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EMERGENCY DEFINITIONS

Finlandia Village- Hoivakoti Building (Block C)

Owned by the Sudbury Finnish Rest Home Society

Finlandia Village is a campus of four (4) main buildings: Finlandiakoti Apartments (Block A), Palvelukoti Assisted Living (Block B), Hoivakoti Nursing Home (Block C) and Lepokoti Assisted Living (Block E). There is also Majatalo guest house (Block D) and Rivitalo Life Lease Condominiums (Block F). This fire plan covers the Hoivakoti Building Block C.

OBJECTIVES OF THE EMERGENCY MEASURES PLAN

1. To identify the various types of emergency, both internal and external that may affect Finlandia Village.
2. To provide an effective, coordinated and appropriate plan of action for all levels of staff, residents and visitors during an emergency in order to minimize hesitation and/or confusion.
3. To develop an effective organizational accountability system from which to implement appropriate action during the course of an emergency, and to outline the proper channel of authority during the period of any emergency.

COMMUNICATION

1. Communication channels will be established through the main office in Hoivakoti. The person manning the phone will, during an emergency, advise all callers that it is an emergency situation and will attempt to keep the switchboard clear for emergency calls only.
2. The Manager on Call is to be utilized by staff.
3. Runners will need to be employed in all emergencies to relay information to the home areas.

STAFF ADMINISTRATION

All staff, residents, and visitors must understand that many normal routine operations, policies, procedures, and rules may no longer apply in the event of an emergency. No one may enter or



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leave Finlandia Village without permission. Normal days off and shifts may be suspended and alternative work schedules may be determined by senior management. All staff not on duty at the time the plan is initiated may be required to return to Finlandia Village if requested and able. Staff are to be aware that they may be called to respond to emergencies taking place in any building on the property unless leaving their area of work puts other residents or staff at risk.

DEFINITION OF AN EMERGENCY

For the purposes of this plan, an emergency is defined as any situation or the threat of any situation requiring any of the following:

- a. Complete or partial evacuation
- b. Relocation of residents
- c. Acceptance of additional residents and/or other persons or expansion of services relating to a situation outside Finlandia Village
- d. Isolation or quarantine of all or any part of Finlandia Village
- e. Any situation compromising the health and well-being of a resident

IDENTIFICATION OF AN EMERGENCY

Internal Emergency

The Administrator or RN will declare an emergency and activate the plan in Hoivakoti.

External Emergency

The Emergency Services Department of the City of Greater Sudbury will declare an emergency. The order to put a plan into action will be given to the Administrator or RN.

TYPES OF EMERGENCIES

1. Fire
2. Flood
3. Chemical spill/toxic or flammable gas escape/leak
4. Inclement weather disrupting services
5. Bomb/arson threat
6. Train derailment causing a threat or blocking entrances
7. Missing resident
8. Disruption of water, heating or hydro
9. Community Disaster
10. Violent Outburst
11. Medical Emergency
12. Boil Water Advisory



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DISTRIBUTION OF THE EMERGENCY MEASURES MANUAL

A complete copy of the manual will be distributed as follows:

Charge RN

Koivu home area staff contact area

Kuusi home area staff contact area

Haapa home area staff contact area

Manty home area staff contact area

A current resident list by room numbers will be kept in the manuals for each home area.