

Riverview Gardens - Municipality of Chatham-Kent

EMERGENCY RESPONSE PLAN

FAN OUT LIST – ANNEX T

Policy Code: EME FAN

Issued: March 2010

Revised: December 2023

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Introduction

Fan out lists are created and used in the event of an emergency which requires additional staffing to report for duty.

All employees are expected to maintain an up-to-date contact number(s) with Riverview Gardens and to have contingency plans in place at home in the event of an emergency and they are requested to report for duty. These fan-out lists shall be updated quarterly by clerical support.

It is the responsibility of the Staff on the Fan Out List who are designated to contact other staff, to maintain a copy of the up-to-date Fan Out List at their home.

This Annex is not for general public distribution. All copies are to be returned to Riverview Gardens and the Municipality of Chatham-Kent upon request. Copies are not permitted unless approved by the Director, Senior Services or Designate.

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Notification Procedure

When there is an emergency, potential or real, and it is deemed additional staff are required on duty the Director, Senior Services or designate, can implement the Fan-Out List.

In the event of an emergency that occurs when members of the management team are not on site the Operations Chief, at the direction of the Incident Manager, will call the Director of Senior Services. The Director will initiate the fan out list advising other members of management what the emergency is, any further relevant information that is known at the time including potentially the number of staff required on-site.

OPERATIONS CHIEF
ONLY Calls Director, Senior Services

Each Manager/Supervisor will be responsible for making up to 5 phone calls prior to immediately reporting to Riverview Gardens, or alternate location as advised by the Director, Senior Services. Each Supervisor will determine the number of additional staff that may be required in order to appropriately respond to the situation at hand. If the number of staff that are required is unknown then the members of the Emergency Control Group may meet to discuss the situation prior to calling in additional staff.

When making their calls each Supervisor will advise the administrative employee assigned to them how many staff are required for their department(s). Each administrative employee has been assigned a classification and/or floor of staff that they will be responsible for contacting. All administration staff who are calling employees in will advise staff to report to the Robertson Entrance (or alternate as advised when contacted) and will call the Supervisor or Manager who contacted them to report the number of staff they reached.

In the event a person on fan-out list is not available, contact will proceed to next person or stage on list. (eg. Director, Seniors Services is to contact Director of Nursing. If the Director is unable to make contact with the Director of Nursing, the Director would proceed down the list and contact all staff the Director of Nursing is to contact or designate someone from that next level to proceed with contact.)

In the event that the telephones are not working and staff are aware of a possible emergency at Riverview Gardens, they are requested to tune their radio to:

- **CFCO Radio 630** (519-352-3000) for instructions
- **CKSY 94.3 FM** (519-354-2200)
- **CKXS 99.1 FM** (519-627-0007)

Unless otherwise stated, all staff telephone numbers are a local 519 call.

Messages are not to be left for employees to report to work.

Please Note: Union Staff are not assigned to call in staff through the Fan Out List, this is done by Administration Staff.

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Fan-out lists will only be effective if staff have made prior “contingency” arrangements for the care of their families in the event of an emergency. Managers/Supervisors must advise staff to have a “Home” emergency plan ready in the event of a recall.

Fan Out List Organizational Chart

