



**Title:**

Scenario for evacuation practice

**Policy no. :**

750.03

**Reviews:**

05/2016, 06/2016, 04/2018, 11/2019, 11/2022

**Effective Date:**

October 1, 2014

**Applies to:**

Administrator, housing services supervisor, ISD, nursing supervisor, program supervisor, nurses, pssp.

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## **1. Policy Statement**

### **1.1. Statement**

**1.1.1.** A scenario is prepared annually by the Residence in preparation for an evacuation practice. This scenario, approved by the Town of Hawkesbury's Fire Chief, is intended to facilitate the evacuation of occupants in the event of a fire or emergency. By knowing how and where to evacuate, the Residence is putting all the chances on its side to get all residents out safely.

## **2. Policy Objective**

### **2.1. Objectives**

**2.1.1.** Ensure that personnel on site know their role in an evacuation.

**2.1.2.** Ensure that the smallest number of personnel on the shift can respond to the emergency within the time frame required by the Ontario Fire Code.

**2.1.3.** Ensure that there are sufficient personnel on site to respond to a fire, based on the installation of safety systems (smoke detectors, sprinklers, fire doors)

**2.1.4.** Evaluate the evacuation plan in place and verify that all mechanical systems to ensure the safety of residents and employees in the event of a fire are functioning properly.

## **3. Application of the policy**

### **3.1. Application**

**3.1.1.** This policy applies to the administrator, housing services supervisor, ISD, nursing supervisor, program supervisor, nurses and pssp's.

## **4. Policy requirements**

### **4.1. Requirements**

**4.1.1.** Each year, the supervisor in charge will contact the Fire Marshal to schedule the evacuation practice for the upcoming year.

**4.1.2.** When the date is determined, the appropriate supervisor sends an Outlook invitation to all members of the administrative team and the fire chief.

- 4.1.3.** The supervisor in charge contacts the principal of a local high school so that students can assume the role of residents for the evacuation scenario.
- 4.1.4.** Following the principal's approval, the supervisor contacts the teacher to explain the activity and confirm the date of the practice. The teacher will then reserve the group of students for the scheduled date of the activity when the annual school calendar is developed.
- 4.1.5.** The Residence is responsible for booking and paying for buses to take students from school to the Residence and back to school following the evacuation practice.
- 4.1.6.** The responsible supervisor prepares a scenario using the spreadsheet that has been developed by OFMEM. The supervisor may also use the previous year's scenario as a basis for making changes if necessary. Once the plan is developed, the supervisor meets with the administrative team to present the prepared scenario.
- 4.1.7.** The supervisor then submits the scenario to the person in charge at the fire department by email for approval.
- 4.1.8.** The fire drill should be based on a scenario representing the lowest complement to staffing, i.e., the shift with the fewest employees on site. See the Vulnerable Occupancy - Fire Drill Scenario Form in the Appendix.
- 4.1.9.** Following approval of the scenario by the Town of Hawkesbury Fire Department, a memo is sent to the nursing group inviting them to participate in the evacuation practice.
- 4.1.10.** An announcement is sent through the "Sumum" phone system to all persons responsible for the residents to inform them of the practice date.
- 4.1.11.** A note is also prepared and distributed to each resident's room to inform them of the practice.
- 4.1.12.** A meeting is scheduled a few days before the practice with the volunteers participating in the practice. The supervisor in charge will explain the scenario and remind them of the procedures to follow.
- 4.1.13.** A meeting is also scheduled with the students participating in the evacuation to specifically inform them of the role they will have to perform during the practice while they are required to take the place of a specific resident.

- 4.1.14. The ISD or nursing supervisor is responsible for having clearly visible identification signs prepared to identify each resident's mobility and to facilitate the work of nursing attendants and students who will be acting in the resident's role.
- 4.1.15. Lunch is provided for the students, local fire marshal, assistant fire marshal, administrative and support staff who participate in the evacuation practice.
- 4.1.16. A meeting with the participation of the fire department is held after the practice to make an end-of-practice report in order to identify what needs to be improved, if any, as well as what worked well. The points raised are recorded on the form by the fire chief. The form is then given to the Accommodation Services Supervisor.
- 4.1.17. Each person participating in the exercise must sign the form to confirm their participation.
- 4.1.18. The policy is reviewed annually.
- 4.1.19. Here is the list of phone numbers needed to prepare the scenario.

SUPPLIER	CONTACT
Catholic-Regional School Board Hawkesbury	613.632.7055
Fire Chief	613.632.1105
Campeau Bus	613.632.7809 or 613.294.4234 or 1.888.962.8717

## 5. Responsibilities

### 5.1. Employees

5.1.1. Employees should be aware of this policy.

## 6. Legislative authority

6.1.1. Long-Term Care Recovery Act of 2021

6.1.2. Ontario Fire Code

6.1.3. OFMEM

## 7. References

7.1.1. Vulnerable Occupancy-Fire Drill Scenario Form

7.1.2. FORM 750.02.02 Entry Form: Fire Practice

**Eric Larocque**

Signed with ConsignO Cloud (08/11/2022)  
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Eric Larocque  
Director