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| **EMERGENCY RESPONSE GUIDE FOR TBRHSC HSC Building (1040 Oliver Rd)** | | |
| **DEPARTMENT / RESPONSE AREA:**  **SISTER DEPARTMENT:**  **DATE OF LAST REVIEW:**  **APPROVED BY:** | | |
| **TYPE OF EMERGENCY/HAZARD** | **WHO TO CALL** | **DEPARTMENT SPECIFIC DETAILS** |
| **Confirmed**  **Smoke/Fire**  *\*If the fire alarm sounds but there’s no evidence of fire in your area still immediately evacuate the building until the Fire Dept. gives the all clear.* | 1. **9-1-1.** *If using a work phone, dial 9-911* 2. Senior Leader on Call or Admin Coordinator (after hours) via Switchboard **807-684-6001** 3. Tom Jones & Sons LTD.   *Mon-Fri 8-5pm:* **807-345-1204**  *After hours:* **807-624-8083**   1. **Sister unit** Insert phone number and inform them of the situation. | **Smoke/Fire in the department**  Staff REACT:  **R** - Remove persons in immediate danger  **E** - Ensure doors are closed to confine fire or smoke  **A** - Activate the fire alarm by pulling the nearest pull station  **C -** Call 911 to report the location of the fire. Contact Switchboard and Landlord.  **T -** Try to extinguish the fire if trained to do so or continue to evacuate  Location of Fire Exits:  Location of Pull Stations:  Location of Fire Extinguisher(s):  Meeting Place:  Headcount Method: [insert how you will account for all workers/patients] |
| **Medical Emergency** | **9-1-1.** *If using a work phone, dial 9-911* | Call 9-1-1  Provide First Aid if certified  Location of AED/first aid kit: |
| **Violent/Threatening Person** | 1. **9-1-1.** *If using a work phone, dial 9-911* 2. If situation escalates and may impact occupant safety, contact Senior Leader on Call or Admin Coordinator (after hours) via Switchboard **807-684-6001** 3. **Sister unit** Insert phone number to inform them of the situation. | Remove yourself and others from immediate danger  Call 9-1-1 for Police assistance  Notify TBRHSC contacts if situation escalates |
| **Infrastructure Failure** | 1. Tom Jones & Sons LTD.   *Mon-Fri 8-5pm:* **807-345-1204**  *After hours:* **807-624-8083**   1. Senior Leader on Call or Admin Coordinator (after hours) via Switchboard **807-684-6001** 2. **Sister unit** Insert phone number to inform them of the situation. | Remove yourself and others from immediate danger  Notify Tom Jones & Sons  Notify TBRHSC contacts |
| **Unknown Spill/Toxic Airborne Substance** | 1. **9-1-1** request HAZMAT response. *If using a work phone, dial 9-911* 2. Tom Jones & Sons LTD.   *Mon-Fri 8-5pm:* **807-345-1204**  *After hours:* **807-624-8083**   1. **Sister unit** Insert phone number to inform them of the situation. | Remove yourself and others from immediate danger  Call 911  Notify Tom Jones & Sons  Do not enter contaminated area |
| **Wandering Patient** | 1. **9-1-1**. *If using a work phone, dial 9-911* 2. Notify Security **807-684-6509** 3. Notify Switchboard **807-684-6001**. | 1. Worker witnesses or is notified that a person appearing to be a patient is wandering outside the hospital and appears to be in distress and in need of assistance: 2. Contact Security if the individual is on Hospital property. 3. Contact Police/EMS via 9-1-1 if the individual is off Hospital property. 4. Contact Switchboard to initiate Code Yellow – Check. 5. If a Code Yellow – Search is called in the Hospital, anticipate notification from sister unit. If the missing patient is identified notify Switchboard. |
| **Missing Infant/Child** | 1. **9-1-1.** *If using a work phone, dial 9-911* 2. Senior Leader on Call or Admin Coordinator (after hours) via Switchboard **807-684-6001** 3. **Sister unit** Insert phone number to inform them of the situation. | 1. If missing minor originated *within* the Medical building (984 Oliver Rd): 2. Consult with parent/guardian and support in conducting initial area search. 3. Contact 9-1-1 for Police assistance. 4. Notify TBRHSC contacts. 5. If Code Amber is called, anticipate notification from Hospital sister unit. If the missing infant/child is identified notify Switchboard. |
| **Evacuation** | 1. Senior Leader on Call or Admin Coordinator (after hours) via Switchboard **807-684-6001** 2. **Sister unit** Insert phone number to inform them of the situation. | Call Senior Leader on Call or Admin Coordinator (after hours)  Evacuation Routes (Minimum 2):  *Clearly IDENTIFY all evacuation routes. There should be a minimum of 2 routes of evacuation for each department/response area.*  1.  2.  Meeting Area (Primary and Secondary):  *Identify the location(s) where staff will meet in the event that your department needs to evacuate.*  1.  2.  Headcount Method: [insert how you will account for all workers/patients] |
| **REMINDER**: Emergency Code response policies (colour codes, lockdown, Alert 99) are specifically designed for emergencies occurring at the TBRHSC Hospital (980 Oliver Rd) and contain instructions specific to hospital operations, and do not apply to external buildings. Please note, all TBRHSC staff must still be knowledgeable of hospital Emergency Code policies, regardless of their building location. **If an emergency occurs in the Hospital**, please refer to emergency color code policies as found on the intranet <http://informed.tbrhsc.net//corporate-info/emergency-codes> and any department specific sub plans. **Anticipate a call from your sister unit. Depending on the notification, do not send staff or patients to Hospital building.** | | |