

Manual of Administration

TOPIC: Administration	SUBJECT: Emergency Measures Organization - Avenue II Response	Code: AD045
		Date of Issue: June
		Revised: June 2007
		Page 1 of 2

PURPOSE: To clarify the proper procedure in the event that there is a “localized or city-wide emergency”.

The fan-out will be used in the case of a localized or city-wide emergency that has been declared by the Mayor of Thunder Bay or his/her designate.

Possible emergencies may include: ice storm, forest fire (uncontrolled fire), natural catastrophes, major power outage, major phone system failure, chemical spill, airplane crash, major snowstorm.

The Emergency Operations Centre will begin a telephone fan-out of community organizations. (Distributed to Management Personnel)

1. Once notification has been received, Avenue II will contact the #1 person on the Community Health Sector-R.O.C. Fan-Out List to report that the fan-out is complete as per protocol. This will be done by the (in order of availability) Executive Director, Director of Support Services, or On-Call Supervisor.
2. The Executive Director, Director of Support Services, and/or On-Call Supervisor (in consultation with the Executive Director) will deem the appropriate response from Avenue II. The emergencies will be assessed as: (1) issues that will arise immediately, and (2) issues that may arise if the emergency lasts more than four (4) days.
 - 2.1. Response could include: reporting in person to the office at 122 South Cumberland Street, telephone response, or a physical response to individuals Avenue II supports.
3. Should an Avenue II representative be required at the Emergency Operations Centre, the Back-Up Manager will respond to the designated site.
4. The Executive Director/Director of Support Services/On-Call Supervisor will then notify each member of the management team and pass on the information. Members of the management team will be assigned people to contact to ensure they receive the necessary emergency information.
5. Each member of the Management Team will report back to the Executive Director/Director of Support Services/On-Call Supervisor when they have contacted the people on their list.

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		Page 2 of 2

6. The Executive Director/Director of Support Services/On Call Supervisor will act as the main telephone link to all parties, recording all contacts made.
7. Based on the panic/emotional support needs and possible inability to follow/understand public announcements, the people we support will need others familiar to them to pass on the information and provide direction.

Listed below is an emergency readiness checklist. Managers should ensure that people we support are as ready as possible for an emergency.

Emergency Preparedness Kit:

Food (enough for 3 days):

- Bottled drinking water - at least one litre per person a day for 3 days
- Ready-to-eat canned meats, canned fruits, dried fruit and nuts, canned vegetables that do not require cooking or heating
- Crackers
- Honey, peanut butter

Equipment:

- Flashlight (fully charged)
- Spare batteries
- Radio (battery operated)
- First Aid Kit
- Matches/lighter (do not use candles for light or heat.)
- Can opener
- Important papers (identification)
- Clothing (warm) i.e. hats, gloves, rain gear.
- Blankets or sleeping bags
- Toilet paper and other personal items
- Prescriptions and other medications (one week=s supply)
- Soap, hand sanitizer, disinfectant
- Feminine hygiene items
- Latex gloves