



<b>POLICY AND PROCEDURE</b>	
<b>Title: MEDICAL DIRECTIVE for Responding to an Emergency Situation</b>	Category: Occupational Health and Safety
Effective Date: November 12, 2015	Next Review: November 2018
Author: Program Manager	Reviewing Body: Occupation Health and Safety, FHT Board of Directors, FHN

**I. PURPOSE:**

The purpose of this policy is to inform staff of the Garden City Family Health Team about emergency procedure protocol. In particular, this policy will explain how to trigger an emergency alarm, how and when to use a fire extinguisher and the responsibility of staff after an emergency response system has been activated.

**II. POLICY:**

The GCFHT is committed to ensuring the safety of both its employees and patients. In the event of an emergency all staff play an important role in insuring this commitment is met. If an emergency event should occur this policy requires that (at a minimum) employees fulfill the responsibilities of their predetermined emergency roles as outlined below. This policy also ensures that the GCFHT meets or exceeds all guidelines as set out by the Ontario Fire Code.

For the purposes of this policy Garden City Family Health Team refers to all of the primary care providers of the FHN together with their staff and learners. In addition, it includes all interdisciplinary health professionals and administrative staff of the FHT. Members of the management team include: the Lead Physician, Associate Lead Physician, Medical Director, Site Director, FHN Administrative Assistant and the Executive Director.

**III. PROCEDURE:**

UPON DETECTION OF SMOKE OR FIRE

- If an alarm is not sounding proceed to nearest fire pull station and sound the alarm. The location of fire pull stations can be found on any fire exit map. After the alarm is activated, either automatically (by a sensor) or manually (by a fire pull station) a loud “beeping” noise will begin and emergency services will be dispatched. If there is no pull station available, the team member who notices the smoke or fire will immediately alert all remaining staff and initiate the evacuation process.
- AFTER the alarm has been tripped and occupants of the unit have begun to evacuate you may (IF FEASIBLE) attempt to extinguish the fire using the closest available fire extinguisher (refer to fire exit map). If the fire becomes too larger or conditions become



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unsafe back away from the fire and if possible close any open doors or windows as you exit.

- Upon exiting the unit all staff must report to their designated reporting area.



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### GENERAL EVACUATION

- Any member of the Management Team can make the decision to evacuate during an emergency (not a fire or smoke) based on the environment and any emergency personnel present
- Staff members will seek out and notify the above individuals of an impending evacuation situation – should one become apparent.
- Once a decision to evacuate has been made, this will be communicated to all staff in the unit. Begin the evacuation process in a calm and prompt manner. (Please see below for further evacuation details.)

### For Staff Designated as Exit Monitors:

- In addition to the responsibilities maintained by all staff members Exit Monitors are also responsible for ensuring the safe and complete evacuation of their designated areas through predetermined evacuation routes.
- After the successful evacuation of their designated area Exit Monitors MUST close all doors AND indicate that their rooms are clear by placing an “all clear” sticker on the doors of each room.
- Additional instructions will be provided to staff members who are designated as Exit Monitors. Exit Monitors must strictly follow the instructions that they have been provided.

### For Physicians and their Staff:

- In addition to the responsibilities maintained by all staff members physicians and their staff are also responsible for ensuring the safe and complete evacuation of their patients.
- In the event of an evacuation, physicians and their staff MUST clear their exam rooms of patients, assisting them (when necessary) with dressing or mobilization.
- Patients should be directed to the nearest clear exit and instructed to proceed to a designated reporting area which can be found on all fire exit maps.
- After exam rooms have been checked and cleared, physicians and their staff are to place “all clear” labels on the outside of every door.
- If for whatever reason a patient is unable to evacuate you MUST remain with them patient until an Exit Monitor or the Fire Department arrives at your location.
- Physicians and their staff will not re-enter the building until notified by one of the Management team that it is safe to do so

***NOTE: If a clinical procedure is in progress and cannot be safely discontinued continue the procedure and remain with the patient. An Exit Monitor will arrive shortly to assist with the evacuation of both you and your patient.***



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### Executive Director/Office Manager:

- In addition to the responsibilities maintained by all staff members the Executive Director/Office Manager will:
  - Bring the Emergency Check List, Policy Binder, cell phone, etc...
  - Meet the Fire Department outside the front door
  - Collect and assess exit reports from Exit Monitors
  - Inform the Fire Department on the location of stored gases and hazardous material/equipment. This may include items such as:
    - OXYGEN TANKS
    - LIQUID NITROGEN TANK
    - DEFIBRILATOR
    - AUTOCLAVE
  - Under the direction of the Fire Department give authorization to re-enter the unit
  - Remain available at all times
  - Act as a central contact person

### Interprofessional Health Providers (IHP):

- In addition to the responsibilities maintained by all staff members IHP are also responsible for ensuring the safe and complete evacuation of their patients.
- In the event of an evacuation IHP MUST clear their exam rooms of patients, assisting them (when necessary) with dressing or mobilization.
- Patients should be directed to the nearest clear exit and instructed to proceed to a designated reporting area, which can be found on all fire exit maps.
- IHP should encourage all patients exiting to dress appropriately for outdoor conditions.
- After exam rooms have been checked and cleared, IHP are to place “all clear” labels on the outside of every door.
- If for whatever reason a patient is unable to evacuate you MUST remain with them patient until an Exit Monitor or the Fire Department arrives at your location.
- Staff will not re-enter the building until notified by one of the Management team that it is safe to do so

***NOTE: Certain IHP may be designated as medical assistance Nurse Practitioners. These IHPs are responsible for bringing an Emergency First Aid Kit with them during evacuation. Upon evacuation, the medical assistance (Nurse Practitioner) will provide medical assistance and first-aid services, make arrangements for treatment of serious injury and provide consultation to patients until emergency services arrive.***



Garden City  
Family Health Team



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**Site Specific Roles**

145 Carlton Street:

Exit Monitors:

Yvonne

Dana

Diane

Medical Assistant:

Lee

Medical Assistant: Joe Zammit-Maempel

245 Pelham Road:

Exit Monitors: Lisa Handley

Medical Assistant: Dr. Mike Torigian

22 Ontario Street:

Exit Monitors: Heather

Sandra

Melissa E

121 Oakdale Avenue:

Exit Monitors: Holly and/or Ruth

Medical Assistant: Dr. Ray Harb

**A POINT FORM NOTICE OF THESE PROCEDURES WILL BE POSTED WITH  
EACH FIRE EXIT MAP/EVACUATION PLAN.**

**\*\*IF YOU HAVE ANY CONCERNS PLEASE CONTACT THE EXECUTIVE  
DIRECTOR.\*\***