

AODA – General Emergency Procedures

The safety of the Ottawa Home Care (OHC) community is the top priority of OHC.

Due to the fact that OHC office is a rented office for administrative purposes only, the following general emergency procedures are only applicable to OHC staff working in this rented administrative office location.

For the general public, clients, client families, and OHC staff who are working at third party nursing homes, retirement homes, and/or client's private dwellings, they must follow the emergency procedures at those locations.

Statement:

This general emergency procedure outlines the responsibilities and process of identifying employees who require assistance in the event of an emergency situation and developing a plan to ensure that all employees are able to evacuate a hazardous environment.

It is an expectation that all employees involved in assisting employees with disabilities during an emergency response do so in a safe manner. Employees must also ensure that any applicable equipment, tools, and the environment used during the emergency response are safe and in good working condition.

Definitions

Emergency – a hazardous situation (or threat of a hazardous situation) which requires action to control, correct, and return the site to a safe condition and requires timely action to protect people, property, and the environment from harm.

Employee Requiring Assistance (ERA) – Identified employees with any permanent or temporary conditions and/or disabilities that may affect their ability to evacuate the building safely during an emergency. Examples of conditions that may affect safe evacuations may include but are not limited to; inability to climb/ descend stairs, inability to hear emergency alarms, and/or see signs, emergency equipment, and evacuation directions.

Buddy or Buddies: the staff member (buddy or buddies) assigned during the planning stage, which will assist the ERA during an evacuation.

Roles and Responsibilities

Employee Requiring Assistance (ERA)

- Inform the Fire Wardens and/or Human Resources Manager if you require assistance in the event of an emergency.
- Work with the Fire Wardens and/or Human Resources Manager to determine an individualized emergency response plan.
- Inform the Fire Wardens and/or Human Resources Manager when your condition changes, requiring different, more or less assistance.
- During an emergency that requires an evacuation, communicate with staff members if additional assistance with evacuation is needed.
- Maintain communication with your buddy or buddies.

Human Resources Manager

- During onboarding stage, identify permanent/ temporary disabilities that may require special assistance during an evacuation.
- Work in conjunction with the Designated Fire Wardens to review, update, and communicate the individualized emergency response plan for ERA.
- Document the employee's individualized emergency response plan in their employee file.
- Accommodate the needs requested by the employee to ensure all accommodation is continually met.
- As part of the return-to-work planning process, identify the specific functional limitation (example: inability to descend stairs) that would warrant an individualized emergency response plan.

Designated Fire Wardens = Privacy Officer

- Develop, incorporate, and review the emergency policies and procedures for persons that require assistance to evacuate a hazardous environment in accordance with this policy.

- Ensure employees are trained and aware of the general emergency procedures for ERA.
- Be aware of employees with permanent disabilities and/or those who require temporary assistance to evacuate in the event of an emergency.
- Discuss with the person that requires assistance to determine the level of assistance required to evacuate a floor area in the event of an emergency and determine the need to create individualized emergency response plans based on the procedure below.
- Design, review, and carry out annual general emergency response training for all employees, including any applicable individualized emergency response plan for ERA.
- Assign a buddy or buddies to the ERA and post this buddy system at the front office.
- In case the regular Fire Wardens are not available, then a temporary manager will be appointed by the regular Fire Wardens as the Designated Temporary Fire Wardens.

Office Staff

- Participate in the annual general emergency response training, including any applicable individualized emergency response plan for ERA.
- Assist those with special needs
- Follow procedures as required
- If assigned to be a buddy, communicate with your ERA and the Designated Fire Wardens if you will be away and unable to provide assistance.

General Emergency Procedure

The OHC office is located on the 2nd floor of an office building with one staircase located at each end of the 2nd floor. One staircase leading down to the main entrance of the building, and the other staircase leading down to the emergency exit of the building.

DO NOT USE THE ELEVATOR during an emergency situation, such as a fire incident, unless it is authorized by the provincial or municipal emergency responders.

- If there is an immediate threat on the floor that requires evacuation, the buddy and or buddies assigned to an ERA will assist in the evacuation as planned.

- In the event that the assigned buddy or buddies is not available during the time of the incident, the person requiring assistance will identify themselves to the Fire Wardens or any staff members in the area so a buddy or buddies can be assigned and assist ERA.
- ERA in wheelchairs will be assisted to the closest exit stairs.
- The buddy or buddies will assist the ERA to descend the exist stairs, if possible and safe.
- If the process of descending the exit stairs the ERA is unable to continue, or if the ERA is in a wheelchair, the buddy or buddies will stay on the landing or stop at the next landing and position the ERA so that the pathway is not obstructed for others evacuating the floor.
- The buddy or buddies is/are to stay with the ERA until the area has been cleared by the emergency responders in charge of the incident.
- The first staff member arrived in a safe area is responsible to call any office employees who have not worked that day prior to the incident.
- Once the Designated Fire Wardens has confirmed with the emergency responders onsite of the safe time to return to the office, it is the Designated Fire Warderns' responsibility to notify all office employees of this update.
- In case the emergency responders onsite are unable to provide an estimate safe time to return to the office, it is the Designated Fire Wardens' responsibility to follow up and keep all office employees updated accordingly.