

## PATHWAYS ABILITIES SOCIETY

### **POLICY: EMERGENCY PREPAREDNESS AND RESPONSE**

**Applies to:** All Personnel, Volunteers and Persons Served

#### **PREAMBLE**

Pathways Abilities Society is committed to ensuring the safekeeping of individuals receiving services, staff and volunteers during an emergency. Implementation of the following measures and procedures are required in order to uphold a safe and practiced level of efficiency in the event of an emergency.

Pathways Abilities Society has developed policies and procedures specific to the more common emergencies of Fires, Earthquakes, Snow Storms, Forest Fires, Power Outages, Bomb Threats, Evacuation and Society Closure, Missing Person, Death and Injury or Medical Emergency. This policy and procedure is designed to provide basic emergency response guidelines for society personnel, volunteers and persons served in the event that an emergency, other than those referenced above, occurs on or near the premises owned, rented or leased by Pathways Abilities Society until public safety or appropriate response personnel arrive. This policy and procedure does not detail the response procedures to be followed by trained personnel after the initial response to an emergency nor the removal of the society personnel and property from immediate danger. Designated Society emergency response personnel are trained to follow up with secondary emergency disaster response procedures once the first response has stabilized the emergency.

The scope of the emergency response policy and subsequent action plan applies to all staff, volunteers, persons served, visitors and buildings and grounds owned and operated, rented, leased or supervised by Pathways Abilities Society. The procedures established have been prepared to minimize injuries and damages in the event of an emergency. The procedure provides guidance and instruction for both preparation and actions during and following an emergency.

Definitions of types of emergencies:

**MINOR EMERGENCY:** Any incident, potential or actual, which will not seriously affect the overall operation of the Society. Some examples of a minor emergency are: water leak, false fire alarm, or maintenance problem, etc.

**MAJOR EMERGENCY:** Any incident, potential or actual, which affects an entire building or buildings, or which disrupts the overall operation of the society. Outside emergency services will probably be required, as well as a major response from society support services. Major policy considerations may be required from the society administration during these conditions. Some examples of a major emergency are: power outage, fire, major vehicle accident, snow emergency, bomb threat, HAZMAT spill, etc.

**DISASTER:** Any event or occurrence that seriously impairs or halts the operations of the society. In some cases, mass personnel casualties and severe property damage may occur. A coordinated effort of all community-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, the BC Emergency Management Response System (BCEMRS) will coordinate the appropriate support and operational plans will be executed. Some examples of a disaster are: hurricane, tornado, flood, serious fire (including a forest fire), nuclear disaster, etc.

**EPIDEMIC/PANDEMIC:** An event of disease that is prevalent in the community, nationally or globally that seriously impairs or halts the operations of the society. Ongoing communication with Community Living BC, the BC Ministry of Health and other government sources will be required in order to seek guidance. These sources will direct the changes, modifications and/or discontinuation of our services.

## **POLICY**

The Board of Directors of the society authorizes the executive director, to oversee the emergency response and/or exposure control action plan. The executive director or their designees may serve as the action plan emergency coordinator in declaring the scope of the emergency and directing its response.

Pathways Abilities Society will ensure that all staff members, volunteers and persons receiving service are thoroughly oriented to emergency policies and procedures when they are hired or placed and once each year thereafter.

Staff will meet with individuals to discuss the emergency preparedness and response. Emergency telephone numbers will be posted by all telephones. At least one stationary telephone will be maintained in each Pathways Abilities Society facility (non-cordless telephone). Evacuation exit diagrams for building evacuation will be posted in each service area. Staging area locations to be predetermined by management and all staff, volunteers and persons served to be notified.

Pathways Abilities Society facilities (other than Residential homes see below) will have an emergency preparedness kit maintained containing:

- Emergency telephone numbers for Pathways Abilities Society
- Battery operated radio
- First aid kit
- Flashlight, batteries, candles and matches
- Whistle
- Disposable gloves
- Disposable masks
- Hand sanitizer

In the case of an evacuation or emergency the manager and or supervisor will take the preparedness kits.

Residential homes will have an emergency preparedness kit maintained containing:

- Emergency telephone numbers for Pathways Abilities Society
- Bottled water

- 20 Energy bars
- Battery operated radio
- First aid kit
- Flashlight, batteries, candles and matches
- Whistle
- Disposable gloves
- Disposable masks
- Hand sanitizer
- Copies of resident identification

Each resident will have his or her own preparedness kit maintained containing:

- Emergency telephone numbers for Pathways Abilities Society
- 2 day supply of clothing including winter wears
- Copies of their identification
- 2 litres of bottled water
- 5 Energy bars
- Flashlight and batteries
- 1 roll of toilet paper
- Necessary toiletries
- Disposable masks
- Hand sanitizer
- Whistle

In the case of an evacuation or emergency staff will take the preparedness kits and the resident medications with them.

The executive director will maintain a portable binder file of all pertinent information of individuals and will have available in the case of an emergency.

All minor and major emergencies will be reported to the executive director, who in turn will notify the Board of Directors.

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 April 28, 2003  
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 March 27, 2006  
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