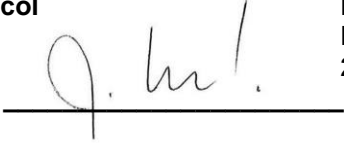


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Complex	SUBJECT: Emergency Complex Protocol	SECTION: E
DATE: September 2004	Administrator's Signature: 	POLICY: 2
REVISION DATE: April 2013		

EMERGENCY COMPLEX PROTOCOL

POLICY:

Unit Captains have been designated for each apartment and the townhouses for the following purposes:

- To ensure there is a contact person on behalf of the Home
- To distribute information to residents – with the help of other residents as needed
- To assist the Home in giving supervision in time of emergencies and crisis, such as during a fire alarm the Unit Captain would:
 - Notify the Home
 - Provide door to door alert
 - Assist in evacuation of building, where possible closing apartment doors
 - Assist the Home in accounting for residents in building at time of alarm.
- To give the Home feedback and information fire alarm(s) and any hazards to resident safety.

Note: All staff are responsible for notifying the Administrator immediately as a fire alarm sounds within the Complex.

Leamington Mennonite Home

Role of Unit Captains

- To serve as contact person for the building on behalf of the Home.
- To distribute information to residents from the Home, with the help of other residents as needed.
- To assist the Home in giving supervision in times of emergencies and crisis.
- During a fire alarm:
 - Notify the Home
 - Provide door to door alert
 - Assist in evacuation of building, where possible closing apartment doors.
 - Ensure that residents gather at the designated evacuation location.
 - Assist the Home in accounting for residents in building at time of alarm.
 - Ensure list, of all residents requiring assistance with evacuation, is given to Fire Department
- To give the Home feedback and information on fire alarm(s) and any hazards to resident safety.
- To let the Home know about any issues or concerns in your building.

PROCEDURE

Upon Hearing the Alarm:

1. Check Annunciator Panels in the Lobby for the location of the alarm.
2. The alarm will sound at Security One and they will notify the Leamington Fire Department. Security One will call the Home to confirm the alarm. If the alarm is a false alarm or the result of a pull station accident, notify Security One immediately. Between the hours of 1630 and 0830 hrs, the RN in charge will contact the Administrator or designate.
3. **Administrator/Director of Nursing Care & Seniors Services or RN in Charge** is to push acknowledge button on the fire panel for location of fire. Supportive Housing will notify all residents in the building of the situation and whether they need to evacuate. The Administrator/Director of Nursing Care & Seniors Services is to be notified immediately IF NOT ON SITE.
4. After receiving "ALL CLEAR" report from the Administrator/Director of Nursing Care & Seniors Services/Fire Chief, Supportive Housing will notify all residents in th building.
5. **For any alarm and/or total evacuation** the following staff are responsible for calling the designated Home contact(s):

Between 0700-1900 – Supportive Housing

Between 0800-1600 – Receptionist as needed

Between 1900-0700 – RN in Charge

IMPORTANT: As a backup measure, if no fire personnel are on site within five miutes of alarm, staff person as designated above shall call 911 to verify alarm. The Leamington Fire Department has a key to gain access to the Leamington Mennonite Home including all doors within the building.

LEAD STAFF: EMERGENCY CALL-IN LIST

NAME	CELL PHONE
Jeff Konrad (Administrator)	519-890-9434
Mariel Konrad (Dir. Nursing Care/Seniors Services)	226-202-0276
Supportive Housing	226-347-7439
Mike Evans (Complex Maintenance)	519-324-1628
Rick Ferrari (Home Maintenance)	519-324-1629
Irene Collard (CFO)	519-322-6076
Cheryl Alice (Director of Care)	519-325-9360
Tena Brum (HKL Supervisor)	519-999-2289
Kelly Dueck (Dir. of Dietary)	519-796-2822
Judy Ferrari (Dir. of Soc/Rec)	519-329-1544
Jacque Turnbull (HR/Payroll)	519-919-5890

Leamington Mennonite Home & Apartments (LMH)

EMERGENCY RESPONSE AGREEMENT

This agreement between _____
Complex Resident(s)

And

The Leamington Mennonite Home & Apartments

is to provide

Required emergency response to a Resident residing in the
Leamington Mennonite Home Complex.

By signing this agreement, it is understood that the LMH Complex
Resident is accepting and agreeing to the emergency response services
as provided by the Leamington Mennonite Home & Apartments staff.

These emergency response services, requiring entry to resident units,
include the following:

- Updating of Client Profile Sheets
- Emergency Response: Battery and Personal Help Button unit testing
- Emergency response to personal health difficulties
- Provision of information services
-

There is a one-time Emergency Response set up fee in the amount of \$100.

I (we) agree to the terms outlined above, including emergency entry to my (our) unit for emergency
response.

Resident(s)

Witness

Date

Date

Leamington Mennonite Home

Witness

Date

Date

Leamington Mennonite Home

FIRE PROCEDURES FOR COMPLEX

WHEN YOU DISCOVER A FIRE

- ❖ Keep calm.
- ❖ Sound alarm by pulling alarm station and /or press your Lifeline to report fire at the Home.
- ❖ Notify Unit Captain, if possible.

WHEN THE ALARM SOUNDS

- ❖ Treat **every** alarm, not scheduled for testing, as a real fire.
- ❖ Close windows/doors, if time and safety permits.
- ❖ Take your wallet/purse if close by.
- ❖ Proceed to evacuate by using the nearest exit and stairs.
- ❖ Do not lock your door.
- ❖ DO NOT USE THE ELEVATOR.
- ❖ Proceed to move outside the building.
- ❖ The Home and Fire Department will assist those residents who are unable to evacuate on their own.

The following are the designated gathering centres for each building:

- ❖ **Homeview Apartments** – Bus Shelter on Garrison Avenue in front of the Home
- ❖ **Pickwick Apartments** – Bus shelter on Pickwick Drive in front of Pickwick Apartments.
- ❖ **Gardens Apartments** – In front of the building facing Pickwick Drive.
- ❖ **Townhouses** – Individual residents to LTC building (FRONT LOBBY).

NOTE: It is important that these designated gathering sites be used in order to ensure every resident is safe during an evacuation.

Leamington Mennonite Home

Complex Evacuation Locations

- Homeview – Bus Stop
- Pickwick – Front of Building (Bus Stop)
- Gardens – Front of Building
- Townhouses – Front Lobby of Long Term Care Home

Unit Captains should notify Administration and Fire Department of any residents unable to evacuate. The Fire Department will take appropriate measures.

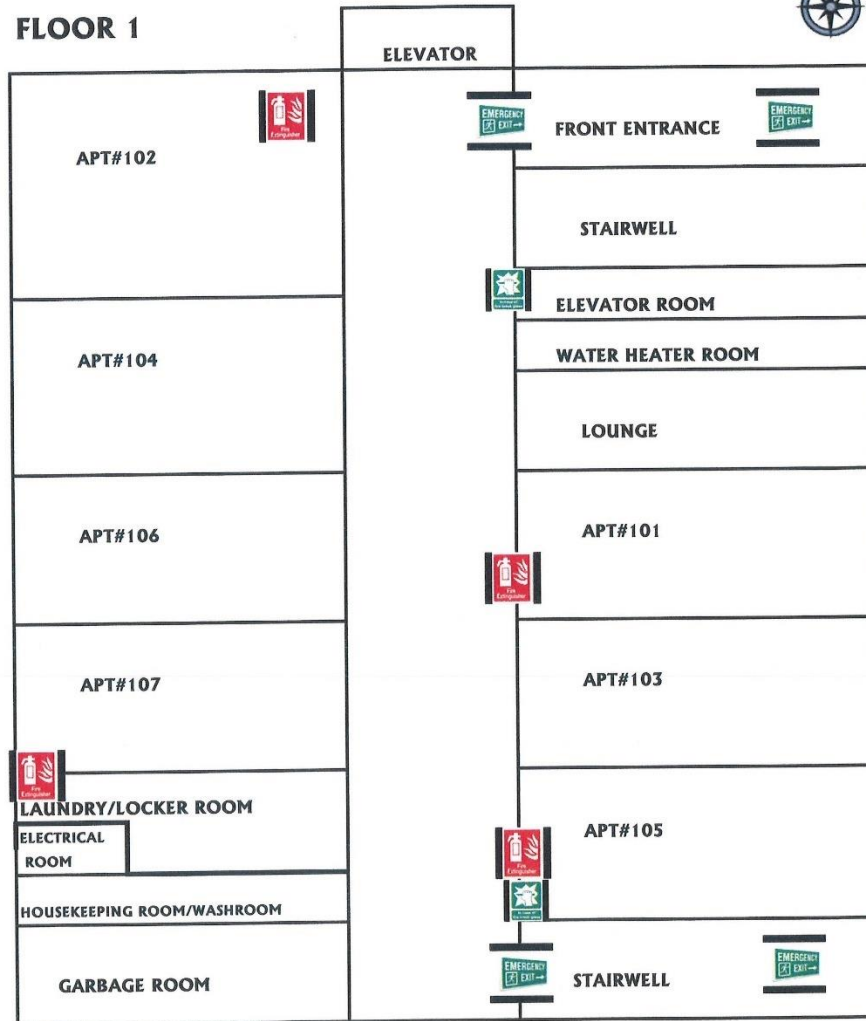
A list of residents who require assistance is distributed quarterly at tenant meetings.

HOMEVIEW APARTMENTS

FIRE EXITS, FIRE EXTINGUISHERS, PULL STATIONS



FLOOR 1



LEGEND:



FIRE EXTINGUISHER



PULL STATION

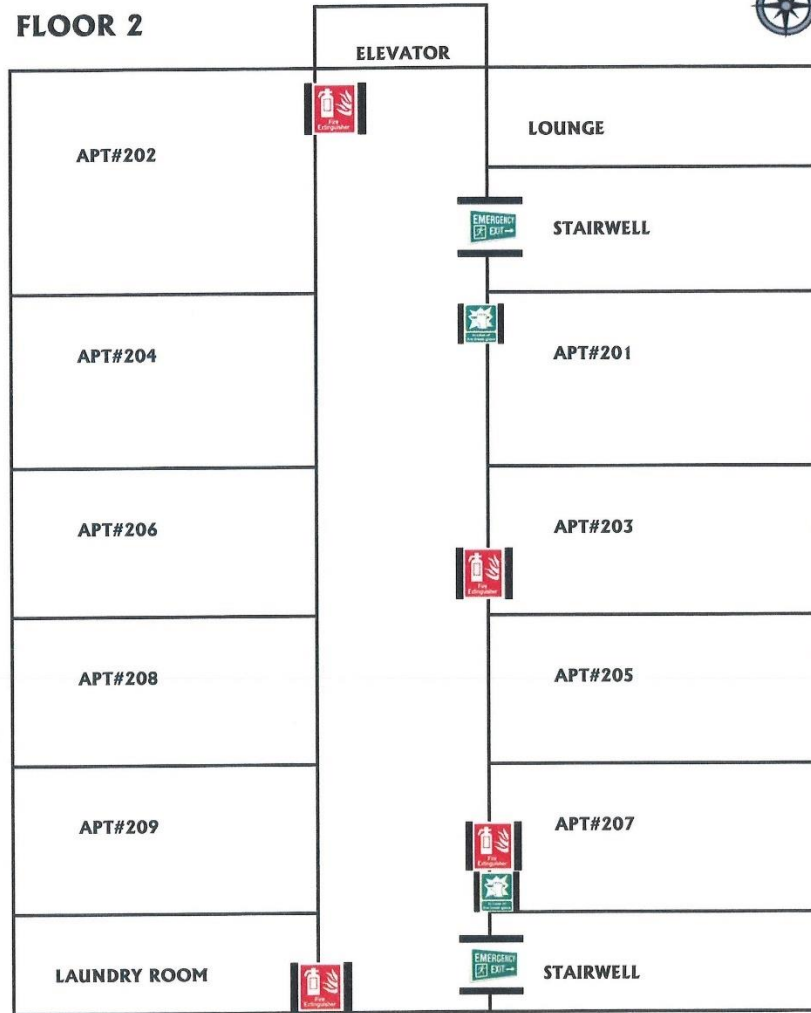


EMERGENCY EXIT

HOMEVIEW APARTMENTS

FIRE EXITS, FIRE EXTINGUISHERS, PULL STATIONS

FLOOR 2



LEGEND:



FIRE EXTINGUISHER



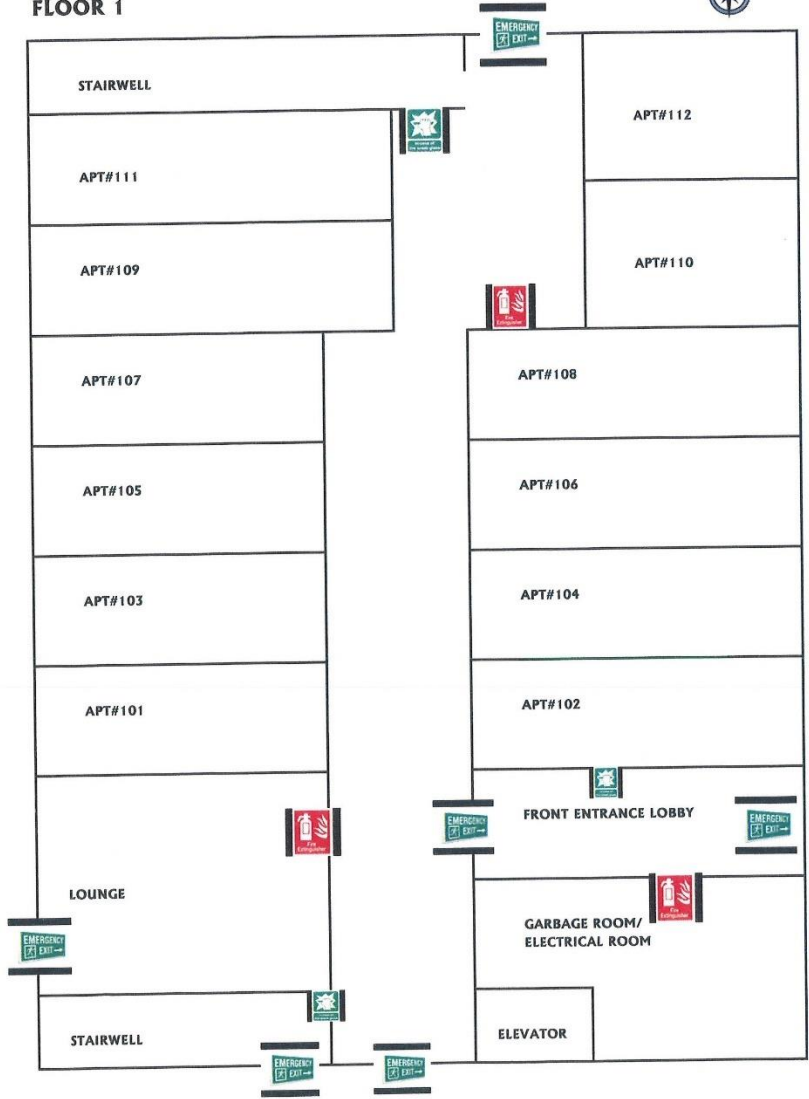
PULL STATION



EMERGENCY EXIT

PICKWICK APARTMENTS FIRE EXITS, FIRE EXTINGUISHERS, PULL STATIONS

FLOOR 1



LEGEND:



FIRE EXTINGUISHER



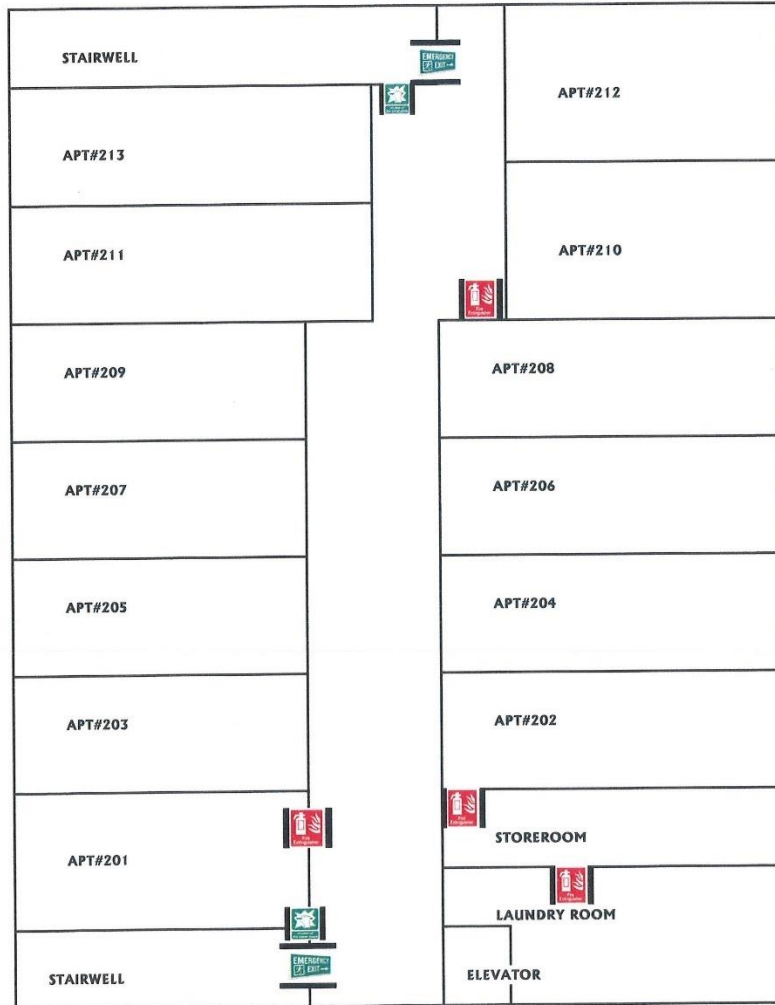
PULL STATION



EMERGENCY EXIT

PICKWICK APARTMENTS FIRE EXITS, FIRE EXTINGUISHERS, PULL STATIONS

FLOOR 2



LEGEND:



FIRE EXTINGUISHER



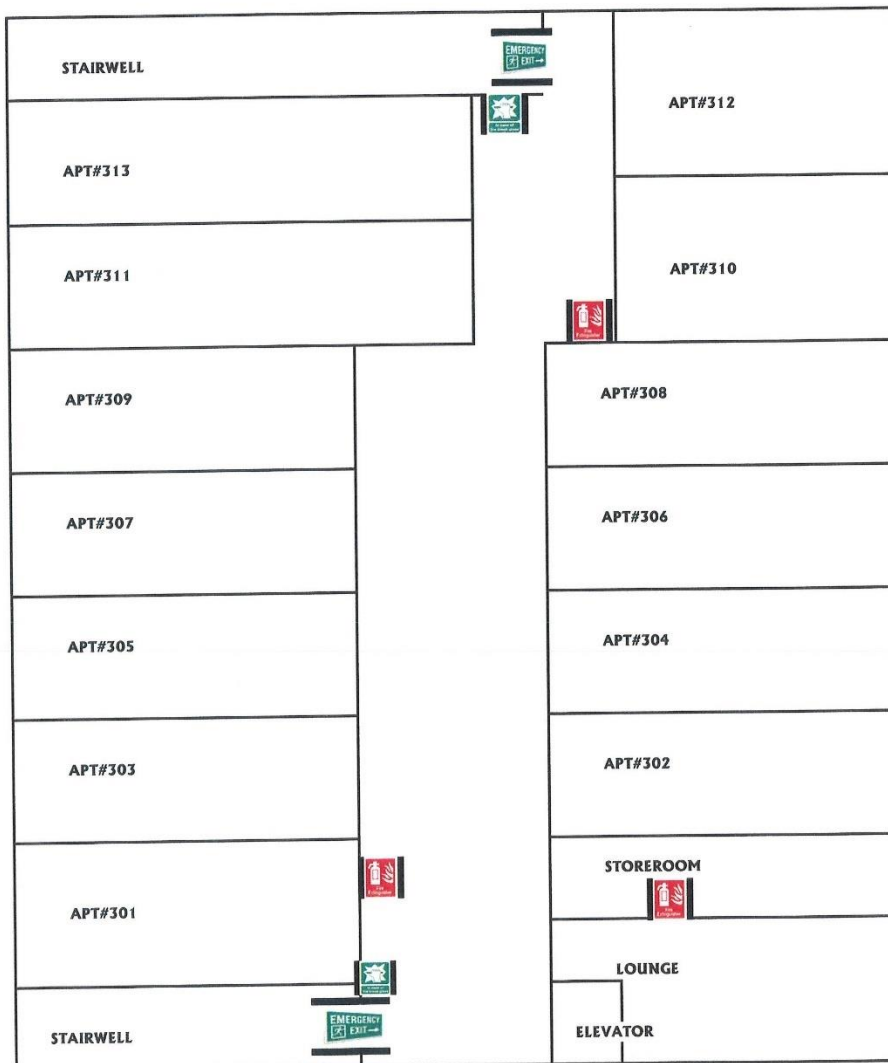
PULL STATION



EMERGENCY EXIT

PICKWICK APARTMENTS FIRE EXITS, FIRE EXTINGUISHERS, PULL STATIONS

FLOOR 3



LEGEND:



FIRE EXTINGUISHER



PULL STATION

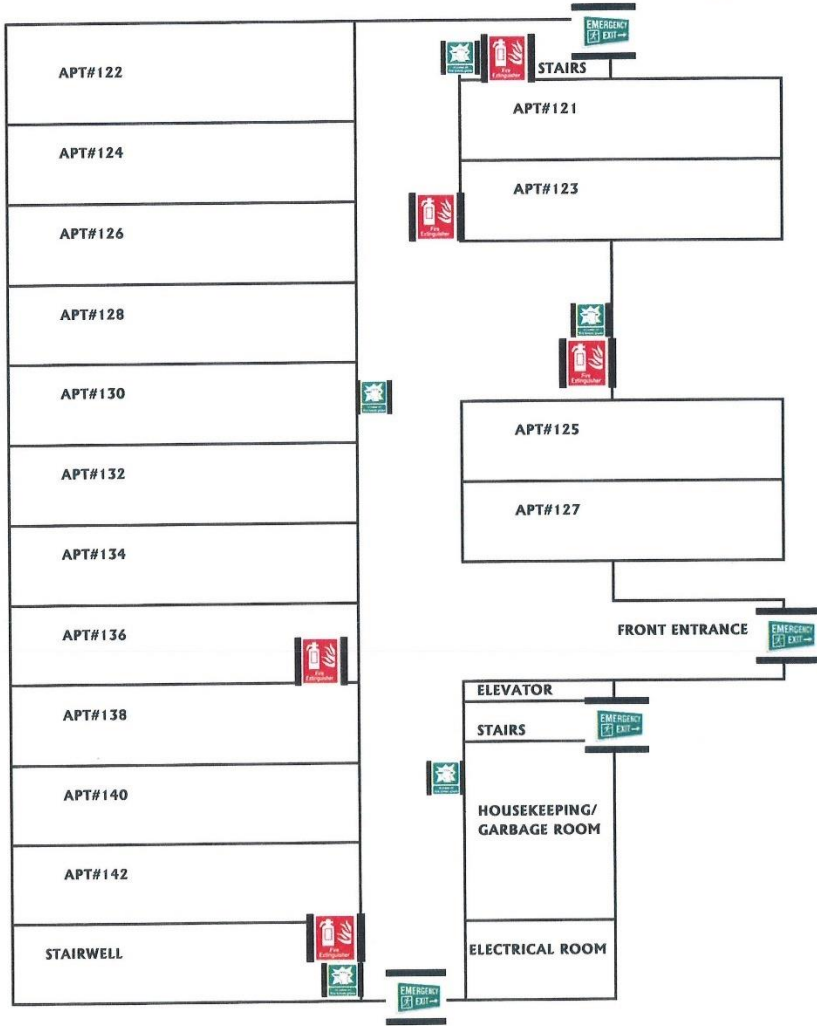


EMERGENCY EXIT

GARDENS APARTMENTS

FIRE EXITS, FIRE EXTINGUISHERS, PULL STATIONS

FLOOR 1



LEGEND:



FIRE EXTINGUISHER



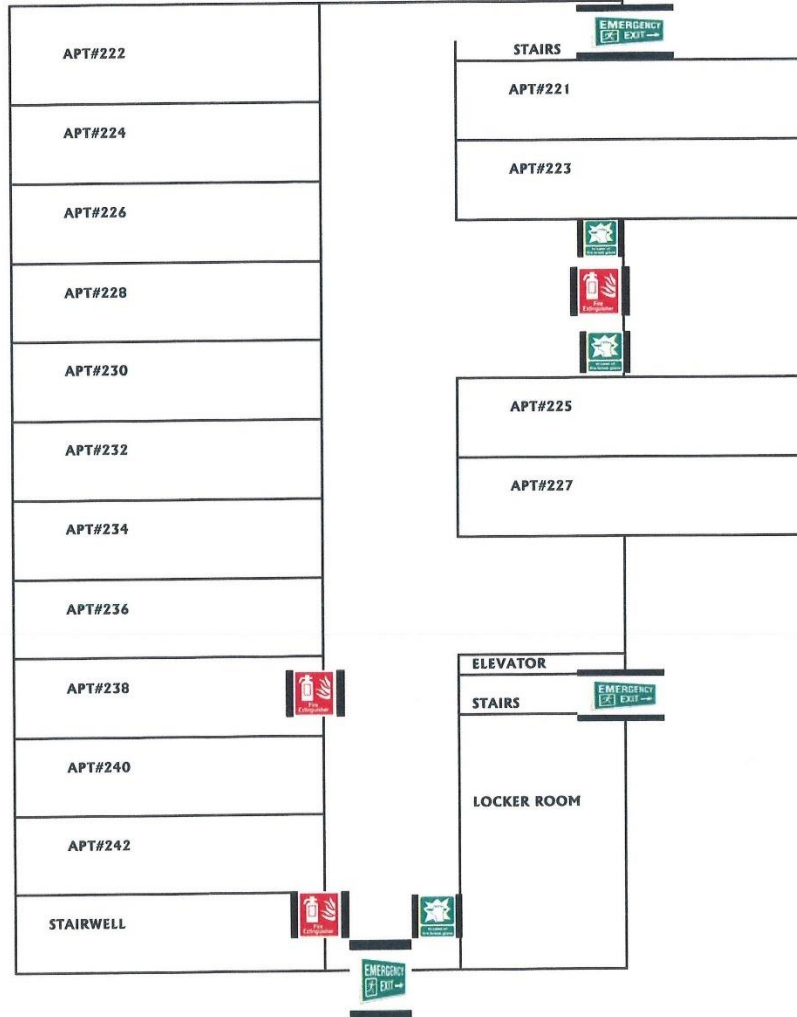
PULL STATION



EMERGENCY EXIT

GARDENS APARTMENTS FIRE EXITS, FIRE EXTINGUISHERS, PULL STATIONS

FLOOR 2



LEGEND:



FIRE EXTINGUISHER



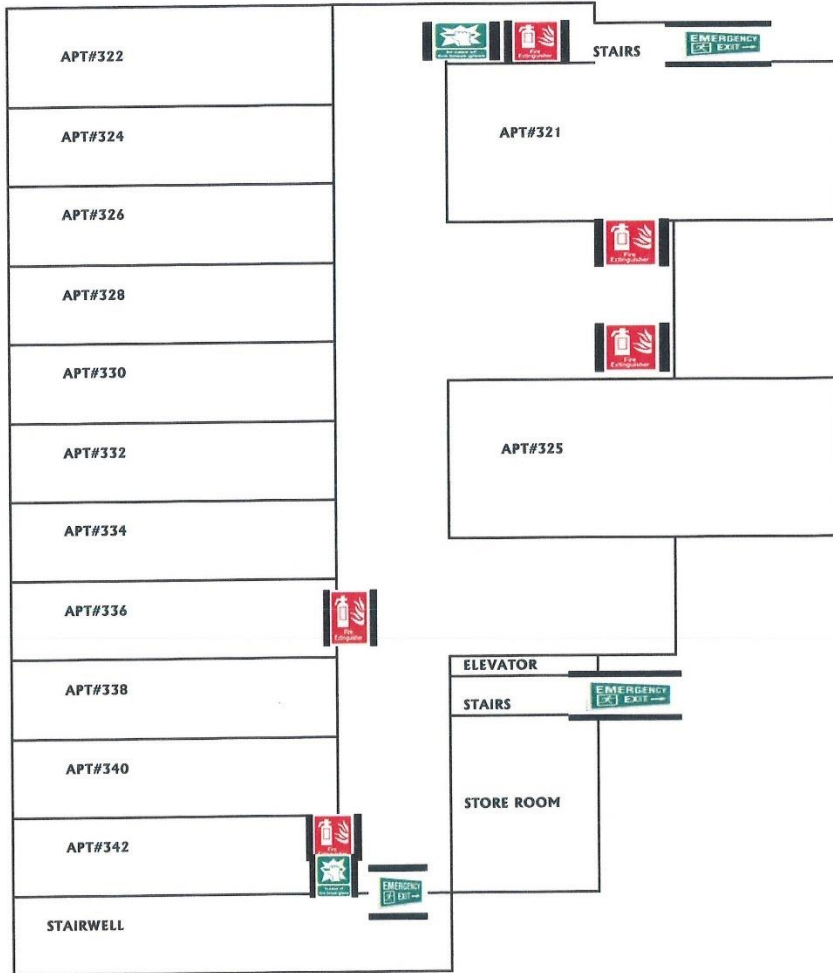
PULL STATION



EMERGENCY EXIT

GARDENS APARTMENTS FIRE EXITS, FIRE EXTINGUISHERS, PULL STATIONS

FLOOR 3



LEGEND:



FIRE EXTINGUISHER



PULL STATION



EMERGENCY EXIT

