 10 Nadolny Sachs Private Ottawa, Ontario K2A 4G7	MANUAL: Emergency Preparedness and Response – Public Information	
	SECTION: Section 4 – Education and Training	
	ORIGINAL July 2022	REVIEW: July 2023 REVIEW: July 2024
REVIEWER: Emergency Preparedness and Response Lead	APPROVER: CEO	
SUBJECT: 4.01 Education and Training Policy		

1.0 POLICY

An integrated program of orientation, ongoing training, exercises, and drills will be maintained to ensure all components of the Emergency Preparedness and Response Manual (ERP), Code Procedures, and staff knowledge is current, competency based and meets regulatory requirements.

2.0 SCOPE

This policy applies to all employees, students, volunteers and contracted service providers.

3.0 ACCOUNTABILITY/APPROVAL/EVALUATION

The dedicated Emergency Preparedness and Response Lead in collaboration with Human Resources and the homes Training Specialist, will have the responsibility to perform an annual review of the ERP training and orientation components provided to employees, volunteers and contracted services providers. The CEO will have the overall accountability to ensure this policy is approved.


4.0 COMMUNICATION/TRAINING

Hillel Lodge must:

1. Provide Emergency Preparedness training to all staff upon orientation.
2. Incorporate Emergency Preparedness training into staff development programs.
3. Ensure staff is trained in the procedures listed below. Emergency codes must be practiced annually during the designated code of the month, including the following:
 - a. Fire drills;
 - b. Evacuation;
 - c. R.E.A.C.T.; and
 - d. Emergency lifts and carries.

FIRE SAFETY EDUCATION

1. Ensure the fire safety education includes at a minimum instruction in:
 - a. Basic steps taken in response to a fire emergency;
 - b. Evacuation procedures (involve the fire and police departments in these sessions when possible);
 - c. Emergency lifts and carries of residents;
 - d. Location and use of the fire alarm system, annunciator panel, fire extinguishers, fire blankets;
 - e. Use of communication systems such as telephones, 2-way radios, and intercom systems

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during an emergency, as applicable; and
f. Explanation of layout of the home and location of all exits and related stairways.

2. Review staff procedures as outlined in the home’s Fire Safety Plan.
3. Ensure staff complete the electronic learning modules (Surge) annually.

5.0 PROCEDURE

MONTHLY FIRE AND ANNUAL EVACUATION DRILLS

1. Three fire drills (one drill on each shift) must be conducted and recorded every month regardless of the homes outbreak situation.
2. A debriefing session must be held after each fire drill using the Post Emergency Debrief Report.
3. Provide regular in-service sessions as part of staff meetings or debriefing sessions following regular fire drills. The in-service session must:
 - a. Provide a review to improve employees’ knowledge and skill in fire safety procedures;
 - b. Identify areas of improvement in the existing program; and
 - c. Ensure timely and appropriate responses to an emergency.
4. Review on an annual basis the responsibilities of the Incident Manager with staff who may be deemed as “designate”.
5. One evacuation drill must be conducted and recorded as per legislation.


MAJOR EMERGENCY EXERCISE

1. Every three (3) years the home must conduct a major emergency preparedness exercise involving at least two or more services in the home. Community response agencies should be included, if possible. Consider creating a mock disaster, with possible partial evacuation, for a major emergency preparedness exercise.
2. The mock disaster could include:
 - a. Loss of utility(s);
 - b. Fire; and
 - c. External disaster.

The home can consider planning the exercise in conjunction with regional ministry/health authority personnel and/or the local emergency response group.

EMERGENCY DRILLS

1. The home must test the Colour Code portions of the emergency plan with drills and exercises annually in the corresponding Emergency Code month. Emergency Scenario’s are provided. Include community response agencies such as police or fire as well as families and visitors where

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possible.

2. An annual drill must be completed that includes at least two (2) areas of service. Examples include:

- a. Emergency fan out list (to be practiced 2 times a year);
- b. Triage;
- c. Assessment treatment centre;
- d. Code Brown;
- e. Code Orange (acting as a receiving centre); and
- f. Code Green (mock disaster with partial evacuation)

LOCAL FIRE DEPARTMENT

1. Ensure fire department has received and approved the home’s fire safety plan. Invite fire department personnel to the home on an annual basis to:

- a. Acquaint them thoroughly with the home’s layout and assist them with pre-planning and tactical surveys; and
- b. Request assistance with in-service programs for staff, especially in the use of fire extinguishers, fire blankets, evacuation practices, lifts and carries.¹

RECORDS

1. Keep copies of individual staff attendance at fire safety training and emergency code drills as well as well as records of annual Emergency Preparedness Plan reviews

DEFINITIONS:

Drill: A coordinated; supervised activity used to test code procedures.

Mock drill: is a simulated exercise designed to test and practice the response to emergency situations. It involves creating a realistic scenario that mimics a potential emergency, to evaluate the preparedness and effectiveness of an organization's emergency response plans and procedures. Participants, including employees, emergency responders, and other stakeholders, engage in the drill to practice their roles, identify weaknesses in the response plan, and improve coordination and communication. Mock drills help ensure that everyone knows what to do in an actual emergency, enhancing overall safety and preparedness.

Tabletop Exercise: Key participants discussing simulated scenarios in an informal setting. Can include discussion on roles and responsibilities, policies and procedures, assessment of plans, etc.

¹ [emergency-preparedness-and-response-manual-2024 \(21\).pdf](#)