

PATHWAYS ABILITIES SOCIETY

PROCEDURE: EVACUATION AND SOCIETY CLOSURE

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

Original Effective Date: 1993

Effective Date: April 4, 2025

Replaces Procedure Dated: July 10, 2023

Immediate Evacuation

1. As soon as the fire alarm sounds, staff assist people to evacuate the premises.

2. Taking Attendance Records:

- **123 Franklyn Road:** Supervisors or a leadership team member access the daily schedule electronically (located in ShareVision > Leadership Page > Activity Service Daily Schedule).
- **2476 Main Street, West Kelowna:** The first staff member out of the building takes the daily activity services schedule and attendance records.
- **2835/2837 Bouvette Street:** Not Applicable (NA)
- **647 Old Meadows Road:** NA
- **1250 Guisachan Road:** NA
- **1216 St. Paul Street:** NA
- **1936 Kent Road:** NA

3. Taking Emergency and First Aid Kits:

- **123 Franklyn Road:** The Activity Service Supervisor or designate takes the kits from the designated location in the vehicle/first aid room in the main activity wing.
- **2476 Main Street, West Kelowna:** The first staff person out of the building takes the kits from the black cabinet in the main room.
- **2835/2837 Bouvette Street:** The first staff out of the building takes the kits 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 takes the kits from the front closet and the medication binder if there is time.
- **1250 Guisachan Road:** The first staff out of the building takes the kits 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 takes the kits from the first lower cabinet in the ICO reception. If no one is present upstairs, there is a second emergency kit in the lower cabinet drawer in BikeWays.
- **1936 Kent Road:** The support staff takes the first aid kit from the beige cabinet by the front door.

4. Designated Staging Areas (Muster Points):

- **123 Franklyn Road:** Corner of the grass area at the intersection of Highway 33 and Franklyn Road.
- **2835/2837 Bouvette Street:** Front driveway at 2835 Bouvette.

- **2476 Main Street, West Kelowna:** Go out the front door and turn right (south) to the bench at the plaza.
- **647 Old Meadows Road:** Front driveway; staff then walk with home members to the front yard at 641 Old Meadows Road.
- **1250 Guisachan Road:** Front driveway; staff then walk with home members 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 or designate and remain in the muster area until directed otherwise.

6. Emergency evacuation may require staff to implement a restricted practice or carry a person out of the building.

7. Staff checks each room in the building to ensure no one is in any rooms, offices or bathrooms. Once a room has been thoroughly checked, turn off the lights and close the doors.

8. The staff takes a head count at the muster area, identifying the number of guests and/or visitors present. 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. Alternative Locations

-If we are unable to occupy a facility (as determined by emergency services), proceed to the following locations:

- **123 Franklyn Road:** Evacuate to 1216 St. Paul Street.
- **ICO and Social Ventures:** Evacuate to 123 Franklyn Road.
- **2476 Main Street, West Kelowna:** Evacuate to 123 Franklyn Road.
- **2835/2837 Bouvette Street:** Evacuate to a hotel. Staff will notify the Executive Director of the location as soon as possible.
- **647 Old Meadows Road:** Evacuate to a hotel. Staff will notify the Executive Director of the location as soon as possible.
- **1250 Guisachan Road:** Evacuate to a hotel. Staff will notify the Executive Director of the location as soon as possible.
- **1936 Kent Road:** Evacuate to 123 Franklyn Road.

11. Complete and submit a Critical Incident Report form and, if applicable, the Bomb Threat Post form.

Monthly Evacuation Drills

123 Franklyn Road

Person coordinating the drill:

1. Phone Titan Security at 1-844-723-7330 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 Activity Service Supervisor 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.
 - Go to the lower pod and assist individuals who use a wheelchair to leave the building.
7. Once a room is confirmed empty, the staff turns off the lights and closes the door.
8. Turn off the alarms at the alarm monitoring panel. To do so, push the "silence alarm" button followed by the "System Reset" button.
9. When the evacuation is complete, conduct a head count of all staff, individuals, volunteers and guests.
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 the wall.

5. Once a room is confirmed empty, the 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. 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.
5. When evacuation is complete, conduct a head count of all staff, individuals, volunteers and guests.
6. Instruct everyone to return to the building.
7. Complete the emergency response drill list in ShareVision.
8. The Activity Quality Assurance Manager (AQAM) is alerted via ShareVision that the emergency response drill has been completed.

2835/2837 Bouvette Street

Person coordinating the drill:

1. Staff notes the location of persons in the house, either 2835 and/or 2837.
2. 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 in evacuating 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 home members.

3. At the end of one minute, staff checks both 2835 and 2837 and 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, the front driveway of 2835 Bouvette Street.
4. At the staging area, the staff takes a head count, identifying how many staff are present and how many individuals are present.
5. Escort everyone back to the house.
6. The person coordinating the drill:
 - Inspects all fire safety equipment.
 - Complete the Emergency Response Drill list in ShareVision.
7. 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.
4. 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 in evacuating 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 home members.
5. 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.
6. Staff ushers everyone out of the building to the designated staging area, the front yard at 641 Old Meadows Road.
7. At the staging area, the staff takes a head count, identifying how many staff are present and how many individuals are present.
8. Escort everyone back to the house.
9. 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.

10. 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 in evacuating 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 home members.
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 driveway.
6. At the staging area, the 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.

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 Fire Department coordinates the emergency plan.
2. The Executive Director or designate will coordinate the evacuation and is the primary contact.

3. The Executive Director or designate coordinates staff scheduling at the homes in the case of essential services.

4. The staff from Bouvette Street, Old Meadows Road and Guisachan Road take the facilities' and home members' emergency kits and medications with them.

Society Closure

During Service Hours

1. Management and area supervisors contact the appropriate persons and/or services and arrange 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 staff scheduling at Bouvette Street, Old Meadows Road and Guisachan Road in the case of essential services.

Society Closure

Outside of Service Hours

1. As soon as possible, the Executive Director contacts the following:

- President of the Board and informs them 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.