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| **EMERGENCY RESPONSE GUIDE FOR TBRHSC ICR DISCOVERIES (290 MUNRO ST)** | | |
| **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** *(TBRHSC staff**using a work phone, dial 9-911).* 2. Switchboard **807-684-6001** to alert the Senior Leader on call or Admin Coordinator (after hours) & Maintenance Supervisor on call 3. **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. Notify SL on Call/ Admin Coordinator and sister unit.  **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: 289 Munro St – “Amethyst House” – Parking Lot  Headcount Method: [insert how you will account for all workers/patients] |
| **Medical Emergency** | 1. **9-1-1** *(TBRHSC staff**using a work phone, dial 9-911).* | Call 9-1-1  Provide First Aid if certified  Location of first aid kit/AED/eye-wash station: |
| **Violent Person/Threat** | 1. **9-1-1** *(TBRHSC staff**using a work phone, dial 9-911).* 2. If situation escalates and may impact occupant safety, contact Switchboard **807-684-6001** to alert the Senior Leader on call or Admin Coordinator (after hours) 3. **Sister unit** Insert phone number and inform them of the situation. | Remove yourself and others from immediate danger  Call 9-1-1 for Police assistance  Notify TBRHSC contacts (Step 2 & 3) if situation escalates |
| **Infrastructure Failure** | 1. On-call Maintenance Supervisor: **807-629-3119** 2. If situation escalates and may impact occupant safety, contact Switchboard **807-684-6001** to alert the Senior Leader on call or Admin Coordinator (after hours) 3. **Sister unit** Insert phone number and inform them of the situation. | Remove yourself and others from immediate danger  Call Maintenance Supervisor  Notify TBRHSC contacts (Step 2 & 3) if situation escalates |
| **Unknown Spill/Toxic Airborne Substance** | 1. **9-1-1** request HAZMAT response. *(TBRHSC staff**using a work phone, dial 9-911).* 2. Switchboard **807-684-6001** to alert the Senior Leader on call or Admin Coordinator (after hours) 3. **Sister unit** Insert phone number and inform them of the situation. | Remove yourself and others from immediate danger  Call 911  Do not enter contaminated area |
| **Missing Infant/Child** | 1. **9-1-1.** *(TBRHSC staff**using a work phone, dial 9-911).* | 1. Consult with parent/guardian and support in conducting initial area search. 2. Contact 9-1-1 for Police assistance. 3. Notify relevant TBRHSC contacts. |
| **Evacuation** | 1. Switchboard **807-684-6001** to alert the Senior Leader on call or Admin Coordinator (after hours) & Maintenance Supervisor on call 2. **Sister unit** Insert phone number and inform them of the situation. | Evacuation Routes:  *Clearly identify all evacuation routes (a minimum of 2 routes for each department/area).*  1.  2.  Meeting Area: 289 Munro St – “Amethyst House” – Parking Lot  Headcount Method: [insert how you will account for all workers/patients] |
| **REMINDER:** Emergency response policies (e.g., colour codes, lockdown, alert-99) are designed for emergencies occurring at the TBRHSC hospital (980 Oliver Rd). They contain instructions specific to Hospital operations containing in-patient units, and do not apply to external buildings. 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 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.** | | |