

# PATHWAYS ABILITIES SOCIETY

## **PROCEDURE: EVACUATION AND SOCIETY CLOSURE**

**Applies to:** All Personnel, Volunteers, Persons Served, Families, Advocates and Caregivers

### **Effective/Revision Date:**

1993  
April 28, 2003  
September 19, 2005  
April 25, 2006  
May 26, 2006  
August 29, 2006  
September 25, 2007  
October 2, 2008  
January 25, 2010  
March 30, 2011  
June 7, 2011  
October 7, 2011  
February 27, 2013  
November 22, 2013  
February 5, 2014  
December 11, 2014  
June 8, 2015  
October 26, 2015  
December 7, 2015  
November 14, 2016

January 16, 2017  
September 18, 2017  
October 19, 2017  
January 15, 2018  
September 10, 2018  
January 20, 2020  
January 13, 2021  
February 22, 2021  
April 26, 2021

### **Evacuation**

1. As soon as the fire alarm sounds staff assists people to evacuate the premises.
2. The following staff at each location takes the activity services daily schedule and attendance record:
  - 123 Franklyn Road: The first staff person out of the building takes the activity services daily schedule.
  - 2476 Main Street, West Kelowna: The first staff person out of the building takes the activity services daily schedule and the attendance records.
  - 2835/2837 Bouvette Street: NA
  - 647 Old Meadows Road: NA
  - 1250 Guisachan Road: NA
  - 1216 St. Paul Street: NA
  - 1936 Kent Road: NA
3. The following staff at each location takes the emergency kit and the first aid kit:
  - 123 Franklyn Road: The first staff person out of the building, from the top of the file cabinet in the front office.
  - 2476 Main Street, West Kelowna: The first staff person out of the building from the black cabinet in the main room.
  - 2835/2837 Bouvette Street: The first staff out of the building from the front door closet in 2835 and the medication binder if there is time.

- 647 Old Meadows Road: The first staff out of the building from the front closet and the medication binder if there is time.
- 1250 Guisachan Road: The first staff out of the building from the first lower cabinet in the kitchen and the medication binder if there is time.
- 1216 St. Paul Street: The first staff person out of the building from the first lower cabinet in the ICO reception and in the event there is no one present upstairs at St Paul, there is a second emergency kit in the lower cabinet drawer in BikeWays.
- 1936 Kent Road: The support staff take the first aid kit located in beige cabinet by the front door.

4. Usher everyone out of the building to the predetermined designated staging areas.

Staging Areas:

- 123 Franklyn Road: The right of the driveway in front of the townhouse complex.
- 2835/2837 Bouvette Street: Front Driveway at 2835 Bouvette, staff then walk with the residents to Raymer and Bouvette.
- 2476 Main Street, West Kelowna: Go out the front door turn right (south) to the bench at the plaza.
- 647 Old Meadows Road: Front driveway, staff then walk with the residents to Cyndy and Karl Ross's (250-764-2201) front yard at 641 Old Meadows Road on the west side of the home.
- 1250 Guisachan Road: Front driveway, staff then walk with the residents to the light pole on the right hand side of the driveway.
- 1216 St. Paul Street: The corner of St. Paul Street and Clement Avenue, near the fire hydrant.
- 1936 Kent Road: North past the blue recycling bins and gather at the gazebo located in the parking lot adjacent to Bredin Road.

5. In the case of an evacuation in public and/or community settings i.e. employment or volunteer sites, follow the current evacuation plan of the building or area in which the emergency is occurring. Notify your immediate supervisor and remain in the muster area until directed otherwise.

6. Emergency evacuation may require rolling a person in a blanket and carrying them out.

7. Staff checks to ensure no one is in any rooms or offices. Ensure when checking washrooms that they are empty. Turn off the lights and close the doors once a room has been thoroughly checked.

8. At the staging area staff takes a head count, identifying how many people are present, guests and/or visitors. Depending on the type of evacuation, the group may proceed to a safer more distant location.

9. Do NOT return to the building until instructed to do so.

10. In the event that we are unable to occupy a facility (as determined by emergency services), proceed to the following locations:

- Activity Services is evacuated to 1216 St. Paul Street.
- ICO and Social Ventures are evacuated to 123 Franklyn Road.

- 2476 Main Street, West Kelowna are evacuated to 123 Franklyn Road.
- 2835/2837 Bouvette Street is evacuated to a hotel. Staff will notify the Executive Director of location as soon as possible.
- 647 Old Meadows Road is evacuated to a hotel. Staff will notify the Executive Director of the location as soon as possible.
- 1250 Guisachan Road is evacuated to a hotel. Staff will notify the Executive Director of the location as soon as possible.

11. Complete and submit a Critical Incident Report form and if applicable the Action on Receipt of a Telephone Bomb Threat form.

### **Monthly Evacuation Drills**

#### **123 Franklyn Road**

##### **Person coordinating the drill:**

1. Phone Titan Security at 844-723-7330 and inform them we are going to conduct a drill at 123 Franklyn Road. You will need your password.
2. Open the alarm monitor box at the front door. The key is in the activity supervisor's office. Push the "Drill" button until the alarm sounds.
3. Make known to everyone the type of evacuation drill:
  - For fire: Point out the fire and call out "Fire."
  - For Bomb threat: Call out "Code Black."
4. Staff ensures individuals exit the building and meet in the staging area.
5. The staff in the front office takes the emergency kit and first aid kit and exits the building.
6. Administrative personnel or non-support staff:
  - Conduct a sweep of the building to ensure everyone is evacuating as planned and if other support staff need help.
  - Take the activity service schedule off of the bulletin board in the hallway.
7. Once a room is confirmed empty, staff turns off the lights and closes the door.
8. When the evacuation is complete conduct a head count of all staff, individuals, volunteers and guests.
9. Turn off the alarms at the alarm monitoring panel. To do so, push the "silence alarm" button followed by the "System Reset" button.
10. Instruct everyone to return to the building.
11. Complete the emergency response drill list in ShareVision.
12. The Activity Quality Assurance Manager (AQAM) is alerted via ShareVision that the emergency response drill has been completed.

## **2476 Main Street, West Kelowna**

### **Person coordinating the drill:**

1. Make known to everyone the type of evacuation drill:
  - For fire: Point out the fire and call out "Fire."
  - For Bomb threat: Call out "Code Black."
2. Staff ensures individuals exit the building and meet in the staging area.
3. A staff takes the emergency kit and exits the building using the front door.
4. Administrative personnel or non-support staff:
  - Conduct a sweep of the building to ensure everyone is evacuating as planned and if other support staff need help.
  - Take the activity service schedule off of the wall.
5. Once a room is confirmed empty, staff turns off the lights and closes the door.
6. When evacuation is complete, conduct a head count of all staff, individuals, volunteers and guests.
7. Instruct everyone to return to the building.
8. Complete the emergency response drill list in ShareVision.
9. The AQAM is alerted via ShareVision that the emergency response drill has been completed.

## **1216 St. Paul Street**

### **Person coordinating the drill:**

1. Make known to everyone the type of evacuation drill:
  - Fire: Point out the fire and call out "FIRE."
  - Bomb Threat: Call out "CODE BLACK."
2. Make note of the time of the drill.

### **All Staff:**

1. The supervisor or manager takes the emergency kit and exits the building.
2. Usher everyone out of the building to the designated staging areas.
3. Staff checks as they exit to ensure that no one is in the any of the rooms or offices. Turn off the lights and close the doors once a room has been thoroughly checked.
4. At the staging area staff takes a head count, identifying how many people are present, guests and/or visitors.

### **Person coordinating the drill:**

5. Make note of time it took to get everyone to the staging area, any problems encountered during the evacuation and confirm the schedule was taken.

6. Instruct everyone to return to the building.
7. Complete the Emergency Response Drill list in ShareVision.
8. The AQAM is also alerted via ShareVision that the Emergency Response Drill has been completed.

### **1936 Kent Road**

#### **Person coordinating the drill:**

1. Inform all individuals of the scheduled emergency drill early that morning.
2. Make known that the emergency evacuation drill has started.
3. Staff ensure individuals immediately exit the building and gather at the predetermined staging area.
4. Staff take the first aid kit and exit the building.
5. At the staging area staff takes a head count identifying how many people are present.
6. Instruct everyone to return to the building.
7. Complete the Emergency response Drill list in ShareVision and notify the employment manager that the drill has been completed.
8. The AQAM is also alerted via ShareVision that the Emergency Response Drill has been completed.

### **2385/2387 Bouvette Street**

#### **Person coordinating the drill:**

1. Staff notes the location of persons in the house either 2835 and/or 2837.
2. One staff goes to the hallway (either 2835 or 2837) and times one minute on their watch while pushing the hard wired fire alarm. Staff is required to push the fire alarm in order to make it ring - the fire alarm is not connected to the fire department and does not require calling the dispatch officer. Fire alarms are wired together and will ring on both sides when activated.
3. Make known to everyone the type of evacuation drill:
  - Fire: Point out the fire and call out "FIRE."
  - Bomb Threat: Write out on a piece of paper "CODE BLACK." Staff assists all individuals to evacuate while keeping the person sending the bomb threat on the telephone. If two staff are on shift, one staff will indicate to the other that it is a bomb threat drill and the other staff will evacuate all residents.
4. At the end of one minute, staff checks both 2835 and 2837, proceeds to ensure everyone has been evacuated. Staff turns off the lights and closes all doors while exiting the house. Once completed, meet evacuees at the staging area, taking with them the emergency kit.

- The other staff ushers everyone out of the building to the designated staging area, front driveway of 2855 then walks to Raymer Avenue.

5. At the staging area, staff takes a head count, identifying how many staff are present and how many individuals are present.

6. Escort everyone back to the house.

7. The person coordinating the drill:

- Inspects all fire safety equipment.

- Complete the Emergency Response Drill list in ShareVision.

8. The AQAM is alerted via ShareVision that the Emergency Response Drill has been completed.

### **647 Old Meadows Road (aka New Meadows)**

#### **Person coordinating the drill:**

1. Staff notes the location of persons in the house.

2. Staff goes to the hallway and times one minute on their watch while pushing the hard wired fire alarm. Staff is required to push the fire alarm in order to make it ring - the fire alarm is not connected to the fire department and does not require calling the dispatch officer.

3. Make known to everyone the type of evacuation drill:

- Fire: Point out the fire and call out "FIRE."

- Bomb Threat: Write out on a piece of paper "CODE BLACK." Staff assists all individuals to evacuate while keeping the person sending the bomb threat on the telephone. If two staff are on shift, one staff will indicate to the other that it is a bomb threat drill and the other staff will evacuate all residents.

4. At the end of one minute, staff checks to ensure everyone has been evacuated. Staff turns off the lights and closes all doors while exiting the house. Once completed meet evacuees at the staging area, taking with them the emergency kit.

5. Staff ushers everyone out of the building to the designated staging area, the front yard of Karl and Cyndy Ross's home at 641 Old Meadows Road.

6. At the staging area, staff takes a head count, identifying how many staff are present and how many individuals are present.

7. Escort everyone back to the house.

8. The person coordinating the drill:

- Inspects all fire safety equipment.

- Push the test button to ensure the emergency lights come on.

- Complete the Emergency Response Drill list in ShareVision.

9. The AQAM is alerted via ShareVision that the Emergency Response Drill has been completed.

## **1250 Guisachan Road**

### **Person coordinating the drill:**

1. Staff notes the location of persons in the house.
2. Staff goes to the hallway and times one minute on their watch while pushing the hard wired fire alarm. Staff is required to push the fire alarm in order to make it ring - the fire alarm is not connected to the fire department and does not require calling the dispatch officer.
3. Make known to everyone the type of evacuation drill:
  - Fire: Point out the fire and call out "FIRE."
  - Bomb Threat: Write out on a piece of paper "CODE BLACK." Staff assists all individuals to evacuate while keeping the person sending the bomb threat on the telephone. If two staff are on shift, one staff will indicate to the other that it is a bomb threat drill and the other staff will evacuate all residents.
4. At the end of one minute, staff checks to ensure everyone has been evacuated. Staff turns off the lights and closes all doors while exiting the house. Once completed meet evacuees at the staging area, taking with them the emergency kit.
5. Staff ushers everyone out of the building to the designated staging area, the light pole to the right of the drive way.
6. At the staging area, staff takes a head count, identifying how many staff are present and how many individuals are present.
7. Escort everyone back to the house.
8. The person coordinating the drill:
  - Inspects all fire safety equipment.
  - Push the test button to ensure the emergency lights come on.
  - Complete the Emergency Response Drill list in ShareVision.
9. The AQAM is alerted via ShareVision that the Emergency Response Drill has been completed.

### **Resident Procedure:**

1. When the fire alarm rings, the residents must yell "GET OUT" and exit through the front door.
2. They may take their shoes and emergency kit with them if they are at the front door, but must not go into their bedrooms to collect anything.
3. Staff may grab jackets at the door but must not enter rooms to get them.
4. If any resident resists exiting the house, staff must insist on their exiting.

### **City Wide Evacuation**

1. The Society facilities will be evacuated as directed by our designate from the BC Emergency Management Response System (BCEMRS). For Kelowna and surrounding areas the emergency plan is coordinated by the Fire Department.
2. The Executive Director or designate will coordinate the evacuation and is the primary contact.
3. The Executive Director or designate coordinates the scheduling of staff at the homes in the case of essential services.
4. The staff from Bouvette Street, Old Meadows Road and Guisachan Road takes the facilities' and residents' emergency kits and medications with them.

### **Society Closure**

#### **During Service Hours**

1. Management and area supervisors contact the appropriate persons and/or services and arranges for transportation.
2. The area supervisor or managers do not leave the facility until each person has departed for home.
3. The Executive Director or designate coordinates the scheduling of staff at Bouvette Street, Old Meadows Road and Guisachan Road in the case of essential services.

#### **Services have not started**

1. As soon as possible, the Executive Director contacts the following:
  - President of the Board and informs him or her of the closure.
  - handyDART service and informs them of the closure.
  - The managers and informs them of the closure.
2. The managers contact the area supervisors and inform them of the closure.
3. The supervisors contact department staff and inform them of the closure.
4. The managers and supervisors contact the individuals receiving service in their respective areas and inform them of the closure.
5. The Executive Director or designate coordinates the scheduling of staff at Bouvette Street, Old Meadows Road and Guisachan Road in the case of essential services.