 <p>10 Nadolny Sachs Private Ottawa, Ontario K2A 4G7</p>	MANUAL: Emergency Preparedness and Response Manual – Public Information	
	SECTION: Section 2 - Prepare	
	ORIGINAL July 2022	REVIEW: July 2023 REVIEW: July 2024
REVIEWER: Emergency Preparedness and Response Lead/Environmental Services Manager	APPROVER: CEO	
SUBJECT: 2.04 Emergency Equipment		

1.0 POLICY

To ensure adequate emergency equipment is available, accessible, and properly maintained, the Emergency Preparedness and Response Lead in collaboration with the Environmental Services Manager, will develop and maintain a listing of all emergency equipment available for use in the home.

2.0 SCOPE

This policy applies to those employees and/or service providers who have been trained on, and/or authorized to utilize emergency equipment applicable to their roles and/or area of responsibility.

3.0 ACCOUNTABILITY/APPROVAL/EVALUATION


The Environmental Services Manager (ESM) will be accountable for ensuring that the emergency equipment is on a regular schedule of preventative maintenance and dependent upon the identified piece of equipment, on a monthly/quarterly/annual inspection schedule and documented as complete. The ESM in collaboration with the Emergency Preparedness and Response Lead, will complete an annual review of all Emergency designated equipment in the home to ensure the following:

- A correct selection of equipment has been made.
- An adequate amount of equipment is available.
- The equipment is properly located for the need.
- The equipment meets with applicable legislation.
- Acquisition of new equipment is purchased to meet the needs of the home.

The CEO will be responsible for approving any changes made to this policy and its procedures as well as the annual review.

4.0 COMMUNICATION/TRAINING

The master Emergency Preparedness and Response manual will contain the up-to-date listing of Emergency Equipment available in the home at the time of the public posting. Only those who are authorized users of the equipment shall be trained in the equipment components, its operations and

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any review of any related training materials.

5.0 PROCEDURE

The Environmental Services Manager (ESM) will:

1. Ensure all employees who utilize emergency equipment are provided with competency-based training.
2. Ensure employees and/or service providers responsible for inspecting emergency equipment are properly trained in how to inspect the equipment. (Maintain, test, and verify all emergency equipment).
3. Ensure Emergency equipment is inspected and maintained as required to ensure all equipment is compliant with the applicable provincial Fire Code, Building Code, and any other municipal or relevant legislation.
4. Ensure a preventative maintenance inspection calendar is utilized to capture the required inspections/maintenance pertaining to the specified equipment and all documentation of inspections and repairs is maintained.
5. Replacement and calibration of emergency equipment will be done in accordance with the provincial Fire Code, Building Code and any other relevant legislation, as well as the manufacturer’s requirements.


Emergency Equipment:

Hillel Lodge will maintain a listing, including location as applicable, of emergency equipment. The listing will include at a minimum:

- Fire Extinguishers
- Fire Suppression System(s)
- Generator (listing all equipment/systems supported)
- Eye Wash Stations
- Personal Protective Equipment (PPE)
- Spill Response Kits
- Carbon Monoxide Detectors
- Any other emergency equipment that is appropriate to the workplace.

Building Floor plans with identified emergency equipment forms part of the Emergency Preparedness and Response Manual and Fire Safety Plan. Floor plans include:

- Main Shutoffs (Electrical, Water, Sprinkler system, Gas etc).
- Location of all exits.

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- Location of Firefighter equipment/elevators; fire panels.
- Locations of the Generator, boilers, Kitchen suppression system.
- All other information useful in emergencies.

Floor plans must be reviewed annually or more frequently as needed, with documentation of review and any changes required.

Resources:

Facilities and Equipment Lists [Emergency Response Planning Guide \(ccohs.ca\)](https://www.ccohs.ca/emergency-response-planning-guide)

Extendicare Canada Inc.: Emergency Preparedness and Response Plan/Fire Safety Plan