



## Emergency Response Plan Overview

**LAST REVIEWED:** July 2022

The home-specific EMERGENCY RESPONSE PLAN (ERP) must:

1. Be evaluated annually
2. Be updated to reflect necessary changes, as needed.
3. Be reviewed with the Occupational Health and Safety Committee;
4. Include a contingency plan for the care of residents that includes:
  - a. Detailed roles and responsibilities during an emergency (including evacuation drills) every year;
  - b. Arrangements with local authorities and institutions to provide shelter and resources;
  - c. Alternate sources to supply emergency power, water, food and fuel;
  - d. A communications plan; and
  - e. Resident identification procedures, including photographs and identification bracelets.
5. Include the following elements:
  - a. Communication protocol for enacting the ERP;
  - b. Employee roles and responsibilities, including IMS leaders;
  - c. Accountabilities for employees before, during and after an emergency; and
  - d. Actions steps for all risk levels of an emergency.
6. Be completed with the site-specific information required.
7. Contain:
  - a. Emergency telephone numbers, including public utilities and government agencies;
  - b. Corporate emergency telephone numbers, including Corporate Communications;
  - c. Staff Call-back List (updated as required in order to be current);
  - d. Key suppliers, contractors and support services;
  - e. All emergency code checklists;
  - f. Senior IMS Team checklists;
  - g. Building site plan showing access roads, evacuation meeting area(s), etc.;
  - h. Floor plans identifying key life safety and exit information;
  - i. Floor plans identifying each room and attached room search checklists;
  - j. Maps showing the search area quadrants around the home; and
  - k. Mutual aid agreements with other LTC facilities for evacuation assistance.