


Leamington Mennonite Home  
Long Term Care

**EMERGENCY MANAGEMENT  
POLICY AND PROCEDURE**

<b>CATEGORY:</b> General	<b>SUBJECT:</b> Building Profile	<b>SECTION:</b> A <b>POLICY:</b> 4
<b>DATE:</b> June 27, 2022	<b>Administrator's Signature:</b> 	

**BUILDING PROFILE**

**POLICY:**

A Building Profile will be developed and reviewed annually.

**PROCEDURE:**

The Administrator or designate will:

- 1) Create a Building Profile using the Building Profile Template and store together with copy of Building Floor Plans with the Home's Emergency Management Plan. Profile will include:
  - a. Hazards
  - b. Risks
  - c. Shutoffs
  - d. Internal shelter in place locations
  - e. Floor plan with all pertinent information and locations marked
  - f. All other information useful in emergencies
- 2) Refer to the Building Profile during testing of Code Procedures and use in refining as applicable.
- 3) Use Building Profile for orientation of new staff to the building and building systems that may be referenced during an emergency.
- 4) Review and update Building Profile annually or more frequently as needed, document any changes.