



Emergency Preparedness Committee Annual Report April 1, 2007 to March 31, 2008

Committee Meetings

April 11, 2007

- Reviewed Drill Forms from January to March 2007.
- Developed a “Fire Safety Check List” form to aid staff in completing the fire safety drills effectively. Management Team approved this form at April 13, meeting. Memo sent out to all homes to introduce this. Committee will follow up on the usefulness of this new form.

July 11, 2007

- Reviewed Drill Forms from April to June 2007.
- New additional fire drill checklist seems to be useful. A note could be included on this form to check the emergency lights monthly.
- Generators: Paul Bourgeois will write up instructions for use. Generators are checked by maintenance four times annually.
- New emergency food rations for the Earthquake/Emergency Bags will be ordered by office staff in 2008 to be put in homes.

October 11, 2007

- Reviewed Drill Forms from July to September 2007. No recommendations.

January 10, 2008

- Reviewed Drill Forms from October to December 2007.
- Emergency Phone Calls- it is becoming more difficult for Orchard House to respond to after hours emergencies. With the upcoming phone system changes we will need to re-write how these issues are dealt with. We will address these as the new system and planning is put into place. For the time being Orchard House will continue to be the home that receives Emergency calls, and they are to assess the situation. Peter will post a memo that states that we call Orchard House in an emergency and they then will contact the emergency # if needed or go and check if they are able to. (Sent out to all homes Feb. 21, 2008)
- A review of the Emergency Response Binder is in progress, this will update all information. (This binder was sent to all homes and programs in March 2008)

Consideration for next Committee Meeting- scheduled for August 16, 2008

The 24-hour homes have been equipped with the new Accura alarm system, while several remain under our old in-house alarm system. The Committee will address how to keep information clear as the change-over proceeds. The old system continues to have ongoing breakdowns and problems.

Analysis of Drill Reports for Year April 1,2007 thru March 31. 2008

Fire Drills

Each program area is to conduct and record monthly fire drills. 95% compliance rate for the year was recorded. No single program area missed more than one drill for the period.

Each program area is to conduct and record drills for a designated Emergency each month.

| Month | Drill | % of Drills Completed |
|----------------|-----------------------------|------------------------------|
| April 2007 | Flood. | 100% |
| May 2007 | Power Outage | 100% |
| June 2007 | Severe Storm. | 100% |
| July 2007 | Chemical Spills | 100% |
| August 2007 | Missing Persons | 100% |
| September 2007 | Natural Gas Leak | 100% |
| October 2007 | Carbon Monoxide | 100% |
| November 2007 | Vehicle Accidents | 90% |
| December 2007 | Acts of Violence /Terrorism | 77% * |
| January 2008 | Telephone. Bomb Threat | 100% |
| February 2008 | Earthquake | 100% |
| March 2008 | Medical Emergency | 100% |

** Note that the drill for December 2007 was a new one and was missed in several areas of work. Those areas will be asked to do this drill as soon as possible in order to make up for missing in December.*