

The Leamington United Mennonite Home and Apartments

POLICY AND PROCEDURE

CATEGORY: Administration	SUBJECT: Emergency Procedure	SECTION: E POLICY: 1
DATE: September, 2004	Signature: _____	ADMINISTRATOR
REVISION DATE: December, 2010, January, 2011		

EMERGENCY PROCEDURE

The Administrator, or designate, will be contacted for any emergency which occurs at the Leamington Mennonite Home and Apartments. The emergency may include, but not be limited to, any of the following circumstances:

- Loss of hydro
- Water/boiler leak or difficulty
- Lightning interference
- Resident missing
- Staff difficulty
- Resident/resident family/volunteer difficulty and/or concern.
- Any other serious difficulty identified and assessed by the Registered Staff after hours and on weekends.

The Maintenance Protocol posted in each of the Nurses Station and General/Front Office will be followed by the Registered Staff after hours and on weekends in consultation with the Administrator/Designate.

LEAMINGTON MENNONITE HOME & COMPLEX

MAINTENANCE EMERGENCIES

After Hour and Weekend Protocols

ALL EMERGENCIES WILL BE REPORTED TO REGISTERED NURSE ON DUTY

Registered Nurse on duty will determine location, scope and severity of emergency.

- If further action steps are required, the following steps will be taken:

FIRE	911	(519) 326-4431 (Dispatch)
POLICE	911	1 (888) 310-1122 (Non-Emergency)
AMBULANCE	911	(519) 258-2155 (Non-Emergency)
OPP		(519) 326-2544

- For all other emergencies call:

JEFF KONRAD (519) 890-9434

- For assistance in the Complex call:

EMERGENCY RESPONSE STAFF (226) 347-7439 (Cell)

Jacklyn Epp, Lauren Willms, Tara Adams
7:00 a.m. – 11:00 p.m., 7 days a week

- For serious emergencies ONLY, with Administrators/Designate approval ONLY, the following LMH Service Contacts may be notified:

Fire Dispatcher	(519) 326-4431
Security One-Fire System & Equipment	(519) 326-2020
Boilers – Pete Lusetti	(519) 326-5572
Elevator – Riverside Elevator Inc.	(519) 256-0025
Environment Canada	(519) 257-7743 (Weather Watch)
Essex Powerlines Corp.	(519) 561-6366 (Afterhours)
	(519) 737-6640 (Business Hours)
	(519) 737-6640 x2 (to report outage)
Generator – CF Industries	(519) 322-2311
Laundry & Refrigeration Equipment – Apts	(519) 326-7713 (Joe Reis)
Plumbing – Grossi Plumbing	(519) 326-9018
Poison Control	1 (800) 268-9017
Refrigerator Commercial – Janik	(519) 322-0022
Snow Removal – Brian Pearce	(519) 818-9737
Sun Parlor Locksmith	(519) 326-4922
Television – Cogeco	(519) 972-6666
Town Water Department	(519) 326-4454 (Business Hours)
	(519) 326-9212 (Afterhours)
Union Gas	1 (877) 969-0999
Water Furnace – Grossi Plumbing	(519) 326-9018