



Notice No: 10-10

APPLICABLE TO:

<input checked="" type="checkbox"/>	Municipal & Private Non Profit
<input checked="" type="checkbox"/>	Co-operatives
<input checked="" type="checkbox"/>	Federal Non Profits
<input type="checkbox"/>	OCHAP/CHSP
<input type="checkbox"/>	Rent Supplement

DATE: August 17, 2010

<input checked="" type="checkbox"/>	Mandatory
<input type="checkbox"/>	For Information

SUBJECT: Housing Provider Emergency Plans

Background

There are various pieces of legislation in place (i.e., SHRA, Fire Code, Occupational Health & Safety Act) to protect housing provider residents and staff, and to ensure that procedures are in place for dealing with and responding to emergency situations.

The *Provincial Emergency Management and Civil Protection Act (EMCPA) 1990*, defines an emergency as:

“a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”

An Emergency Plan is intended to save lives, reduce personal injury and prevent or minimize property damage. An emergency plan should contain policies, procedures, and guidelines for the effective and efficient management of a wide range of emergency situations.

Provincial/Regional Emergency

If a municipality or Niagara Region declares a state of local emergency, or the Province declares a state of provincial emergency, the municipal, regional, or provincial emergency response plans come into effect. NRH will make a determination as to the proper NRH response and housing providers will be notified as warranted.

Housing Provider Emergency Plan

All housing providers are required to have an emergency plan in place to manage emergency situations that occur within the housing provider’s own community. The objectives of a local housing provider emergency plan are to:

- Educate employees/residents as to what to do when an emergency is discovered;
- Assist in efforts to provide residents with temporary assistance (shelter, transportation and support) during the emergency;
- Assist the area municipality or Niagara Region as requested;
- Ensure appropriate actions are taken to mitigate the impact of the emergency; and,
- Ensure NRH is advised of the emergency.

An emergency plan must address both evacuation and non-evacuation emergencies.

Key Components of Emergency Plan

The following are key components of an emergency plan:

1. Property profile and building system inventory
2. Emergency maintenance procedures
3. Emergency kit
4. Emergency response team and their responsibilities
5. Communication plan & notifying NRH
6. Training plan – ongoing training/drills

Due Dates

Housing providers are required to have emergency plans in place by December 31, 2010, incorporating the key components noted above.

Emergency Plan Workshops

For housing providers who do not currently have emergency plans in place, NRH has arranged emergency plan workshops (to be conducted by SHSC), as follows:

October 5, 2010 Niagara Region Headquarters, Room CE102
2201 St. David's Road, Thorold
Cost: \$175

November 4, 2010 La Co-operative d'habitation Beauparlant
52 Promenade Richelieu, Welland
Cost: \$175

Participants will receive a manual and templates (hard copy and electronic). The templates will highlight emergency response procedures for 21 specific emergency events. These materials will provide the necessary tools to develop emergency plans for housing provider buildings. The templates are supplemented with information packages for board members, employees, and residents on what to do when an emergency occurs. The workshop should be attended by the person who will be responsible for developing the emergency plan.

Registration information will be sent to all housing providers in the next few weeks.

For information purposes, attached is an excerpt from NRH's Emergency Plan that addresses housing provider emergencies. This excerpt describes NRH's role and response to a housing provider emergency. Housing providers should ensure that their emergency plan incorporates notification to NRH to allow for proper assessment and response.

Housing providers can also visit the Office of the Fire Marshall's website at www.ofmem.ca for sample emergency plans.

As a reminder, housing providers' after hours voice message must include a name and phone number in the case of an emergency. For housing providers who do not have a main office number, emergency contact information must be posted in the building and/or provided to all tenants.

Housing Provider's Role

Housing providers are required to have an emergency plan in place by December 31, 2010.

Housing provider staff are required to forward this Notice to their board of directors for information and action.

Service Manager's Role

NRH will review provider emergency plans for compliance during the operational review process.

If you have any questions regarding the above requirements, please contact your Housing Administrator at (905) 682-9201.



Lora Beckwith, General Manager

Enclosure: Excerpt from NRH's Emergency Plan