

Policies, Procedures, Standard Operating Practices

No. EMER-200

Title: Emergency Planning & Response to External Buildings	<input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure <input type="checkbox"/> SOP
Category: General Sub-category: Emergency Plan	Distribution: Organization Wide
Endorsed: VP, Facilities, Capital Planning, Support Services & CFO Signature:	Approval Date: Apr. 21, 2022 Reviewed/Revised Date: Mar. 6, 2025 Next Review Date: Mar. 6, 2028

CROSS REFERENCES: Code Green – Evacuation Plan (EMER-90), Code Orange – External Disaster (EMER-01), Emergency Response Guide Department Specific Template (A & B), (PP-701) Fire System Impairment

1. PURPOSE

To outline the emergency response roles and responsibilities for the External Buildings which are separate from Thunder Bay Regional Health Sciences Centre (the Hospital) site proper (at 980 Oliver Road) and that house Hospital programs and departments.

2. POLICY STATEMENT

External Buildings and temporary external structures will have Emergency Planning and Response measures in place to ensure the safety of tenants and the public.

3. SCOPE

The External Buildings included in this procedure are specifically: 1) 290 Munro St – also called “ICR Discoveries”; 2) 984 Oliver Rd – also called the “Professional or Medical Building”; 3) 1040 Oliver Rd – also called the “Health Service Building”. Other properties in which the Hospital may have a lease or other arrangement must have a specific process in place to ensure oversight and communication as developed by the overseeing program. See Appendix A for clarify on Legal Structure & Accountabilities.

4. DEFINITIONS

External Buildings: all buildings owned or occupied by the Hospital which are not the Hospital (980 Oliver Rd).

Fire Plan: a document required under the Fire Code which outlines contact, responsibilities, facility, procedure, maintenance, and other aspects that is developed and maintained by the building Owner.

Fire Watch: see Fire System Impairment policy PP-701 – Fire System Impairment.

Lease: a binding agreement between a Tenant and Owner of the building for a determined amount of space in a building for a given amount of time and cost.

Occupancy Manual: a document written by the Owner for the Tenants that outlines building details, along with the responsibilities of the Tenants, and the processes that need to be followed.

Sister Unit: partnered units between departments in the main Hospital (980 Oliver Rd) and External Buildings. The primary purpose of this pairing is notification and open communication. Sister units will communicate emergency details from their respective sites and provide support to each other as needed. It is the responsibility of each department to create the sister unit relationship and ensure it is in alignment with the relationship captured in relevant emergency code sub plans, e.g., Code Orange, Code Green.

Temporary External Structure: a structure constructed or erected purely on a temporary basis for a specific period of time which will be demolished or removed on completion of the project, activity, or lapse of the pre-approved period, e.g., decontamination tent, artistic installation, portable storage shelter, construction trailer, etc.

Tenant: an entity that enters into a Lease with the Owner of a building.

5. PROCEDURE

5.1 Emergency Response Procedures

5.1.1 290 Munro St.

- a. In the event of a Security or Fire Alarm, the system is monitored by TBayTel Security Monitoring (1-800-893-2739) they will initiate the response to the building.
- b. Tenant will:
 - In the event of an emergency, and if onsite, the Tenant will refer to their departmental response guide for specific steps for their response area, such as initiating a call to 9-1-1.
 - The Hospital Tenant which originates the emergency will also contact Main Switchboard (807-684-6001) and ask to be connected to the Senior Leader On-call/Administrative Coordinator (after hours) to inform them of the situation.
 - All Hospital Tenants, if onsite, will contact their Sister Unit, to inform them of the situation
 - The Tenants will follow the direction of the Incident Manager or Emergency Services as directed and provide updates to their Sister Unit as appropriate.
- c. TBayTel Security Monitoring will:
 - Contact APEX Security @ Mobile (807-474-6813).
 - Activate 911 – for Thunder Bay Fire Rescue and Thunder Bay Police in case of fire alarm.
 - Contact TBRHSC Switchboard to notify of the type of alarm and that they are dispatching someone to investigate.
- d. APEX Security will:
 - Respond to the site.
 - Contact Hospital Switchboard (807-684-6001) to report initial findings.
 - In event there is a tenant specific issue, APEX will also use the Tenant call-out list provided by the Hospital to alert the impacted Tenant or all Tenants as the scope requires.
 - Liaise on site with Fire, Police, or Hospital Maintenance if/as warranted to address the situation.
 - Provide a written update report to the Manager Capital & Program Development, after the resolution of the incident.
- e. Hospital Switchboard will:
 - Contact the Hospital Senior Leader On-call/Admin Coordinator (after hours) to alert them of the incident.
 - Contact the Maintenance Supervisor On-call (807-629-3119) to alert them of the incident.
 - Email Manager and Supervisor with the date/time of notification from APEX.
- f. Hospital Maintenance will:
 - Maintenance Supervisor On-call will attend on-site if required to investigate alarm or incident.
 - Function as the on-site Incident Manager if/as assigned by the Senior Leader On-call.
 - Oversee the response and/or repairs on-site if applicable.
 - Work with contact Security as required to secure the building and/or set-up Fire Watch if required due to fire system impairment.
 - Update TBRHSC Senior Leader On-call/Admin Coordinator (after hours) of any actions and as required.
- g. Hospital Senior Leader On-call/Administrative Coordinator will:
 - Act as the Incident Manager and oversee the response to the incident directly or via the Admin Coordinator or other delegated representative (e.g., Maintenance Supervisor On-call),
 - Ensure an Incident Report is submitted.

5.1.2 984 and 1040 Oliver Rd

- a. In the event of an emergency, and if onsite, the Tenant will refer to their departmental response guide for specific steps for their response area, such as initiating a call to 9-1-1.
- b. The Landlord will receive automatic notification of any activated alarms within the building.

- c. For calls to 911 or otherwise and not related to Fire or Ambulance, the Tenant in which the emergency has been initiated will contact the Landlord, when safe to do so, and inform them of the situation.
- d. The Hospital Tenant which originates the emergency will also contact Switchboard (807-684-6001) and ask to be connected to the Senior Lead On-call/Admin Coordinator (after hours) to inform them of the situation.
- e. All Hospital Tenants, if onsite, will contact their Sister Unit, to inform them of the situation.
- f. The Landlord or Representative will contact Switchboard 807- 684-6001) and ask to be connected to the Senior Lead On-call/Admin Coordinator (after hours) to provide them ongoing updates.
- g. The Tenants will follow the direction of the Landlord and/or Emergency Services as directed and provide updates to their Sister Unit as appropriate.
- h. The Senior Leader On-call/Admin Coordinator (after hours) will oversee the Hospital tenant response to the incident directly or via the Admin Coordinator or other delegated representative.

5.1.3 Temporary External Structures

A set of operational and safety procedures is required to be developed on a case by case basis for all temporary external structures used by Hospital workers and/or on Hospital property. As such structures are more exposed to inclement weather, operational and safety procedures must include response thresholds related to various weather hazards.

In general, all persons working or visiting in/near the structure are to abide by the following for emergency situations:

- Remove yourself and others from harm's way.
- Call 9-1-1.
- Notify Security.
- Notify your supervisor/manager.

6. RELATED PRACTICES AND/OR LEGISLATIONS

Ontario Fire Code

7. REFERENCES

290 Munro St. Occupancy Manual
984 Oliver Rd. Occupancy Manual
1040 Oliver Rd. Occupancy Manual
ICR Fire Plan

APPENDIX A – External Buildings Legal Structure & Accountabilities

290 Munro St.

- The Hospital is the Owner and Landlord for this site – which includes non-Hospital tenants.
- The office of the VP, Facilities, Capital Planning, Support Services, & Chief Financial Officer has overall authority for this site with delegated authority to the Director of Capital Planning and Facilities Services.
- The Manager Capital & Program Development is the Landlord's representative for the site and day-to-day contact for the Tenants.
- Director of Capital Planning and Facilities Services updates and maintains the Fire Plan and Occupancy Manual.
- The Manager Capital & Program Development ensures the information is provided to the Tenants, a Tenant Call-out list is maintained, and drills are conducted.
- The Manager Facility & Biomedical Services oversees the operation and maintenance of the building and site, and provides an after-hours response process through the Supervisor On-call role.

984 Oliver Rd

- The Hospital is a Tenant in this building; the building is owned and operated by a separate corporation.
- The VP, Facilities, Capital Planning, Support Services, & Chief Financial Officer is the primary administrative contact for this building with the Landlord with delegated authority to the Director of Capital Planning and Facilities Services.
- The Manager Capital & Program Development is the day-to-day contact for the Hospital Tenants in this building.
- The Landlord is responsible for the operation and maintenance of the building and site.
- The Landlord updates and maintains the Fire Plan and Occupancy Manual, and ensures the information is provided to the Tenants and the drills are conducted.

1040 Oliver Rd

- The Hospital is a Tenant in this building; the building is owned and operated by a separate corporation.
- The VP, Facilities, Capital Planning, Support Services, & Chief Financial Officer is the primary administrative contact for this building with the Landlord with delegated authority to the Director of Capital Planning and Facilities Services.
- The Manager Capital & Program Development is the day-to-day contact for the Hospital Tenants in this building.
- The Landlord is responsible for the operation and maintenance of the building and site.
- The Landlord updates and maintains the Fire Plan and Occupancy Manual, and ensures the information is provided to the Tenants and the drills are conducted.