

**Emergency Preparedness Committee  
Annual Report  
April 1, 2008 to June 30, 2009**

**Committee Meetings**

April 22, 2008

- Reviewed drills forms from January to March 2008
- Drill forms are causing some confusion, as it is not always apparent whether drills are being simulated or actually happening. Forms will be modified to have a box to check to indicate which is the case.
- More emergency supplies of food and water packs will be ordered for all kits as expiry dates have come due for these items.
- Also noted that now that we have begun a transition to the new Acura alarm system we will need to update policies and instructions to staff. For the next year or so we will need to operate with both the old and new system to cover all safety needs.

Sept. 11, 2008

- Reviewed drills forms from April to June 2008
- Discussed the Acura system. We will continue to get details and phone lists worked out. Discussed the emergency system needs for 8<sup>th</sup> avenue and Scott St. Ivy needs to talk to the landlord for Scott St. to see about installation of the new system.
- Other recommendations
- An 'in case of fire' info sheet be posted by the phone in each home. These will be made half the size and laminated. There were changes to drills in the Emergency Preparedness
- Changes were made to the Manual which includes the following; #2.4b is written to give the staff of Orchard House directions on how to deal with calls coming from the old system #2.5 is now in place to describe the emergency info for homes monitored by Acura alarms discussed direction around the use of the Acura pendant. The information around the new system needs to be in our in House Manuals. The form will need to be changed; Roger and Mary will make sure the info is in the manual.

Feb. 17, 2009

- Worked on Manual and Fire Safety Information.
- Reviewed drill form from previous quarters

June 11, 2009

- Drills reviewed for previous quarter
- Emergency response Policy 2.2 has been approved on an interim basis
- Emergency phone info for homes monitored by Acura has been updated it includes info on personal pendants also.
- Decommissioning of old emergency phone system is now complete as all homes now have the Acura system
- Vehicles. Two new Montana vans have been purchased. they are equipped with On-star committee will explore continued coverage and the costs of activating the satellite cell feature as this would provide superior coverage for out of town trips.