

**Riverview Gardens - Municipality of Chatham-Kent**  
**EMERGENCY RESPONSE PLAN**  
**CARBON MONOXIDE OR GAS LEAK & DISTRIBUTION – ANNEX J**

**Policy Code: EME GAS**

**Issued: November 2010   Revised: October 2025**

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## **Policy**

Riverview Gardens will be prepared for and respond in the event of a disruption in the gas service to the home. A gas leak or disruption of gas service to the home will affect the delivery of heat, hot water, laundry services and the ability to cook in the main kitchen. RVG will implement the following procedures.

## **Procedures**

### **Carbon Monoxide**

The Fire Department will arrive and will take over the building. In the event there is carbon monoxide the Fire Department will declare an emergency and may give the order to evacuation of the building. Stations will be set up “outside of the Robertson Street Entrance and Staff Parking lot” by Managers/RN's on duty to instruct staff where to go to receive residents. Some employees may be asked to remain on the scene outside while others will be dispatched to the area we are moving residents to.

### **Gas Leak**

Any employee upon discovering a gas leak shall notify the Charge Nurse at spectra 6700 to start evacuating the area immediately. Notify Maintenance Supervisor to troubleshoot and provide additional direction as required. Close all doors to seal off the area and open windows where possible

- **DO NOT activate** the Fire Alarm System
- **DO NOT** use phone in the area of the gas leak
- **DO NOT** turn light switches on or off

### **Gas Disruption**

If there is a loss of gas to the home notification may be received from Enbridge, the Fire Department or Police Services. If notification is not received from an external source, the facilities building operating system is designed with an alarm that will sound in the maintenance shop that there is a disruption in gas supply.

### **Charge Nurse Responsibilities**

Once the Charge Nurse is notified they are to ensure the area is cleared and then notify the following, or designate someone to notify:

- Director, Seniors Services or Designate;
- Director of Nursing or Designate;
- Supervisor, Maintenance Services

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- Maintenance
  - Spectra 6706
  - Spectra 6709

If it is after hours, contact:

- Gas Company at **1-877-969-0999**;
- Dial 911 and advise them of a possible gas leak;

**The address is 519 King Street West**

- If necessary announce overhead advising staff to ensure outside doors and windows are closed (the heating system will not function, therefore may be cold)

The charge nurse may need to make arrangements for extra blankets if necessary. Blankets are stored in room S 118 located on the ground floor in the service corridor at the end of the hallway by the maintenance shop. Additional blankets can also be found outback in the storage shed. Contact maintenance staff for access to both locations.

### **Communicating With Staff**

The paging system may be used to alert staff based on the recommendations from Enbridge and the Fire Department.

As an alternate means of communicating with staff throughout the building, the Director, Senior Services, may delegate the responsibility for co-ordinating “runners” to the Emergency Operations Centre. The “runners” will be dispatched to the area(s) designated by the Director with specific instructions and will then report back to the EOC to wait for further communications.

### **Director, Senior Services Responsibilities**

Once the Director, Senior Services, or Designate, has been notified, they will in turn notify the following as necessary:

- Ministry of Long Term Care
- General Manager, Health and Human Services
- Establish the Department Operations Center (DOC) if required

### **Department Operations Center**

The Department Operations Center (DOC) is the command center for the emergency. It is where the Emergency Control Group will direct, coordinate, communicate and support emergency operations on the residential units.

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### Emergency Control Group

The Emergency Control Group (ECG) are members of Riverview Gardens management team who are responsible for coordinating the provisions of the essential services necessary to minimize the effects of an emergency effecting the home. The ECG consists of the following members:

Position	Alternate
<b>Director, Seniors Services</b>	1. Director of Nursing 2. Supervisor, Maintenance 3. Manager of Long Term Care
<b>Director of Nursing</b>	1. Nurse Manager
<b>Manager, Long Term Care, Emergency</b>	1. Manager, Long Term Care, HR
<b>Supervisor, Maintenance Services</b>	1. Supervisor, Environmental Services
<b>Supervisor, Environmental Services</b>	1. Supervisor, Maintenance
<b>Supervisor, Food Services</b>	1. Food Service Coordinator 2. Dietitian
<b>Coordinator, Therapeutic Recreation &amp; Volunteer Services</b>	1. Coordinator, Training and Safety 2. Volunteer Services Assistant
<b>Medical Director</b>	1. Alternate doctor 2. CKHA
<b>Social Worker**</b>	1. Social Worker 2. Medical Secretary

### Maintenance Responsibilities

If it is after hours and there are no maintenance staff on duty checking the building operating system, staff on duty in the home will notice a loss of heat and hot water in the facility and should contact the Charge Nurse who can call the 24 hour maintenance pager.

Maintenance staff will confirm the loss of heat and hot water is due to a disruption in gas supply and will notify the Supervisor, Maintenance Services, who in turn will notify the Director, Senior Services as necessary.

After gas is restored in the kitchen, maintenance will need to re-light their pilots on the gas stoves based on written procedures for that task.

### Fire Department

The Fire Department will have authority in the Command Post. Upon their arrival, they are in charge and may order further evacuation. If further evacuation is necessary, follow the evacuation plan in Annex G Code Green.

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### Police

Police will provide Security as required, including assist with evacuation crowd control and traffic control. They will set up their own Command Post.

### Enbridge

Shut down of main gas supply as required if the leak cannot be isolated. Assist with leak detection and providing technical expertise. They will be part of the Department Operations Centre as needed.