2.4.5 Emergency Responses

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| Manual: BV Operational Policies | Section: Programs |
| Approver: Arthur Mathews | Original Date: September 6, 2005 |
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# POLICY STATEMENT

Broadview Village is committed to providing a safe environment for residents/participants and staff. Responses to emergency situations (fire, disaster, missing person, police, medical and death) will be written, reviewed and revised as necessary.

# PROCEDURE

1. The Executive Director will ensure that emergency procedures are reviewed and revised as required.
2. Emergency Procedures will contain detailed information on how staff are to respond to the following emergencies; fire, disaster, missing person, police, medical and death of a resident.
3. Emergency Procedures will be posted by telephones and/or other visible areas in each site.
4. During Main House office hours Monday to Friday staff will report any emergency to administration. During all other hours, staff will report any emergencies via the On Call system.
5. Staff will document emergencies on an Incident Report and forward to the administration office.
6. Annual Fire Inspections will be completed by the Fire Department as well as inspections of equipment by a designated company.
7. Fire Drills (held monthly in residential and administration sites and held quarterly at Railside) and Health & Safety Inspections will be completed at all sites and will as much as possible occur at different time periods.
8. Residents/Participants/Staff will be orientated on responding to fire drills/smoke detectors, documentation and any teaching/training needs will be noted in the site meeting minutes and Health & Safety Inspection reports.