

EMERGENCY EVACUATION MANUAL

SECTION: APPENDIX

INDEX I.D.: EE-05-01

SUBJECT: AUDIT OF HUMAN RESOURCES
DURING & OUTSIDE NORMAL
BUSINESS HOURS

PAGE: 1 OF 2

APPROVED BY: ADMINISTRATOR

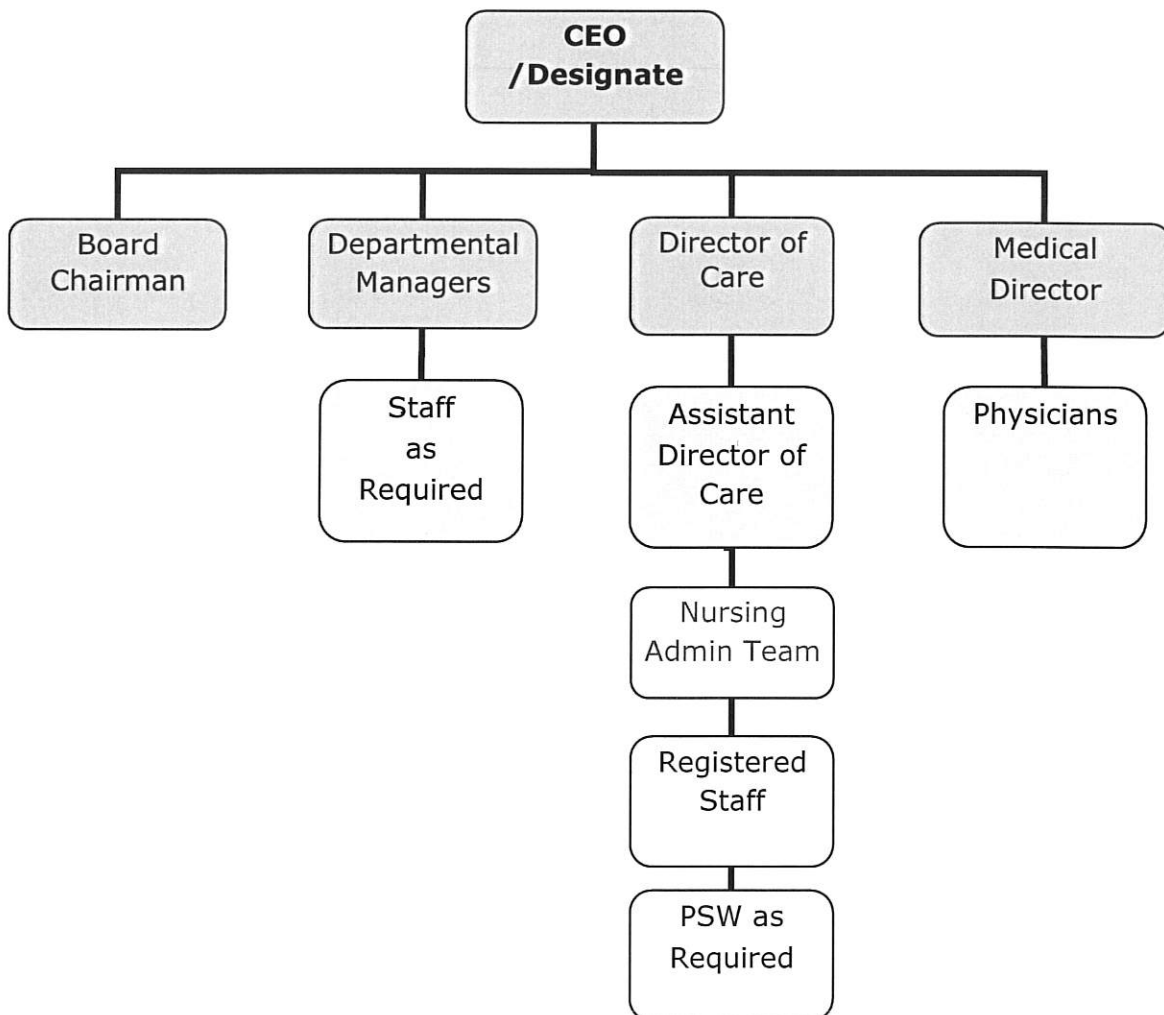
DATE: SEPTEMBER 15, 2006

REVIEWED BY: CEO

REVIEW DATE: OCT 13, 2022

In the event that the CEO or designate or city of Toronto Fire Department deems a fire and / or an internal disaster required assistance the "fan-out" procedure will be initiated as follows:

A – Times other than normal business hours:



EMERGENCY EVACUATION MANUAL

SECTION: APPENDIX

INDEX I.D.: EE-05-01

SUBJECT: AUDIT OF HUMAN RESOURCES
DURING & OUTSIDE NORMAL
BUSINESS HOURS

PAGE: 2 OF 2

APPROVED BY: ADMINISTRATOR

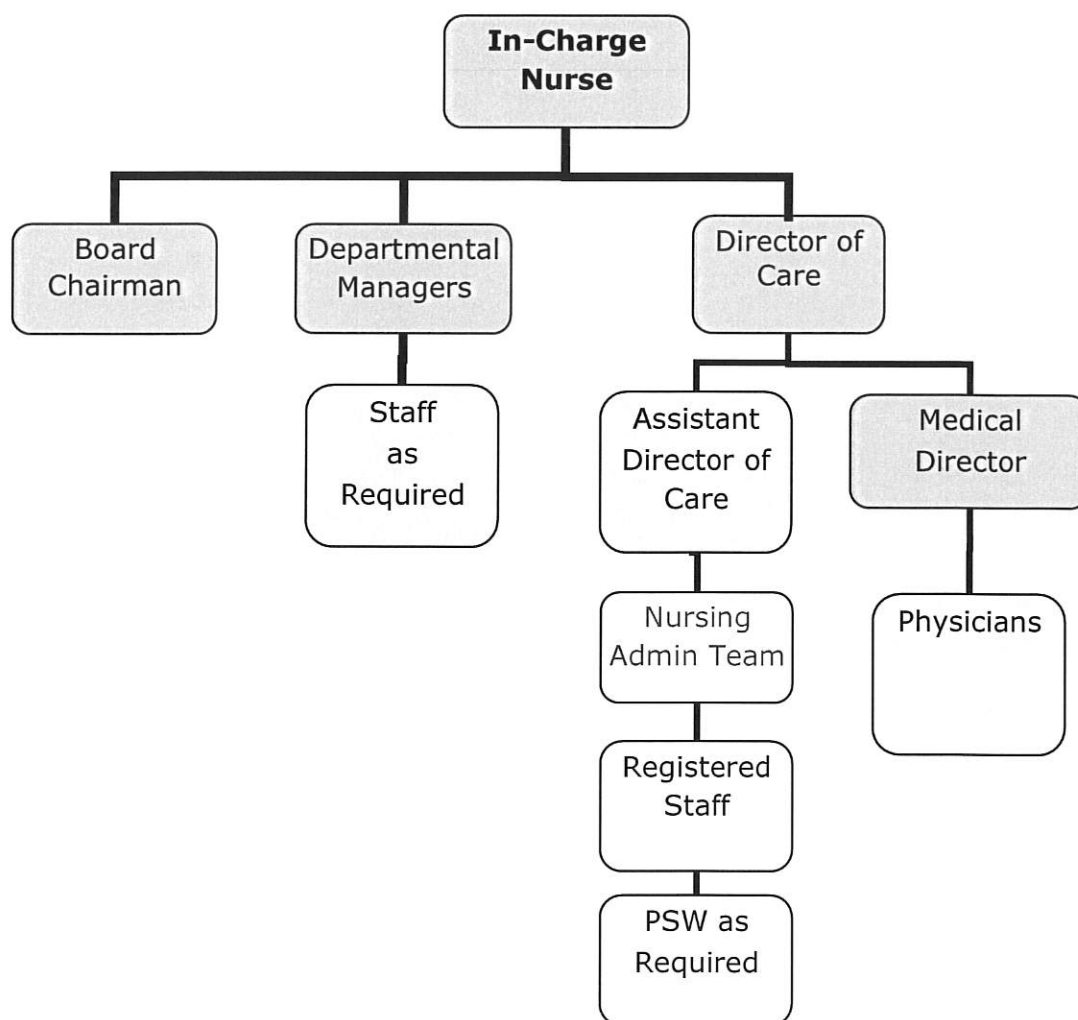
DATE: SEPTEMBER 15, 2006

REVIEWED BY: CEO

REVIEW DATE: OCT 13, 2022

In the event that the CEO or designate or city of Toronto Fire Department deems a fire and / or an internal disaster required assistance the "fan-out" procedure will be initiated as follows:

B – During normal business hours:



EMERGENCY EVACUATION MANUAL

SECTION:	APPENDIX	INDEX I.D.: EE-05-02-A
SUBJECT:	EMERGENCY TELEPHONE NUMBERS – STAFF - DURING NORMAL BUSINESS HOURS	PAGE: 1 OF 1
APPROVED BY:	ADMINISTRATOR	DATE: SEPTEMBER 15, 2006
REVIEWED BY:	ADMIN ASST.	REVIEW DATE: OCTOBER 13, 2022

PROCEDURE

The CEO/designate, the Chief of the Fire Department and /or the Police department may make the decision to evacuate the facility in the event of a disaster.

The CEO /designate will be responsible to initiate the telephone fan out procedure EE-05-03.

Each department head/designate will be responsible for telephoning the staff in their respective departments. They in turn will inform the Administrator/designate with the results, i.e. how many staff members have been contacted, how many staff members are reporting to the facility immediately, and any other pertinent information, etc.

Management Staff	EE-05-04
Departmental staff	EE-05-04 – A, B, C, D, E

Updated: 6-Jan-2023

Chester Village EMERGENCY FAN-OUT LIST

Ministry of Health
1-800-595-9394

Dr. Birmingham (416) 545-4735

MOH After Hours Pager (416) 719-9275

CYNTHIA MARINELLI - ADMINISTRATOR

(647) 388-7012 - Cell

Gina Santos - Director of Care

(416) 786-6504

911 - First Call

Nurse in Charge of the Building

Anna Lei ADOC (905) 477-6288	Alma Joyce Cripe RN Manager (647) 389-6653	Bernice Adona Financial Services Coord. (647) 868-7917	Lynda Southwick Family & Comm. Coord. (416) 543-7670	Sorin Tarbujaru Dir of Bldg Services (647) 706-6996	Morgan Geast Resident & Supp. Services (647) 200-6115	Magdalena Czajkowski Food Services Manager (905) 391-7528				
Registered Staff	Registered Staff	Reception / PSW	PSW	PSW	Envir Serv / PSW	Envir Serv / PSW	Activation Aides/PSW	PSW	Cooks/Dietary Aides	Cooks/Dietary Aides
Robert Herrera (416) 910-2520	Maria Robes (416) 826-5358	Jennifer O'Connell (416) 264-1419	Dorothy Banfield (416) 696-6283	Velta Austin (416) 745-0404	Cecilia Puno (416) 439-2411	Carlos Azevedo (647) 287-5158	Candis Bod (416) 423-5751	Hermine Brown (905) 831-0628	Fay Pryce-Swabby (416) 494-7504	Nisha Persaud (416) 287-3674
Victoria Santuyyo (416) 439-9918	Ulanda McDonald (416) 651-7318	Merka Gabrielli (416) 261-2637	Dorothy Bruce (905) 812-7424	Pedison de Lara (416) 264-4375	Nancy Ramial (416) 654-6278	Fred Lee (647) 880-1304	Mara Markovinovic (416) 423-9074	Eugenia Labi (416) 292-8921	Jurate Urban (416) 994-1038	Juan Feliciano (416) 492-4349
Liping Wang 416-447-9988	Collene Jack (416) 264-8366	Rachel Yang (647) 868-3074	Siva Ramalingam (416) 267-9702	Alfredo dela Cruz (416) 829-8435	Maria Salazar (416) 917-6459	David Persaud (416) 269-6619	Nakia Broughton (416) 732-4245	Sandra Reader (416) 287-5739	Rhona Williams (416) 283-8612	Georgina Adams (416) 467-1177
Kathleen Francis (416) 425-7736	Wayne Legere (416) 977-2772	Elizabeth Mathews (416) 616-4793	Eloise Walters (416) 282-2360	Donna Deng (647) 886-1852	Beverly Sutton (416) 261-1885	Enroy Knight (647) 287-1846	Mercedes Ruiz (647) 341-6902	Bridgette Beckford (905) 796-3542	Jenny Zhang (416) 778-7226	Denise Hibbert (416) 423-6397
Loretta Diel 647-349-8140	Khalija Ajani (416) 292-5527	Michelle N.-Romain (416) 247-5668	Grace Baculi (416) 880-4267	Zenny Eshetu (416) 441-9510	Lowe, Colleen (416) 438-6980	Sri Sivagnanam (416) 283-2167	Candis Bod (416) 488-7737	Roslyn Anthony (905) 837-24098	Grace Adams (416) 465-2245	Helen Skendras (416) 264-2289
Marita Cristobal 416-438-7825	Sophia Anderson (416) 588-4410	Barbara Braithwaite (416) 850-2514	May Charles (905) 428-0233	Wanda France (905) 837-0495	Donnette Vernon (416) 299-4719	Cory England (647) 402-4737	Morgan Berretti (416) 629-0041	Morgan Geast (416) 200-6115	Colleen Lowe (416) 438-6980	Georgina Maheras (416) 424-2499
Susan Salomon (416) 293-6729	Connie Del Mundo (416) 901-4203	Beverly Campbell (416) 743-6539	Violet Ganolisi (416) 686-4982	Elaine Hanson (905) 428-8551	Li Wei (416) 293-9657	Colin Jack (647) 898-2560	Robin Berretti (416) 917-4015	Lilly Jin (647) 428-6814	Kathy Miteva (416) 423-5348	Greg Ellis (416) 759-4680
Milan Vasic 416-234-9534	Evelyn Collantes 416-265-8611	Marcia Drake (416) 235-2894	Mei Ha-Chan (416) 461-4581	Sharon Hewitt (416) 850-0567	Anne M. Wellington (416) 261-8240	Draga Korkut (416) 757-0898	Helena Sampalo (416) 347-8207	Jasmine Zhang (647) 285-2268	Roque Tumanquil (416) 467-7296	Hannah Wong (905) 764-9579
Carol Anne Peckford (905) 509-9892	Linda Burrell (416) 467-6517	Yvette Johnson (416) 399-5424	Nancy dela Pena (416) 398-2810	Kathy Ann John (905) 837-1961	Winsome Williams (416) 693-2749	Lucy Tavares (416) 240-8524	Tony Liao (416) 536-0202	Jeban Nessa (416) 696-5518	Pasang Dolma (416) 493-6691	Lamberto Layson (647) 891-2469
Koriza Ali-Mohammed (416) 286-9143	Senayt Teklewold (416) 751-6541	Jose Montero (416) 837-5398	Dian La-Qua Brown (905) 762-9552	Lorna Howell (416) 921-3888	Yeshu Wolde (416) 751-8438	Theoni Berbatiosis (416) 690-7415	Ch-Vi Van (416) 762-3705	Alithia Anderson (416) 746-6974	Asia Abassi (416) 690-2509	Wing Li (416) 690-5470
Emma Bourikos (416) 429-2070	Aleksandra Obradovic (416) 423-9706	Gloria Barrett (416) 291-4454	Gloria Barrett (416) 267-2532	Pascal, Susan (416) 439-2463	E. Young-Taylor (416) 724-4265	Josie Panozzo (416) 223-8475	Sitti Ahmed (416) 752-8876	Joan Pennicooke (416) 614-3524	Jesus Aquino (416) 466-5584	Valerie Woods (647) 343-7879
Evangelina Laurel 416-284-2877	Goonwantie Debidin (416) 281-6873	Primi Pizarro (416) 686-4982	Yvonne McLeod (416) 265-2944	Ling Li (905) 272-1418	Edward Fang (647) 588-0180	Jenny Du (416) 696-1824	Lisa Campbell (416) 269-8942	Nina Dumolot (416) 236-9494	Tashi Lhamo (416) 916-2593	Yolande Persue (416) 266-6707
Eulet Gouldburne (416) 463-7173	Mitzi Calderon (416) 754-7025	Rose Clayton (905) 794-4415	Erica Chibessa (416) 902-3814	Beverly O'Connor (416) 461-3644	Jay Hermosa (416) 817-4236	Maria Torralba (647) 885-5824	Ken Conte (416) 841-5554	Corazon Leal (416) 247-2113	Dolma Lhaso (416) 267-7202	Lydia Wiljenathan (416) 693-2360
Jadranka Radakovic (416) 693-9020	Jingjun Li (416) 752-7828	Gyaphel, Thuplen (416) 561-2172	Song, Jing (416) 318-1799	Mohan, Rita (416) 751-2231	Rahel Zemene (416) 686-8971	Julita Morta (416) 757-1034	Phurbu Lhamo (416) 530-1986	Patsy Pargass (416) 264-1211	Nancy Ragnat (416) 750-9955	Emily Bhagwandin (416) 264-2957

EMERGENCY EVACUATION MANUAL

SECTION:	APPENDIX	INDEX I.D.: EE-05-03-A
SUBJECT:	EMERGENCY TELEPHONE NUMBERS – STAFF - OUTSIDE NORMAL BUSINESS HOURS	PAGE: 1 OF 1
APPROVED BY:	ADMINISTRATOR	DATE: SEPTEMBER 15, 2006
REVIEWED BY:		REVIEW DATE: OCTOBER 13, 2022

POLICY

Chester Village shall have in place a procedure of resourcing all staff, full time and part time, to assist in the facility, should an emergency evacuation be required outside normal business hours.

PROCEDURE

To initiate the fan out list the Administrator or designate will call the first name on the "Emergency Fan out List ". If this staff member is not available, the next person will be phone and so on till a staff member is contacted.

All Managers after being advised of the emergency will telephone their respective staff members.

The Registered staff on duty will call each group of nursing staff off duty until a sufficient number of staff has been contacted. P.S.W. may assist the Registered Staff in calling the off duty nursing staff.

EMERGENCY EVACUATION MANUAL

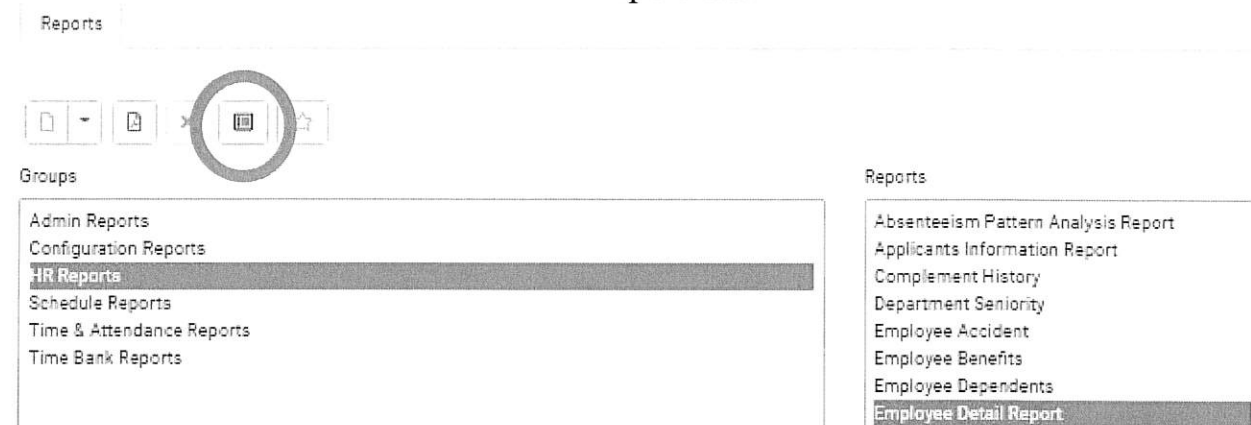
SECTION:	APPENDIX	INDEX I.D.: EE-05-04-A
SUBJECT:	EMERGENCY TELEPHONE NUMBERS - MANAGEMENT STAFF	PAGE: 1 OF 1
APPROVED BY:	ADMINISTRATOR	DATE: APRIL 18, 2008
REVIEWED BY:		REVIEW DATE: OCT. 13, 2022

CEO	CYNTHIA Marinelli	(647) 388-7012
Director of Care	Gina Santos	(905) 471-0146 (416) 786-6504 (cellular)
Assistant Director of Care	Anna Lei	(905) 477-6288 (416) 666-0016 (cellular)
RAI Coordinator	Joy Loro	(416) 887-9004
Financial Services Coordinator	Joyce Jui	(647) 713-9799
Payroll/Scheduling		
Food Services	Magdalena Czajkowski	(905) 391-7528
Resident Support Services Manager	Morgan Geast	(647) 200-6115
Family & Community Coordinator	Lynda Southwick	(416) 543-7670
Volunteer Coordinator	Andrea Macina	(416) 269-9493 (416) 523-3526 (cellular)
Environmental Services Manager	Sorin Tarbujaru	(647) 706-6996
Administrative Assistant		
Nursing Unit Clerks	Kelly Rheaume Layla Govindarajoo	(416) 690-4046 (416) 728-6029
Medical Director	Dr. Bradley Birmingham	(416) 545-4735
Hairstylist (s)		
Chair of the Board	Ted Sievenpiper	(416) 979-1782 ext220

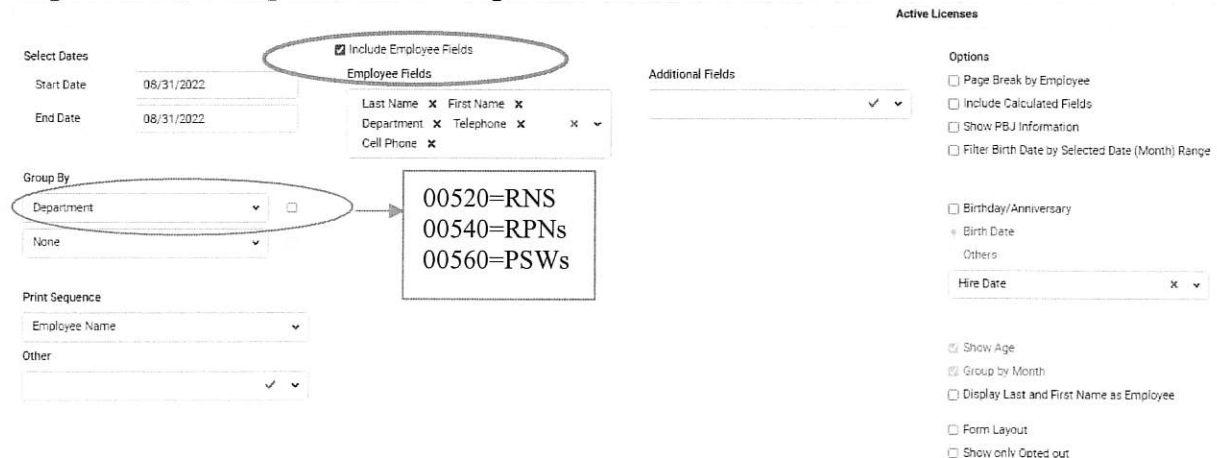
EMERGENCY EVACUATION MANUAL

SECTION:	APPENDIX	INDEX I.D.: EE-05-04-B
SUBJECT:	TELEPHONE NUMBERS NURSING DEPARTMENT	PAGE: 1 OF 2
APPROVED BY:	ADMINISTRATOR	DATE: SEPTEMBER 15, 2006
REVIEWED BY:		REVIEW DATE: OCT. 13, 2022

1. Log into SSC
2. On the right panel select "Reports"
3. Select HR reports → Employee Detail Report → and select "Report Details" and click on the Red Preview Report tab.



4. Under Employee Fields select the following: "Last Name, First Name, Department, Telephone and Cellphone" shown below



5. Click on Preview as PDF



EMERGENCY EVACUATION MANUAL

SECTION:	APPENDIX	INDEX I.D.: EE-05-04-B
SUBJECT:	TELEPHONE NUMBERS NURSING DEPARTMENT	PAGE: 2 OF 2
APPROVED BY: ADMINISTRATOR		DATE: SEPTEMBER 15, 2006
REVIEWED BY:		REVIEW DATE: OCT. 13, 2022

6. Print report (see below for example of Report)

CHESTER VILLAGE

Employee Detail Report

Page 1 of 12
Aug 31 2022 11:12 AM

Badge	Last Name	First Name	Department	Class	Hire Date	Status	Cell Phone	Telephone
Department : 00310								
212	BECKFORD	BRIDGETTE	00310	AA		Active		647
323	BISWAS	JOYEETA	00310	AA		Active	647	647
468	CHODHARY	SHWETA	00310	AA		Active	437	437
201	DABU	SUSAN	00310	AA		Active		647
439	DESHPANDE	KEDAR	00310	AA		Active	249	249
175	DNR 1	ACTIVATION	00310	AA		Active		
176	DNR 2	ACTIVATION	00310	AA		Active		
130	GHOSH	DILIP	00310	AA		Active	647	647
119	IANNETTI	GLENNA	00310	AA		Active	416	
16	JIN	LILLY	00310	AA		Active		647
239	PLOURDE	TRACEY	00310	AA		Active		416
316	POKHREL	SEBIKA	00310	AA		Active	416	416
210	READER	SANDRA	00310	AA		Active		416
1061	SONG	JING	00310	AA		Active		416
Department : 00410								
1098	BHAGWANDIN	EMILY	00410	COOK1		Active		647-830-1651
170	COOK	DNR 1	00410	COOK1		Active		
177	COOK	DNR 2	00410	COOK1		Active		
428	DANKOTUWAGE	RUPIKA	00410	COOK1		Active	647	647-
358	DHAR	NUPUR	00410	COOK1		Active	416	416-
325	DIMITRIOU	KOSMAS	00410	COOK1		Active	416	416-
46	JAYALATH	PUSHPA	00410	COOK1		Active	647	647-
456	LAW	HELEN	00410	COOK1		Active	416	416-
213	PERERA	DILAN	00410	COOK1		Active	647	647-
483	PIRES	SIMAO	00410	COOK1		Active	647	647-
285	TETANGCO	CREZAR	00410	COOK1		Active	416	416-

1000 employees, 0000, 0000, 0000, 0000, 0000

StaffScheduleCare

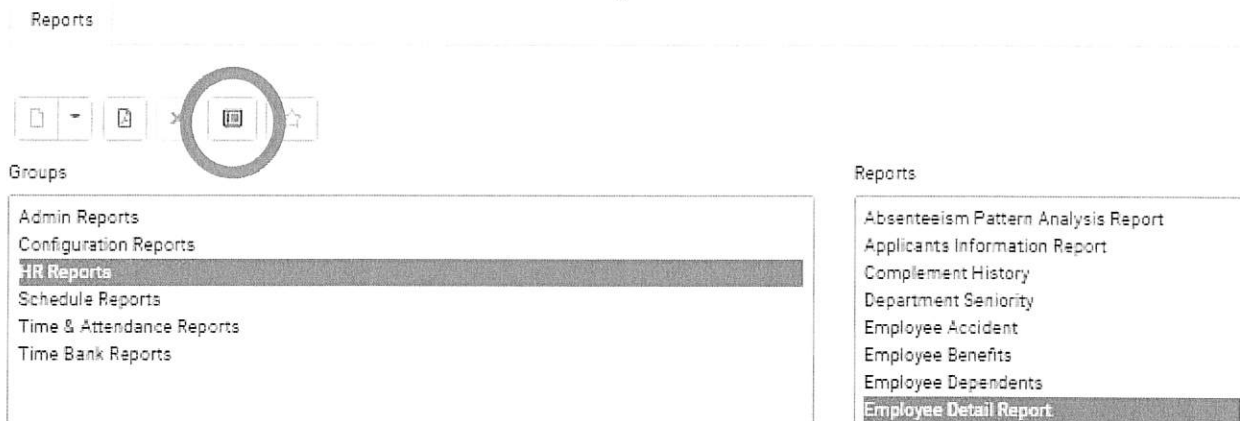
EMERGENCY EVACUATION MANUAL

SECTION:	APPENDIX	INDEX I.D.: EE-05-04-C
SUBJECT:	TELEPHONE NUMBERS DIETARY DEPARTMENT	PAGE: 1 OF 2
APPROVED BY:	ADMINISTRATOR	DATE: SEPTEMBER 15, 2006
REVIEWED BY:		REVIEW DATE: OCT. 19, 2022

Log into SSC

2. On the right panel select “Reports”

3. Select HR reports → Employee Detail Report → and select “Report Details” and click on the Red Preview Report tab.



4. Under Employee Fields select the following: “Last Name, First Name, Department, Telephone and Cellphone” shown below



EMERGENCY EVACUATION MANUAL

REVIEW DATE: OCT. 19, 2022

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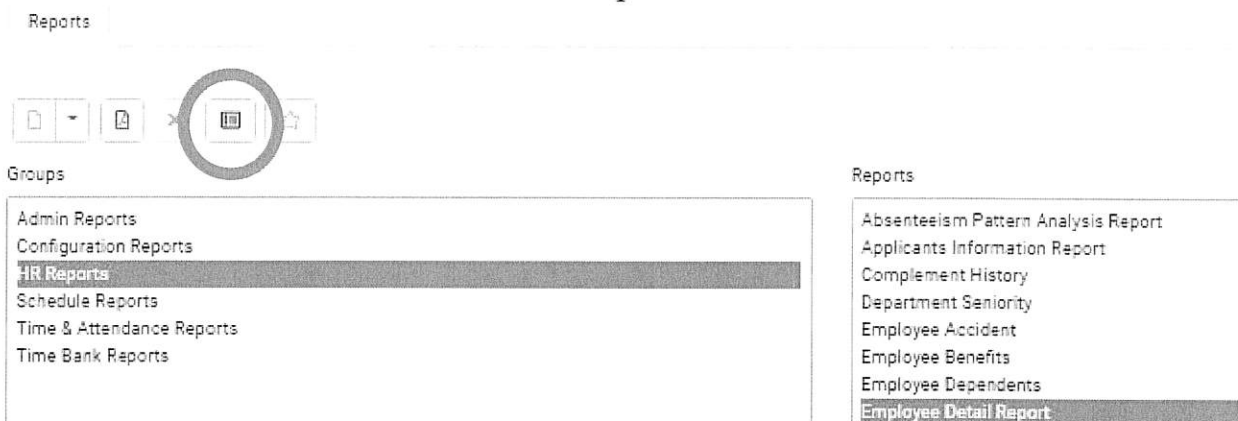
StaffScheduleCare

EMERGENCY EVACUATION MANUAL

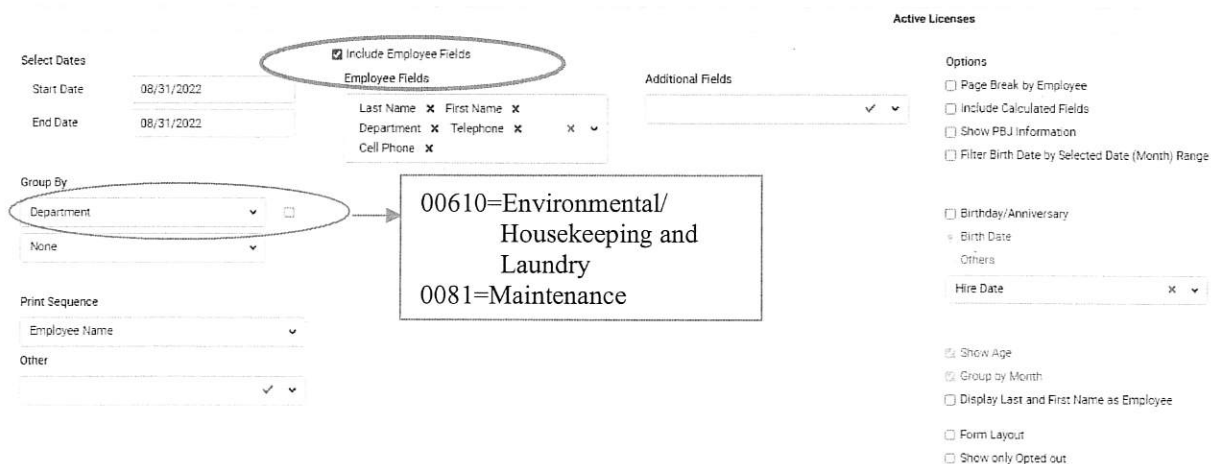
SECTION:	APPENDIX	INDEX I.D.: EE-05-04-D
SUBJECT:	TELEPHONE NUMBERS BUILDING SERVICES DEPARTMENT	PAGE: 1 OF 2
APPROVED BY:	ADMINISTRATOR	DATE: SEPTEMBER 15, 2006
REVIEWED BY:		REVIEW DATE: OCT. 19, 2022

HOW TO PRINT THE EMPLOYEE PHONE NUMBERS IN SSC

1. Log into SSC
2. On the right panel select "Reports"
3. Select HR reports → Employee Detail Report → and select "Report Details" and click on the Red Preview Report tab.



4. Under Employee Fields select the following : "Last Name, First Name, Department, Telephone and Cellphone" shown below



EMERGENCY EVACUATION MANUAL

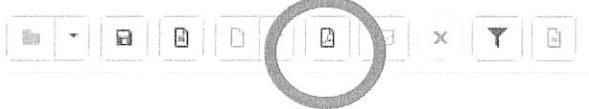
SECTION: APPENDIX **INDEX I.D.:** EE-05-04-D

SUBJECT: TELEPHONE NUMBERS **PAGE:** 2 OF 2
BUILDING SERVICES DEPARTMENT

APPROVED BY: ADMINISTRATOR **DATE:** SEPTEMBER 15, 2006

REVIEWED BY: **REVIEW DATE:** OCT. 19, 2022

5. Click on Preview as PDF



6. Print report (see below for example of Report)

CHESTER VILLAGE

Employee Detail Report

Page 1 of 12
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Badge	Last Name	First Name	Department	Class	Hire Date	Status	Cell Phone	Telephone
Department : 00310								
212	BECKFORD	BRIDGETTE	00310	AA		Active		647
323	BISWAS	JOYEETA	00310	AA		Active	647	647
468	CHOUDHARY	SHWETA	00310	AA		Active	437	437
201	DABU	SUSAN	00310	AA		Active		647
439	DESHPANDE	KEDAR	00310	AA		Active	249	249
175	DNR 1	ACTIVATION	00310	AA		Active		
176	DNR 2	ACTIVATION	00310	AA		Active		
130	GHOSH	DILIP	00310	AA		Active	647	647
119	IANNETTI	GLENNA	00310	AA		Active	416	
16	JIN	LILLY	00310	AA		Active		647
239	PLOURDE	TRACEY	00310	AA		Active		416
316	POKHREL	SEBIKA	00310	AA		Active	416	416
210	READER	SANDRA	00310	AA		Active		416
1061	SONG	JING	00310	AA		Active		416
Department : 00410								
1098	BHAGWANDIN	EMILY	00410	COOK1		Active		647-830-1651
170	COOK	DNR 1	00410	COOK1		Active		
177	COOK	DNR 2	00410	COOK1		Active		
428	DANKOTUWAGE	RUPIKA	00410	COOK1		Active	647	647-
358	DHAR	NUPUR	00410	COOK1		Active	416	416-
325	DIMITRIOU	KOSMAS	00410	COOK1		Active	416	416-
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456	LAW	HELEN	00410	COOK1		Active	416	416-
213	PERERA	DILAN	00410	COOK1		Active	647	647-
483	PIRES	SIMAO	00410	COOK1		Active	647	647-
285	TETANGCO	CREZAR	00410	COOK1		Active	416	416-

StaffScheduleCare

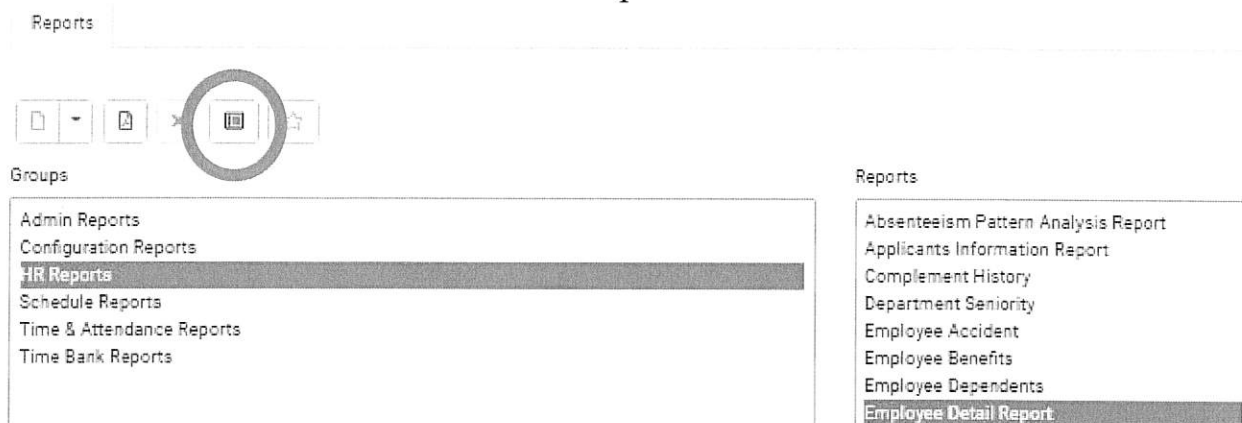
EMERGENCY EVACUATION MANUAL

SECTION:	APPENDIX	INDEX I.D.: EE-05-04-E
SUBJECT:	TELEPHONE NUMBERS LIFE ENRICHMENT DEPARTMENT	PAGE: 1 OF 2
APPROVED BY:	CEO	DATE: SEPTEMBER 15, 2006
REVIEWED BY:	CEO	REVIEW DATE: OCT. 19, 2022

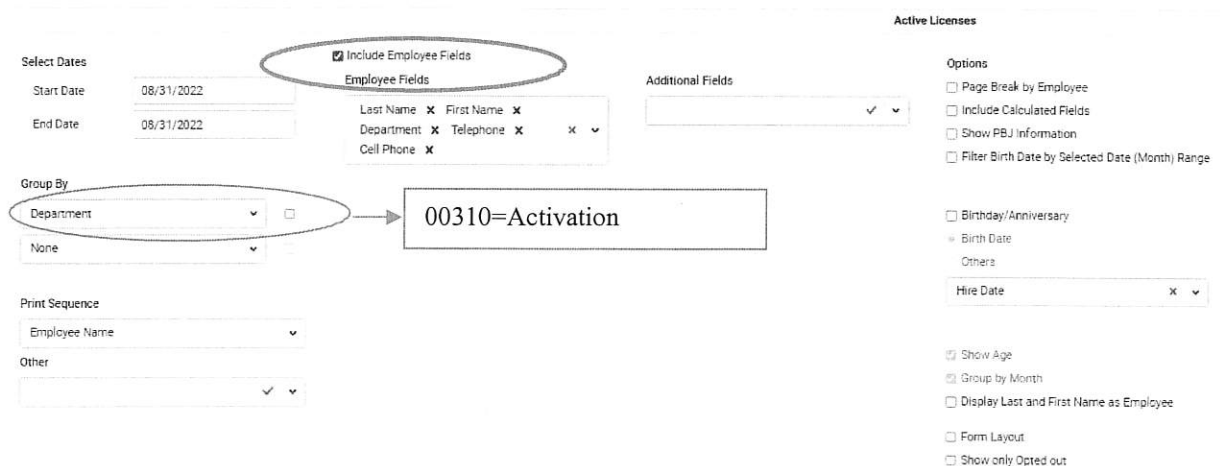
Log into SSC

2. On the right panel select “Reports”

3. Select HR reports → Employee Detail Report → and select “Report Details” and click on the Red Preview Report tab.



4. Under Employee Fields select the following : “Last Name, First Name, Department, Telephone and Cellphone” shown below



EMERGENCY EVACUATION MANUAL

SECTION:	APPENDIX	INDEX I.D.: EE-05-04-E
SUBJECT:	TELEPHONE NUMBERS LIFE ENRICHMENT DEPARTMENT	PAGE: 2 OF 2
APPROVED BY: CEO		DATE: SEPTEMBER 15, 2006
REVIEWED BY: CEO		REVIEW DATE: OCT. 19, 2022

5. Click on Preview as PDF



6. Print report (see below for example of Report)

CHESTER VILLAGE

Employee Detail Report

Page 1 of 12
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Badge	Last Name	First Name	Department	Class	Hire Date	Status	Cell Phone	Telephone
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212	BECKFORD	BRIDGETTE	00310	AA		Active		647
323	BISWAS	JOYEETA	00310	AA		Active	647	647
468	CHOUDHARY	SHWETA	00310	AA		Active	437	437
201	DABU	SUSAN	00310	AA		Active		647
439	DESHPANDE	KEDAR	00310	AA		Active	249	249
175	DNR 1	ACTIVATION	00310	AA		Active		
176	DNR 2	ACTIVATION	00310	AA		Active		
130	GHOSH	DILIP	00310	AA		Active	647	647
119	IANNETTI	GLENNA	00310	AA		Active	416	
16	JIN	LILLY	00310	AA		Active		647
239	PLOURDE	TRACEY	00310	AA		Active		416
316	POKHREL	SEBIKA	00310	AA		Active	416	416
210	READER	SANDRA	00310	AA		Active		416
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Department : 00410								
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456	LAW	HELEN	00410	COOK1		Active	416	416-
213	PERERA	DILAN	00410	COOK1		Active	647	647-
483	PIRES	SIMAO	00410	COOK1		Active	647	647-
285	TETANGCO	CREZAR	00410	COOK1		Active	416	416-

StaffScheduleCare

Volunteers:

Please see Director of Life Enrichment Programs for Master Contact List for Chester Village Volunteers.

EMERGENCY EVACUATION MANUAL

SECTION:	APPENDIX	INDEX I.D.:	EE-05-05
SUBJECT:	EVACUATION SITES - PHONE LIST	PAGE:	1 OF 1
APPROVED BY:	ADMINISTRATOR	DATE:	SEPTEMBER 15, 2006
REVIEWED BY:		REVIEW DATE:	OCTO. 13, 2022

RHA	EVACUATION SITE	TELEPHONE
JADE	Mon Sheong Scarborough 2030 McNicoll Avenue Scarborough, ON M1V 5P4	416-291-3898
DIAMOND	True Davidson Acres 200 Dawes Road Toronto, ON M4C 5M8	416-397-0400
TOPAZ	Cummer Lodge 205 Cummer Avenue North York, ON M2M 2E8	416-392-9500
SAPPHIRE	Nisbet Lodge 740 Pape Avenue Toronto, ON M4K 3S7	416-469-1105
AMETHYST	Bendale Acres 2920 Lawrence Avenue East Scarborough, ON M1P 2T8	416-397-7000
RUBIES	Belmont House 55 Belmont Street Toronto, ON M5R 1L6	416-964-9231
EMERALD	Heritage Nursing Home 1195 Queen Street East Toronto, ON M4M 1L6	416-461-8185
Back-Up reserve	Providence Health Care 3276 St. Clair Ave. East Toronto, ON M1L 1W1	416-285-3666

EMERGENCY EVACUATION MANUAL

SECTION: APPENDIX

INDEX I.D.: EE-05-06

SUBJECT: DAILY STAFFING

PAGE: 1 OF 2

APPROVED BY: ADMINISTRATOR

DATE: JUNE 29, 2009

REVIEWED BY: CEO

REVIEW DATE: OCT. 13, 2022

DEPARTMENT	DAYS	EVENINGS	NIGHTS
ADMINISTRATION			
CEO	1		
DIRECTOR OF CARE	1		
ASSISTANT DIRETOR OF CARE	1		
FINANCIAL MANAGER	1		
ADMINISTRATIVE ASSISTANT	1		
NURSING UNIT CLERK	2	1	
FAMILY & COMMUNITY SERVICES	1		
RESIDENT & SUPPORT SERVICES MANAGER	1		
FOOD SERVICES MANAGER	1		
BUILDING MANAGER	1		
NURSING			
NURSING ADMIND TEAM	6	1	
REGISTERED NURSE	2	2	1
REGISTERED PRACTICAL NURSE	7	6	3
PERSONAL SUPPORT WORKER	28	25	11
PROGRAMS			
ACTIVITY ASSISTANT	4	2	
DIETARY			
COOK	3	2	
DIETARY AIDES	7	7	
ENVIRONMENT			
HOUSEKEEPING	7	1	
LAUNDRY	1	1	
MAINTENANCE	2		

EMERGENCY EVACUATION MANUAL

SECTION: APPENDIX

INDEX I.D.: EE-05-06

SUBJECT: DAILY STAFFING

PAGE: 2 OF 2

APPROVED BY: ADMINISTRATOR

DATE: JUNE 29, 2009

REVIEWED BY: CEO

REVIEW DATE: OCT. 13, 2022

EMERGENCY EVACUATION MANUAL

SECTION: APPENDIX

INDEX I.D.: EE-05-08

SUBJECT: ACCEPTANCE OF RESPONSIBILITY
FOR RESIDENT, EQUIPMENT &
MEDICATION DURING ABSENCE

PAGE: 1 OF 1

APPROVED BY: CEO

DATE: SEPTEMBER 15, 2006

REVIEWED BY: CEO

REVIEW DATE: OCT. 13, 2022

In consideration of you allowing _____
to leave your premises, I hereby accept responsibility for him/her while he/she is in my
care.

Date	Time	Relationship	Destination	Return Date	Equipment Borrowed

Medication Taken:

Name _____

Dose _____

(Attach 2nd sheet if required)

Name (Please Print)

Signature

EMERGENCY EVACUATION MANUAL

SECTION: APPENDIX

INDEX I.D.: EE-05-09

SUBJECT: ACCEPTANCE OF RESPONSIBILITY
FOR RESIDENT & EQUIPMENT
WITHOUT MEDICATION DURING ABSENCE

PAGE: 1 OF 1

APPROVED BY: CEO

DATE: SEPTEMBER 15, 2006

REVIEWED BY: CEO

REVIEW DATE: OCTO. 13, 2022

In consideration of you allowing _____
to leave your premises, I hereby accept responsibility for him/her while he/she is in my
care.

Date	Time	Relationship	Destination	Return Date	Equipment Borrowed

Medication Taken:

Name _____

Dose _____

(Attach 2nd sheet if required)

Name (Please Print)

Signature

EMERGENCY EVACUATION MANUAL

SECTION: APPENDIX

INDEX I.D.: EE-05-10

SUBJECT: EMERGENCY ADMISSION FORM **PAGE:** 1 OF 1

APPROVED BY: CEO

DATE: SEPTEMBER 15, 2006

REVIEWED BY: CEO

REVIEW DATE: OCT. 13, 2022

PERSONAL INFORMATION RECORD

Date _____ Time _____

Name _____

Address _____

Phone _____

Date of birth _____ Sex _____

Health Card Number _____

.....
Mediations _____

Allergies _____

Next of Kin _____ Phone _____

.....
Information taken by _____
Name (Please Print) Signature

EMERGENCY EVACUATION MANUAL

SECTION:	APPENDIX	INDEX I.D.:	EE-05-11
SUBJECT:	ADMINISTRATION EMERGENCY KIT	PAGE:	1 OF 1
APPROVED BY:	CEO	DATE:	SEPTEMBER 15, 2006
REVIEWED BY:	CEO	REVIEW DATE:	OCT. 20, 2022

STORAGE LOCATION:

Reception: Office Supplies Cabinet

1. Resident's Profile Cards
2. Identification Bracelets
3. Ball Point Pens
4. Box of Thumb Tack
5. Box of Paper Clips
6. Small Brown Envelopes (personal valuables)
7. Scratch Pads (medium size)
8. Box of Elastic Bands
9. Tie-on Labels
10. Large Manila Folders
11. Pair of Scissors
12. Clip Boards
13. Marker Pen - red
14. Cards 4" x 6" white, 5"x 8" white , 9" x 10" (for signs)
15. Telephone Message Pads

EMERGENCY EVACUATION MANUAL

SECTION:	APPENDIX	INDEX I.D.:	EE-05-12
SUBJECT:	NURSING EMERGENCY KIT	PAGE:	1 OF 2
APPROVED BY:	CEO	DATE:	SEPTEMBER 15, 2006
REVIEWED BY:	CEO	REVIEW DATE:	OCT. 13, 2022

INCONTINANCE PRODUCT

LOCATION: Storage Room-Beside the Service Elevator Base Level

SM PAD (PV-930: Bladder Control Pad) x 1 Case

NP (PL-115: Pant Liner Overnight) x 1 Case

DL (PL-100: Pant liner small) x 1 case

PUS (PV-511: Small Protective Underwear) x 1 case

PUM (PVS-512: Medium Protective Underwear) x 3 cases

PUL (PVS-513: Large Protective Underwear) x 9 Cases

PUXL (PVS-514: X-Large Protective Underwear) x 1 Case

WHITE (PVBNG-012CA: Prevail Air Plus SZ 1) x 7 cases

BLUE (PVBNG-013CA: Prevail Air Plus SZ 2) x 26 cases

BEIGE (PVBNG-014CA: Prevail Air Plus SZ 3) x 13 Cases

ORANGE (NGX-013: Prevail PM Brief Large) x 4 Cases

GREY (NGX-014: Prevail PM Brief X-Large) x 1 Case

DISAPOSIBLE PERI-WIPE x 30cases

MEDICATIONS

LOCATION: Basement-Nursing Stock Room

Acetaminophen 325MG (1000 tabs) MOM (30 bottles)

Acetaminophen 500MG (1000 tabs) DIPHENHYDRAMINE 25MG (10 bottles)

DIPHENYDRAMINE 50 mg (10 bottles) METAMUCIL (10 bottles)

EMERGENCY EVACUATION MANUAL

SECTION: APPENDIX

INDEX I.D.: EE-05-12

SUBJECT: NURSING EMERGENCY KIT

PAGE: 2 OF 2

APPROVED BY: CEO

DATE: SEPTEMBER 15, 2006

REVIEWED BY: CEO

REVIEW DATE: OCT. 13, 2022

LOTION (50 bottles)

PETROLEUM JELLY (100)

ZINC OINTMENT (100)

MULTIVITAMINS (4)

POTASSIUM CHLORIDE 600MG (20)

SLOW K 600MG (50)

FERROUS SULPHATE 300MG (5 bottles)

EMERGENCY EVACUATION MANUAL

SECTION:	APPENDIX	INDEX I.D.: EE-05-13
SUBJECT:	DIETARY SERVICES EMERGENCY KIT (UTENSILS / NOURISHMENTS)	PAGE: 1 OF 1
APPROVED BY:	CEO	DATE: SEPTEMBER 15, 2006
REVIEWED BY:	CEO	REVIEW DATE: Oct. 13, 2022

SHORT TERM RELOCATION: IN HOUSE

In the event of a short-term disaster that may result in residents being evacuated from the floors to the main dining room, regular meals would be provided. Attached is the Emergency Menu Planning for four days.

In the event of power loss, dietary could provide juices, sandwiches and cookies.

RELOCATION OUTSIDE CHESTER VILLAGE

If the relocation of our residents becomes a reality, the reception homes will be responsible to serve meals and nourishment to our residents

EMERGENCY EVACUATION MANUAL

SECTION:	APPENDIX	INDEX I.D.: EE-05-14
SUBJECT:	BUILDING SERVICES EMERGENCY KIT	PAGE: 1 OF 1
APPROVED BY:	ADMINISTRATOR	DATE: SEPTEMBER 15, 2006
REVIEWED BY:		REVIEW DATE:

Storage Location: Trunk room (rm #B14)

30 x gym mattresses	24 x AAA Battery
12 x C battery	36 x D battery
12 x 6V battery	36 x 6V battery
2 x AA snake lights	3 x 15m ext cords
2 cs. RTU Cleaner & Disinfectant	2 cs. RTU Toilet Bowl Cleaner
2 cs. RTU Window Cleaner	2 cs. Cream Cleanser
5 cs x 22x24 frosted G bags	2 cs. RTU Air Neutralizer
5 cs x 30x38 strong G bags	5 cs x 35x50 X strong G bags
5 cs x 8" roll paper	4 cs x soft kitchen wipes
5cs x T.Tissue	1 doz each rubber gloves S/M/L/XL
1 x battery radio	48 Fitted Top sheets
48 Fitted Bottom sheets	48 Pillows
96 Pillow cases	12 cs bottle water 2x10L

Remove???

EMERGENCY EVACUATION MANUAL

SECTION:	APPENDIX	INDEX I.D.:	EE-05-15
SUBJECT:	DISASTER PLAN DATA SHEET	PAGE:	1 OF 1
APPROVED BY:	CEO	DATE:	JUNE 29, 2009
REVIEWED BY:	CEO	REVIEW DATE:	OCT. 14, 2022

DISASTER PLANNING DATA SHEET

Name of Institution: CHESTER VILLAGE Phone Number: 416-466-2173
Address: 3555 Danforth Avenue., Toronto, Ontario M1L 1E3
General Location or main intersection: WARDEN & DANFORTH

Name of Administrator: Ms. Cynthia Diotte

Administrator's Residence Telephone Number: 647-388-7012

Can your home reach you by paging unit? Yes _____ No X

Total Number of Residents 203 Reasonably Ambulant 70

Other _____ Vehicle(s) available 1. _____ 2. _____

General Parking Facilities: Good _____ Fair X Poor _____

Ground Level Access to main floor: Yes X No _____

(IF NOT AT GROUND LEVEL EXPLAIN) ALL AREAS IN BASEMENT SERVED BY ELEVATORS AND STAIRS

How many toilet units at ground / basement level? 5

How is your home heated? Electric / Gas

Do you have an emergency generator: Yes X No _____

Do you have extra cots, mattresses or blankets on hand?

How many cots? 0 Mattresses? 30 Blankets? 30

From food on hand, how many additional people could you provide nourishment for?
30 and for how long? 5 days

How many residents could you accommodate for a maximum of forty eight hours? 30

Signature of Resource contact: _____