



Disaster Plan

Policy # HS 8

The Association will have a disaster plan that will outline actions required in the event of a fire, major accident, catastrophe or any other occurrence of a serious nature, including a person using services becoming lost. The disaster plan will include a Continuity of Operation plan in the event of service disruption.

Procedure

- 1. The Association's Disaster Plan will be reviewed at least every five years.*
- 2. Staff will be trained in the disaster plan response.*

Date Written: December 17, 2015

Revision Dates:

Community Living St. Marys and Area Disaster Plan

1. Emergency Response:

Should include the following key elements for any type of crisis involving people supported, employees and or volunteers:

- Leadership – taking responsible steps to attend to your role in responding.
- Evacuation as appropriate to remove yourself and others from harm's way. In the case of immediate, impending danger, evacuate first and then make emergency contacts. Remember that even small fires require evacuation.
- Calling for Emergency Response **#911** from outside of the home or situation, and ready to share information about address, circumstances of emergency and help needed.
- Communication – staying calm while alerting others to the crisis. The Association has an emergency on-call phone number that would be the first contact within the agency (519)949-1404. Each supported person would have their own personal emergency contact list as outlined in their support plan.
- First Aid and reassurance as needed to maintain comfort and calm. Every person supported by the Association has a first aid kit in their home and the location is noted in the support plan. In the same location is a list of meds and pertinent medical history that should go with the person to the hospital.

2. Missing Persons:

If a supported person has a higher risk of going missing or any other safety concern a specific plan to help prevent this from happening will be included in their support plan as well as an individualized response if it happens. This includes summer support plans for children using summer support.

In general if a person goes missing it is important to consider the following;

- Consider the history and individual nature of the situation including any health concerns.
- Based on the level of independence of the person, the police are to be notified.
- Contact local hospitals.
- Once the missing person has been found, complete an incident report including recommendations for the future and any follow-up needed.
- The manager in consultation with the team leader will determine when a serious occurrence report will be filed with the Ministry of Community and Social Services in accordance with guidelines.

3. Major Disaster Events:

All people supported by the Association have a first aid kit in their home and are encouraged and supported to keep an emergency survival kit. The location of these are outlined in the person's support plan. Also outlined in the support plan are any other considerations including health or specialized support needs and a plan for meeting those needs. One example of this might be considering unique health needs that would make going to an evacuation centre very difficult.

In the event of a major disaster event such as a tornado, flood, extended power outage etc. Community Living St. Marys would follow the instructions in the community Emergency Response Plan for both St. Marys and Stratford. A very brief summary of the two plans are written below. The full plans are available on the Town of St. Marys website www.townofstmarys.com and the City of Stratford website www.stratfordcanada.ca There is also a copy of both plans in the Central Admin office at JPC.

Town of St. Marys Emergency Response Plan

In the event that there is an emergency in the Town of St. Marys, public will be notified of the emergency and procedures to follow for personal safety in the following manner: Tune the radio or TV to any one of the following radio or TV stations for updated information:

1240 AM CJCS Stratford

107.7 FM Stratford

FM 1290 AM Newstalk 1290

92.7 FM BX 93

1410 AM Funny 1410

97.5 FM Virgin Radio

920 AM CKNX Wingham

CTV Kitchener – CKCO TV

CTV Two London – CFPL-TV

Check the Town of St. Marys website. www.townofstmarys.com

Stratford Emergency Response Plan

In the event that there is an emergency in the City of Stratford, officials will notify the public through local media releases. The Stratford Kiwanis Community Centre will be the registration centre for any declared emergency. A call centre would be set up at the City Hall (or alternate location).

4. Emergency Survival Kit

The Perth Health Unit recommends that every citizen prepare in case of an emergency. They suggest that you have an emergency survival kit that should have everything you and your family would need to be safe and take care of yourselves for at least three days immediately following an emergency.

The following list is broken down into the essentials, items you may need to meet your family's unique needs, and items to have ready in case you have to leave your home.

WHAT TO PUT IN YOUR SURVIVAL KIT

Essentials

- Food (non-perishable and easy-to-prepare items, enough for 3 days) and a manual can opener
- Bottled water (4 litres per person for each day)
- Medication(s)
- Flashlight
- Radio (crank or battery-run)
- Extra batteries
- First-aid kit
- Candles and matches/lighter
- Hand sanitizer or moist towelettes
- Important papers (identification, contact lists, copies of prescriptions, etc.)
- Extra car keys and cash
- Whistle (to attract attention, if needed)
- Zip-lock bag (to keep things dry)
- Garbage bags

Special Considerations

- Items for babies and small children—diapers, formula, bottles, baby food, comfort items
- Prescription medication
- Medical supplies and equipment
- Pet food and supplies
- Any other items specific to your family's needs

Extra Supplies for Evacuation

- Clothes, shoes
- Sleeping bags or blankets
- Personal items (soap, toothpaste, shampoo, comb, other toiletries)
- Playing cards, travel games, other activities for children

OTHER TIPS

- Pack the contents of your kit in an easy-to-carry bag(s) or a case on wheels.
- Store your kit in a place that is easy to reach, and ensure that everyone in your family knows where it is.
- Your kit does not have to be built overnight. Spread your shopping over a few weeks. Purchase a few items every time you go to the store.
- Your water supply is meant to cover what you would drink as well as what you might need for food preparation, hygiene and dishwashing.
- Check and refresh your kit twice a year—when the clocks shift to/from daylight savings time is a good time. Check all expiry dates and replace food and water with a fresh supply. Check batteries and replace as needed.

- Keep your cell phone or mobile device fully charged.

The Ministry of Community Safety and Correctional Services has resources on how to build your own emergency kit for your home and also a tool for creating a personal emergency preparedness plan.

<http://www.emergencymanagementontario.ca/english/beprepared/beprepared.html>

The government of Canada also has resources available at

<http://www.getprepared.gc.ca/index-eng.aspx>

5. Continuity of Operation Plan

- **Prevention and Preparedness:** The Association has taken a number of steps to ensure that business could continue. This includes;
 - use of a secure web-based database of person supported, employee and volunteer records. Access to Sharevision can be done from any location.
 - Offsite storage of computer backup is done on a weekly basis.
 - All paper files for people supported and employees are kept in fire proof filing cabinets.
 - there is a commitment to secure Association's buildings including any services required to repair and maintain property.
 - there is a commitment to review and revise the Continuity of Operation Plan annually and more often if required.
- **Response:** The type and urgency of the emergency situation directly affects the means and actions required. In the event of an emergency, the E.D. or designate initiates location specific or CLSMA wide response plans; as required. The E.D. or designate would lead the response and coordinate communication. Deployment of CLSMA staff is coordinated based on the course of action. Serious Occurrence reporting is forwarded to the Ministry as required. All media communication is the responsibility of the E.D. and Board Chair.
- **Follow-up:** Following an emergency the E.D. or designate will lead a debriefing and coordinate ongoing support activities. This may include involving the Employee Assistance Program, or other community resources to support people supported, employees and volunteers.