

Adult Care Home (ACH) Policy Guidance

Policy Name: Emergency Response

Written By: ACHP

Effective Date:

ACH Operator Name:

Policy applies to: Operator Resident Manager All ACH Staff

Who is performing this action?

All staff who work in the adult care home.

What actions are to be taken?

Within 24 hours of starting in their ACH position, all ACH care providers are to be oriented to emergency procedures. This includes how to respond to a carbon monoxide alarm, how to participate in and conduct an evacuation/evacuation drill, and basic fire safety, including the location of smoking areas if applicable.

The Operator must conduct evacuation drills in the home, including drills conducted during sleeping hours, per the frequency described within the MCAR. All staff scheduled at the time of the drill (e.g. staff included on the staffing plan) must participate in the evacuation of occupants. These practice drills help staff to know their role and be comfortable with the process in case an actual emergency should occur. Evacuation time to the initial point of safety (which is at least 25 feet from the ACH) must be accomplished within three (3) minutes, and then to the second point of safety (a minimum of 50 feet from the ACH) within an additional two (2) minutes.

Exits, both standard and secondary exits used in case of emergency, must be kept free of barriers, obstacles, and clutter that may hinder safe exit from the house.

When are these actions taken?

These actions are to be taken upon hiring and during the duration of employment so staff are familiar with emergency responses in the event of an actual emergency.