effective service and maintain effective public relations.

### DEFINITION

A disaster or emergency is a situation or incident that causes or has the potential to cause great harm, trauma, or substantial loss to persons or property.

#### **Potential emergencies**

- Fire
- Power loss
- Sexual or physical assault
- Bomb threat
- Hostage taking
- Person with weapon
- Acts of God e.g. earthquake
- Extreme Weather e.g. tornado

### LEVEL OF ACTIVATION

There are three levels of activation as described below. It is important to determine the level of activation to develop the scope of the response.

#### **Level 1**

Level 1 action reflects events that are normally managed by the organization or local resources. However, there is the potential for the event to escalate and it requires

monitoring only. There is little or no need for site support activation and the event will be closed in a relatively short period.

### Level 2

Level 2 events are emergencies that are of a larger scale or longer duration and may involve limited evacuations, additional or unique resources or similar extraordinary support activities. If the event cannot be managed from the local site, this level may require the activation of an Emergency Operations Centre (EOC). E.g. fire at one of the sites.

### Level 3

Level 3 events are of a large magnitude and/or long duration and multiple sites may be involved. The situation may involve a multi-government response or EMS response. E.g. tornado, earthquake, ice storm, massive and lengthy power outage.

## PRIMARY CONTACTS

The primary contact for the disaster is the CEO or designate (in the case the CEO is not available). The secondary contact will be either the president of the board of directors or a substitute board member.

Toby Harris, CEO	<a href="mailto:t.harris@travind.ca">t.harris@travind.ca</a>	519 580-0767
Brian Clarke, board President	<a href="mailto:bclarke1661@rogers.com">bclarke1661@rogers.com</a>	519-594-2430

## AUTHORITY AND CHAIN OF COMMAND

The authority and chain of command in a level 2 or level 3 emergency will be the following succession:

1. CEO or designate (director of Client Services, Finance or manager of HR)
2. President of the board or alternate board member.

## COMMUNICATION IN THE EVENT OF AN EMERGENCY SITUATION

### INTERNAL COMMUNICATION

1. If after hours, the staff person who becomes aware of the situation calls the on-call manager. If during office hours, the staff person who becomes aware contacts the site supervisor. (If they are not available the on-call manager is to be contacted.)
2. The on-call manager then assesses the level of activation. If the incident falls within a Level 2 or 3 activation, the CEO or designate must be notified immediately.

3. The CEO or designate in turn will contact the president of the board of directors.
4. The CEO or designate will contact senior management and site managers and provide them with available information and assign specific duties which would include informing employees, clients and caregivers/families of the situation as appropriate.
5. If necessary, the CEO will establish an Emergency Operations Centre (EOC) or point of contact for information and phone calls.
6. Managers will call front line staff to inform them of the situation, so that they can prepare themselves psychologically for the incident. Managers will update the staff frequently, so they have accurate information.
7. The situation may require that staff:
  - secure the scene
  - go directly to designated site and await further instructions
  - go to designated site and begin pre-assigned duties
  - stand by and await further instructions.

### EXTERNAL COMMUNICATION

1. The CEO will designate one staff member to be responsible for media and public announcement strategies within the first 2-3 hours. The staff member will define and implement:
  - Public announcements
  - Media statements
  - Statements for family members
2. The staff member will maintain a media log to document names, phone numbers, and times of contact with all media representatives.
3. If applicable, the CEO or designate will debrief all the media on the nature of the occurrence through a press conference.

### GENERAL PROCEDURES FOR RESCUE AND EVACUATION

The following procedure is general in nature, in order to cover the basic steps in many types of emergencies and disasters. Please note that not all steps will apply to each emergency/disaster situation. Determination will be made by CEO or designate to manage the plan specific to the disaster or emergency.

1. Upon involvement or discovery of a disaster or emergency contact 911 if required. In most cases, this would be in the case of an injury incident involving a level 2 or 3 disaster.

2. If safe to do so, prevent further danger and call for assistance, remain to assist, reassure and give first aid if required.
3. If a client, caregiver or employee needs to go to the hospital emergency department ensure hospital and/or police have necessary information and awareness of services offered by Traverse Independence. If the client requires communication assistance or behavioural support, an employee should accompany them if possible.
4. Contact site manager as soon as possible or next designated management person.
5. Evacuate remaining clients if appropriate. Await support from 911 personnel as required, for instance in a fire.
6. Remember to take the following items with you when you evacuate:
  - Disaster and Emergency binder
  - Site emergency box
  - Site keys
  - Site cell phone if applicable.
7. Staff who evacuate must report the evacuation as soon as possible to their manager or on-call manager. The manager will then contact other management staff and/or the CEO, depending on the level of activation of the occurrence.
8. Employee provides the following information to their manager: name of person calling, time, and nature of disaster, location, and contact phone number.
9. If necessary, the CEO or designate will notify the Waterloo Wellington Local Health Integration Network, the Ministry of Health and the Ministry of Labour.

## STEP BY STEP RESPONSE

### INITIAL RESPONSE – 1 TO 3 HOURS POST DISASTER OR EMERGENCY

- If necessary, determine with first responders, the extent of the emergency, danger, and damage. Staff will only assist as directed by the emergency response services, i.e. police or fire department.
- If necessary or ordered, activate the evacuation to move clients to their alternate accommodation. Arrange for family care, temporary services/personal care or any assistance for those affected by the disaster.
- Notify affected families and/or caregivers.
- Management will cooperate with local authorities to provide access to client files or employee files upon request.

## ONGOING RESPONSE – 3 TO 12 HOURS

The CEO or designate will:

- Determine necessity of new worksite or headquarters and inform clients, staff, families, volunteer and the board of directors. Develop plan and implement.
- Contact the Waterloo Wellington Local Health Integration Network and MOH.
- Contact legal counsel.
- Contact insurance company regarding liability.
- Ascertain need for assistance from other agencies, e.g. Red Cross, counselling agencies.
- Conduct an employee meeting to ensure that all employees are aware of the situation; know what is expected of them and what supports are available.
- Identify staffing needs and design new staffing schedule to meet client needs.
- Complete a staff planning exercise to review staff resources, schedules, and employee lists, volunteers, purchase service opportunities, etc.
- Determine need for clothes, blankets, medication, equipment, and staffing levels. Consult the Emergency Contacts List for resources. Maintain records of all used/borrowed equipment; dates to be returned, costs, etc. Contact Red Cross for blankets and equipment. Locate equipment as required.
- Activate employee supports as deemed appropriate for the situation.
- Initiate planning for return to the affected site.
- Debrief clients, families and caregivers as appropriate.

## POST-DISASTER REVIEW

- Prepare an analysis and written summary of the overall response. Recommend any improvements to response.
- Conduct an analysis of support provided to staff throughout management of the occurrence. Recommend changes and highlight any gaps.
- Prepare an analysis of public relations response.
- Engage with staff, clients, families and caregivers for post-disaster feedback.
- Review the Disaster Manual for possible quality improvements.
- Complete Key Contacts Log (Appendix).

## LOCATION OF EMERGENCY EQUIPMENT

To ensure immediate supplies are available to staff in the event of an emergency or black-out and to support the safety of all employees, clients and caregivers, Traverse Independence recognizes the importance of immediate supplies available to staff. In the event of a power outage or emergency/disaster, staff may be without power or supplies for a length of time.

Alarm systems and fire extinguishers are maintained and tested on an annual basis by an external vendor.

### **Supervisor Responsibilities:**

- To maintain an emergency and first aid kit that are easily accessible to all employees in the site office.
- To inspect or assign someone to inspect the emergency and first aid kit and equipment quarterly.
- To maintain an emergency and first aid kit inspection log and keep it attached to both kits.

### **Each site emergency kit should include the following items:**

- Bottled water
- Flashlight and extra batteries
- A whistle to signal for help
- Dust masks
- Garbage bags and moist towelettes
- Toilet paper and paper towels
- Hand sanitizer.

## GENERAL PROCEDURES FOR RESCUE AND EVACUATION

Some emergencies/disasters may require the evacuation of the site. The CEO or designate will direct evacuation. Additional employees may be called in to assist in the event of an evacuation.

### **DEFINITIONS**

- Crisis Evacuation: Employees are not responsible for crisis evacuations if the evacuation places them in jeopardy. This is the responsibility of the emergency

authorities such as the police and fire department. In cases of jeopardy, employees are responsible for their own evacuation only.

- **Precautionary Evacuation:** Precautionary evacuations are performed when the safety at the location is uncertain. In a precautionary evacuation, external conditions are likely to endanger people's health and safety. Emergency authorities such as police, fire officials, utility personnel, or the manager may order a precautionary evacuation.

### SUCCESSIVE STAGES OF EVACUATION

Staff will follow these stages of evacuation:

- **Site Evacuation:** Remove persons from the threatened area to an area of safety.
- **Horizontal Evacuation (same floor, different place):** Move persons along a corridor and beyond a fire door to a place of safety on the same floor. This may only be possible in buildings with designated fire zones. Move persons from the affected area of the floor or building to the opposite side, furthest from the danger.
- **Vertical Evacuation (from one floor in a building to different floor):** Move persons from the affected floor of the building to the building's lobby or outside to await further instructions.
- **Total Evacuation:** Move persons from the affected building. This may be outside or to another building depending on severity and location of the situation, available time, weather conditions, and other facilities ready to receive persons.

### TRAINING AND PRACTICING OF EVACUATIONS

Evacuation plans are to be shared with new staff and clients during their orientation to the program. This is the responsibility of the site manager.

The evacuation plan is to be presented to all staff once annually by the site manager. This will be done in conjunction with the Health and Safety Committee.

The evacuation plan is to be reviewed with all clients at least on an annual basis. Some clients may need the plan reviewed more often due to cognitive impairments.

Evacuations at Tagge Street, Opportunity Centre, and Stanley Ave are to be practised in conjunction with fire drills monthly.

Evacuations at Union Lane, Strasburg, Fergusson, and Head Office are to be practised in conjunction with fire drills at a minimum of once annually.

### SHELTER IN PLACE PLAN

- In the event that relocation of clients is necessary, they will be relocated to the Opportunity Centre or the Tagge Street Group Home basement level. The Group Home

basement can only be used if the elevator is in working order or if the clients affected can walk down the stairs. Fergusson Place clients would be located to the Best Western Hotel.

- In this event the manager or on-call manager will contact the manager of the Traverse Independence Day Programs and Tagge Street Group Home to advise of the situation:

### ASSEMBLY SITES

The address and contact information for the assembly sites are as follows:

The Opportunity Centre  
Driftwood Plaza  
450 Westheights Drive, Suite 18A  
Kitchener, ON N2N 2B9  
Tel. 519-741-5845 ext. 2401 or 2502

ABI Group Home  
120 Tagge Street  
Kitchener, ON N2K 3V9  
Tel. 519-741-5845 ext. 2401

Best Western Hotel  
830 St David Street North  
Fergus, ON N1M 2L2  
Tel. 519-843-2100

Contracted transportation providers can be contacted to relocate clients if required

### SPECIFIC SITE EVACUATIONS

#### General Area of Refuge

Ensure clients, staff, and visitors to the house are evacuated from the building or if exit is not possible, to area of refuge - front foyer and lower landing beside the elevator. If necessary clients will be relocated to the Opportunity Centre Day Program, Tagge Street Group Home or the Best Western. Each fire plan designates a site-specific meeting place in the case of an emergency.

#### Community Partners

Emergency personnel, WWLHIN, MOH, Best Western Hotel Fergus

## 1. HEAD OFFICE

### **Procedure**

If you detect smoke, fire, or unknown odour, pull the fire alarm.

1. Exit the building through the front door or exit at back of office - whichever is closer and safest.
2. If not in personal jeopardy, staff will take the Disaster and Emergency binder and the visitor log sheet out of the building (located on credenza of front reception).
3. Call 911, once you are outside of the building.
4. Everyone is to meet across the parking lot on sidewalk in front of building
5. Staff will inform emergency response services (fire department, police, and ambulance) of the location of any person(s) still in the building.

If exits are blocked:

1. Remain calm and call 911.
2. Stay in room you are currently in or find a room where you can go in and close the door. Once in the room, close door and block the area underneath the door to prevent smoke from coming in.
3. Remain calm. Wait for fire department, police, and ambulance to arrive.

If someone in bathroom or other office area:

1. If not in personal jeopardy, assist them to exit the bathroom and the building.
2. Once outside, call 911
3. If you cannot assist them to exit due to safety, tell them to remain there until fire department arrives.
4. If personal safety allows, put a fire blanket on floor in front of door to keep smoke out.
5. Exit building and wait for emergency services to arrive and inform them that someone is in the bathroom.

### **Area of Refuge**

The grassy area across the parking lot from the main entrance

### **Community Partners**

Emergency personnel, WWLHIN, MOH

### **Practice Schedule**

Once per year

## **2. TAGGE STREET**

In case of fire and if personal safety is not in jeopardy staff are to initiate evacuation.

### **Sequence of Evacuation**

1. Clients in room where fire is located
2. Clients in room(s) next to and opposite the location of the fire
3. The remainder of clients in building

### **Things to consider**

- Always evacuate ambulatory clients and those already in mobility devices (wheelchairs, scooters, commode chairs, etc.) first.
- Clients requiring transfers should be evacuated only if personal safety permits. (Alternative is to make client as safe as possible by closing doors and windows - inform client that fire fighters will assist them). Staff to exit building to meet fire fighters to inform them of the location of the client.
- Use the elevator to evacuate clients in the basement only if the fire is not in the elevator shaft.
- If basement evacuation is not possible, gather the clients in area of refuge and inform them that firefighters will assist them. Staff is to exit building and meet fire fighters.
- If fire is in area of refuge, gather clients in area by back door and inform them that firefighters will assist them. Exit building and meet emergency personnel.

### **Area of Refuge**

Ensure clients, staff, and visitors to the house are evacuated from the building or if exit is not possible, to area of refuge - front foyer and lower landing beside the elevator. If necessary, clients will be relocated to the Opportunity Centre Day Program space.

### **Community Partners**

Emergency personnel, WWLHIN, MOH

### **Practice Schedule**

Once per month as per the fire plan

### **3. STANLEY AVENUE**

#### **Procedure**

1. Remove client(s) from the immediate location of the fire.
2. Activate the fire alarm system by using the nearest pull station.
3. In the event that the power to the alarms is not working, notify all occupants of the fire by going around as much of the building as you can safely and yelling "FIRE" as loud as you can.
4. Call 911.
5. If personal safety is not jeopardized, try to extinguish the fire with ABC extinguisher.
6. If personal safety is not jeopardized, initiate building evacuation.

#### **Sequence of Evacuation**

1. Clients in room where fire is located
2. Clients in room(s) next to and opposite the location of the fire
3. The remainder of clients in building

#### **Things to Consider**

- Always evacuate ambulatory clients and those already in mobility devices (wheelchairs, scooters, commode chairs, etc.) first.
- Clients requiring transfers should be evacuated only if personal safety permits. (Alternative is to make client as safe as possible by closing doors and windows - inform client that fire fighters will assist them). Staff to exit building to inform firefighters where clients are located
- If evacuation is not possible, gather the clients in area of refuge and inform them that firefighters will assist them. Staff are to exit building and meet fire fighters
- Insure that clients, staff, and visitors to the house are evacuated from the building or if exit is not possible, to area of refuge. (2 separate kitchens on each level)
- The manager or designated staff person will obtain the Emergency Medical Binder if safety permits.
- The manager or designated staff person will ensure that no one re-enters the house until directed to do so by the Fire Department.
- Staff will notify fire chief of client(s) locations within the house and wait for further
- Instructions from the fire fighters.

- Staff will notify the on-call Program manager using the on-call manager cell number.

**Carbon Monoxide Alarm Procedure:**

1. If alarm sounds, call 911.
2. Evacuate all clients, employees, and visitors immediately.
3. Do not ventilate the area. The Fire Department will need to investigate the source of the carbon monoxide leak.
4. Do not re-enter the premises until notified by the Fire Department that it is safe to do so.
5. Notify the program manager.

**Area of Refuge**

The front corner of the property (Stanley Ave and Tagge Street)

**Community Partners**

Emergency personnel, WWLHIN, MOH

**Practice Schedule**

Once per month as per the fire plan

**4. DAY PROGRAM**

The procedures apply to staff and clients of The Opportunity Centre and Beginnings day program.

1. Remain calm.
2. If you detect smoke, fire, or unknown odour, exit the building immediately as follows:
  - Mobile clients should use rear door and move to grassy area at between parking lot and church.
  - Persons using wheelchairs should use front door and move to far left end of plaza sidewalk.
3. Staff will assist with persons using wheelchairs. Staff will aid evacuation as noted on the attached diagram/floor plan.
4. If not in personal jeopardy, staff will take the Disaster and Emergency Preparedness binder, the daily sign in book, and visitor sign in sheet.
5. The fire suppression system will alert the Fire Department; there is no need to call 911.
6. Staff will inform emergency response services (Fire Department, police, and ambulance) of location of clients still in the building.

7. If exits are blocked:

- Remain calm, as the alarm will alert the Fire Department.
- Stay in the room you are in, or if in the common area or kitchen, move to a room where you can close the door. Close the door and block the area underneath the door to prevent smoke from coming in.
- Remain calm while waiting for emergency response services.

8. If someone is in the bathroom:

- If not in personal jeopardy, assist them to exit the bathroom and the building.
- If you cannot assist them to exit due to safety risks, tell them to remain there until the Fire Department arrives.
- If personal safety allows, put a fire blanket on the floor in front of the door.

**Area of Refuge**

If exiting the front door staff and clients are to meet on the sidewalk and if exiting by the back door, employees are to meet in the church parking lot. If instructed by management, and after everyone has been accounted for, staff will contact family/caregivers of clients to pick them up and take them home. Clients, who cannot go home immediately, can be transported to the ABI Group Home for temporary refuge in the basement area.

ABI Group Home  
120 Tagge Street  
Kitchener, ON N2K 3V9  
Tel. 519-741-5845 ext. 2401

Mobility Plus can be contacted to transport clients if required.

**Community Partners**

Emergency personnel, WWLHIN, MOH

**Practice Schedule**

Once a month

**5. UNION LANE**

**Procedure**

Staff, upon discovery of fire at a Union Lane supportive housing site, will:

1. Remain calm and ensure fire alarm has been activated.

2. Call 911 - Fire Department and leave area immediately.
3. If required and safe to do so, relocate client to opposite safe zone beyond the fire separation doors.
4. If safe to do so, staff proceeds down the stairwell to the front parking lot.
5. The staff person with the staff cell phone will:
  - Provide building manager and/or fire chief with vital information such as client apartment numbers, who is at home, etc.
  - Inform the manager on-call of the situation
  - Inform Lifeline of the emergency.
  - Staff will follow the instructions of the fire chief at all times.

Staff, upon hearing fire alarm at a Union Lane supportive housing site, will:

1. Remain calm. Staff in the office must immediately proceed to the front lobby via the closest safe stairwell. DO NOT USE ELEVATORS when exiting the building.
2. Staff who are with a client secure the client, shut all doors and windows, and proceed to the front lobby. DO NOT USE ELEVATORS when exiting the building.
3. Staff carrying cell phone will gather the emergency client box and the client fire checklist and proceed to the front parking lot, as outlined above.
4. In the event of a false alarm, staff will immediately inform all clients of the false alarm.
5. Staff carrying the staff cell phone will inform Lifeline and on-call manager of the situation.

### **Fire Drill Schedule:**

A fire drill will be completed annually at Union Lane.

### **Community partners:**

Emergency personnel, WWLHIN

### **Area of Refuge**

After the initial evacuation, all staff and clients will meet in the parking lot area closest to Lancaster Street. Traverse Independence has arranged for all residents to be housed at the Opportunity Centre. United Taxi will be contacted for their accessible vans.

The Opportunity Centre  
450 Westheights Drive, Unit 18A  
Kitchener ON  
N2N 2B9

Phone: 519-741-5845 ext. 2502

**Fire Drill Schedule:**

A fire drill will be completed annually at Union Lane.

**6. EVACUATION OF STRASBURG ROAD**

**Procedure**

Staff, upon discovery of fire at a Strasburg Rd. supportive housing site, will:

1. Remain calm and ensure fire alarm has been activated.
2. Call 911 - Fire Department and leave area immediately.
3. If required and safe to do so, relocate client to opposite safe zone beyond the fire separation doors.
4. If safe to do so, staff proceeds down the stairwell to the front parking lot.
5. The staff person with the staff cell phone will:
  - Provide building manager and/or fire chief with vital information such as client apartment numbers, who is at home, etc.
  - Inform the manager on-call of the situation
  - Inform Lifeline of the emergency.
  - Staff will follow the instructions of the fire chief at all times.

Staff, upon hearing fire alarm at a Strasburg Rd. supportive housing site, will:

6. Remain calm. Staff in the office must immediately proceed to the front lobby via the closest safe stairwell. DO NOT USE ELEVATORS when exiting the building.
7. Staff who are with a client secure the client, shut all doors and windows, and proceed to the front lobby. DO NOT USE ELEVATORS when exiting the building.
8. Staff carrying cell phone will gather the emergency client box and the client fire checklist and proceed to the front parking lot, as outlined above.
9. In the event of a false alarm, staff will immediately inform all clients of the false alarm.

10. Staff carrying the staff cell phone will inform Lifeline and on-call manager of the situation.

**Fire Drill Schedule:**

A fire drill will be completed annually at Strasburg Rd.

**Community partners:**

Emergency personnel

**Area of Refuge:**

In the case of an evacuation, all staff and clients will meet in the parking lot closest to Strasburg Road. Traverse Independence has arranged for all residents to be housed at the Opportunity Centre. United Taxi will be contacted for their accessible vans.

The Opportunity Centre  
450 Westheights Drive, Unit 18A  
Kitchener ON  
N2N 2B9

Phone: 519-741-5845 ext. 2502

**Fire Drill Schedule:**

A fire drill will be completed annually at Strasburg Rd.

**7. EVACUATION OF FERGUSON PLACE**

**Procedure**

Staff, upon discovery of fire, will:

1. Remain calm and ensure fire alarm has been activated.
2. Call 911 - Fire Department and leave area immediately.
3. Go to front lobby. If with a client, assist him or her out of the building, if not safe assist client to their apartment, close all windows and doors. The client will wait in his or her apartment to be rescued. Staff proceeds to the front lobby.
4. Provide building manager and/or fire chief with vital information such as client apartment numbers, who is at home, client locations, etc.
5. Inform the site supervisor and CEO.
6. Staff will follow the instructions of the fire chief at all times.
7. Staff will take the emergency access box with them.

Staff, upon hearing fire alarm at Fergusson Place, will:

1. Remain calm. Staff in the office must immediately proceed to the front lobby.
2. Staff who are with a client secure the client, shut all doors and windows, and proceed to the front lobby.
3. In the event of a false alarm, staff will immediately inform all clients of the false alarm.
4. Designated staff will inform the on-call manager of the situation.

### **Fire Drill Schedule:**

A fire drill will be completed annually at Fergusson Place.

### **Community partners:**

Emergency personnel

### **Area of Refuge:**

In the event of a full evacuation, staff and clients are to meet in the parking lot in front of the main entrance of the building. Traverse Independence has arranged for all residents to be housed at the Best Western Hotel in Fergus, which is only ½ block away from the building. The majority of residents would be able to go to the hotel independently.

### **Fire Drill Schedule:**

A fire drill will be completed annually at Fergusson Place.

## WARNING SYSTEM

Traverse Independence does not have a formal emergency broadcast system. Traverse Independence does however; provide cell phones to all staff who work in the community, site employees, and management. Employees use the weather app and utilize the early warning systems, such as storm warnings or tornado warnings.

Internally, management uses BBM as a messenger system for emergency discussions.

All sites and community staff have email addresses. If IT systems are working, these can be used for emergency notifications.

## PROCEDURE FOR ANNUAL REVIEW AND UPDATE

- The disaster and emergency plans for Traverse Independence are reviewed and updated annually by the JOHSC. Sections of it will be reviewed and updated as listed below:

- The Emergency Accommodation will also be discussed and confirmed where possible on an annual basis.
- The Emergency Contacts List in the Appendix will be updated as required.

## DISTRIBUTION OF DISASTER POLICY AND DISASTER BINDER

<b>Title</b>	<b>Number of Copies</b>
President, Vice President, Secretary/Treasurer	3
CEO	1
Director of Human Resources	1
Director of Client Services	1
Managers	3
Service Coordinators	5
Head Office - executive assistant	1
Union Lane Office	1
Fergusson Place Office	1
Strasburg Road Office	1
Tagge Street Office	1
Day Programs/Outreach Office	1
Stanley Ave. Office	1