

EMERGENCY PLANNING FOR BUILDING MANAGERS

WITH RESIDENTS WITH COMPLEX NEEDS AND VULNERABILITIES



Know your hazards

1.



Build your plan

2.



Gather your supplies

3.

As a building manager, you should be able to help residents answer the following questions to prepare for the **two main types of emergencies** you'll encounter:

"Should I stay?" → Sheltering in place (1)

"Should I go?" → Evacuating (2)

"How do I know?" → Receiving emergency notifications

- Identify your hazards.** Which hazards pose the greatest risk to your building and residents?

Need help? → **BC Hazard Insights Tool:** bchazardinsightstool-bc.gov03.hub.arcgis.com/

- Identify resident needs.** What mobility issues, medical conditions, or other challenges are most important for you to plan around?
- Create a building-wide emergency plan.** Ensure residents have their own plans (or know their role in an emergency). Plans should include

- **Evacuation routes & muster site(s).** Are they well-signed? Accessible? Who will help residents needing assistance?
- **Communication plan.** How will residents be notified in an emergency? Do all staff know who to contact in emergencies? How will they contact family and friends during/after an emergency?
- **Medical considerations.** How will you ensure access to medical records, medications, First Aid equipment, etc. in emergencies?

- Help residents to gather supplies.** Ensure all supplies are easily accessible.

- **Sheltering in place:** Be prepared to shelter residents in place for 7+ days. Do residents have emergency kits? Do you have extra water, food, meds, etc., on hand?
- **Evacuations:** You may need to evacuate all residents from the building or neighbourhood during a (wild)fire, etc. Does everyone (including staff) have grab-and-go-bags?

Need help? → **PreparedBC:** preparedbc.ca

EMERGENCY PLANNING CONT.

WITH RESIDENTS WITH COMPLEX NEEDS AND VULNERABILITIES



Practice
your plan

4.



Connect and
coordinate

5.

- Conduct regular drills.** Ensure residents and staff know their roles and responsibilities during fire (evacuation) and earthquake (shelter-in-place) emergencies. Tailor the drills to meet resident needs by
 - **Identifying and capitalizing on resident & staff strengths.** Do you have residents or staff who are able to lift and carry things? Understand written or verbal instructions clearly? Have good rapport with their neighbours? Assign leadership roles according to ability.
 - **Sharing details and responsibilities ahead of time.** Train staff first and practice staff roles together.
 - **Using drills as learning opportunities.** Identify what works and what doesn't, and reach out for support (see bloe).
- Provide training for all staff and residents on emergency procedures.** When new residents move in, brief them on emergency procedures and responsibilities. Reach out to Strathcona Regional District (SRD) for support and information.
- Train staff in First Aid & CPR.** Maintain proper First Aid & Naloxone kits, and consider investing in AEDs.
- Coordinate with emergency services.** Connect with local authorities to share you building's needs and complexities. Ensure First Responders will be able to easily access the building.
- Identify your responsibilities in an emergency.** Not sure how long you'll need to shelter residents in place or house them in an evacuation situation? Connect with the SRD to learn more.
- Create a post-emergency plan** to reunite residents with family members (if applicable) and to provide support services (counselling, etc.) after an emergency.
- Review your building's emergency plan every 6 months** and help residents to do the same. Update changed contact information, staff positions and titles, emergency procedures, etc.

Need help? → We are here for you! Contact the Strathcona Emergency Program team at (250) 830 - 6702 or preparedness@srd.ca

