

PATHWAYS ABILITIES SOCIETY

PROCEDURE: EMERGENCY PREPAREDNESS AND RESPONSE

Applies to: All Personnel, Volunteers and Persons Served

Effective/Revision Date:

1993

April 28, 2003

December 2003

November 28, 2005

May 4, 2006

September 12, 2011

December 20, 2012

March 23, 2020

Preparation

1. Staff, volunteers and persons receiving services are orientated to the potential dangers of Fires, Earthquakes, Snow Storms, Forest Fires, Power Outages, Bomb Threats and Injury or Medical Emergency. In addition, they are thoroughly oriented to the policies and procedures when they are hired or placed and once each year thereafter.
2. Staff, volunteers and persons served are orientated to the Evacuation and Society Closure policy and procedures.
3. Staff, volunteers and persons served are shown the location of emergency telephone numbers and evacuation exit diagrams which are posted in all Pathways Abilities Society facilities. The diagram includes the location of first aid kits, emergency kits, emergency lighting, fire alarm panels, fire pull stations, fire extinguishers, flashlights, water main and gas shut offs, electrical breakers, and eye wash stations.
4. Supervisors ensure emergency preparedness kits are available at all locations and review their content annually in March to ensure they are adequately stocked and no items have expired. Supervisors and managers, or in the case of our satellite locations, the most senior staff, take the emergency kits with them when vacating a facility.
5. Turn off the water, gas and electricity at main switches if possible and required.
6. Office staff takes the keys for all available vehicles when exiting building to the pre-determined emergency meeting place outside of the building if required.
7. The executive director maintains a portable binder file of all pertinent service recipient information and has available in the case of an emergency.
8. Conduct emergency evacuation drills as required by each policy.
9. Site supervisors or managers ensure that there is an adequate supply of hygiene cleaning supplies, disinfectant solutions, gloves and medical masks. Residentially, supervisors ensure there are an adequate supply of isolation gowns.

During an Emergency Disaster

1. Stay calm. You must be able to help yourself and others.
2. Turn off the water, gas and electricity at main switches (when necessary).
3. Turn on a radio in one of the vehicles or from the Emergency kit for emergency information.
4. Office and residential staff take the keys for all available vehicles when exiting building to the pre-determined staging area outside of the building.
5. If you are outside, stay there. If possible get into the open, away from buildings, trees, walls and power lines.
6. If you are in an automobile, pull to the side of the road and stop. Stay away from overpasses and power lines. Do not attempt to cross bridges or overpasses that may have been damaged in the disaster. Do not approach downed power lines.

During an Epidemic/Pandemic

1. Pathways will follow all local, provincial and federal restrictions or requirements imposed throughout the duration of the epidemic/pandemic.
2. The executive director or designate will keep Community Living BC (CLBC) and stakeholders updated with any changes or restrictions in our services on a regular basis.
3. Any individual or staff that is sick must stay home until their symptoms subside or when health offices state they may safely return to work.
4. If possible, staff will work from home. Any Pathways computers and material brought home or taken off-site must be documented in the Taking Computers Off-Site list on ShareVision.
5. If health officials state a specific population of people is more at risk of serious reactions to illness, they will not be allowed to attend Pathways services.
6. While facilities remain open, increase the frequency of cleaning at the facility paying close attention to high touch surfaces.
7. If it is safe for individuals served, keep all the doors propped open.
8. Staffing levels and supports will be maintained as directed by health officials and funders. Changes will be implemented as outlined in the most current collective agreement.

After an Emergency Disaster

1. If you are inside everyone leaves by the closest designated exit or by an available alternative exit. Do not use elevators. Stay in groups as much as possible. Everyone meets at the predetermined staging area.

2. Adhere to the Evacuation and Society Closure policy and procedure.
3. Check for injuries. Cover all injured with blankets and do not attempt to move seriously injured people unless they are in immediate danger.
4. Do not use the telephone. Keep the lines clear for emergency traffic.
5. Because of potential debris and broken glass, wear hard-soled shoes.
6. Listen to the radio for damage reports and other information.
7. Do not go sight seeing. Keep the roads open for emergency vehicles.
8. Watch for hazards.
9. Contact the appropriate authorities about the minor emergency.
10. Return to work only when instructed to do so by the supervisor or manager or the proper authorities.

If you are Injured or Disabled

1. Do anything to get attention.
2. Be aware that your regular exit may be blocked.

Long-term Instructions

1. Cook only outdoors unless building has been cleared for use. Use perishable food first, frozen food next and canned food last.
2. Keep food covered.
3. Do not drink water that has not been declared safe.