

The Leamington United Mennonite Home and Apartments

POLICY AND PROCEDURE

CATEGORY:
Administration

SUBJECT:
Disaster Procedure Plan
and Manual

SECTION:
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POLICY:
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DATE:
September, 2004

Signature: _____
ADMINISTRATOR

DISASTER PROCEDURE PLAN AND MANUAL

POLICY:

The Leamington Mennonite Home will maintain a Fire Safety and Disaster Procedure Manual for internal disasters (including missing residents, bomb threats, fires, loss of essential services and service disruptions) and external disasters (including weather related, community and environmental disasters).

PROCEDURE:

- The Disaster Evacuation Plan shall be developed and maintained in consultation with the South Essex Community Health partnership and the Municipality of Leamington.
- Contingency and evacuation plans shall be reviewed and rehearsed on a regular basis and a minimum of every three years.
- The fire plan shall be reviewed annually with instruction in fire safety procedures provided through the annual mandatory educational inservice to all staff.
- Monthly fire drills shall be held on all shifts with staff attendance documented. Monthly fire safety information sheets shall be distributed to all staff.
- Volunteers and residents shall be provided opportunities to receive instruction about fire safety procedures through:
 - Monthly fire drills
 - Newsletter information
- Fire Safety and Disaster Procedure Manuals shall be located in each of the following areas:
 - General/Front Office
 - Administrator's Office
 - Kitchen
 - Laundry
 - Nurse's Stations: One per station
 - Program Activity Areas: One per floor
 - Maintenance Room