

Emergency Plan

Subject:	Emergency Plan: Bomb Threats - Code Black
Emergency Code:	Code Black

Plan Activation:	Any person(s) receiving a bomb/arson threat (phone call or written message) or suspicious package should immediately initiate this plan and communicate as per the plan below with the
Lines of Authority (Chains of Command):	<ul style="list-style-type: none"> • The Executive Director or Administrator on Call • Senior Management Team • Charge Nurse • Manager of Environmental Services • Security
Communications Plan:	<p>A. <u>0800-1600 Hours</u></p> <p>Person receiving message directly: The person receiving the call or written message pages CODE BLACK three (3) times then notifies Switchboard with pertinent information. (Switchboard does paging if it receives the call directly).</p> <p>Switchboard:</p> <ol style="list-style-type: none"> 1. Pages a CODE BLACK 2. Notifies 911 - states "Emergency". 3. Notifies the Administrator 4. Makes available a copy of the daily census (by alphabetical order) <p>B. <u>1600-0800 Hours and Weekends and Holidays</u></p> <p>Person receiving message directly:</p> <ol style="list-style-type: none"> 1. Responds as per attached <i>Bomb Threat Checklist</i> (Appendix A). 2. Pages CODE BLACK three (3) times from any telephone – using the code "00" which is for the whole building. 3. Pages <u>Charge Nurse</u> to call the extension where the threat was received. <p>Charge Nurse:</p> <ol style="list-style-type: none"> 1. Notifies 911 - states "Emergency". 2. Notifies the Administrator on Call for the Centre by calling the Administration cellular phone #330-7123. 3. Takes charge of situation and initiates the <i>Bomb Threat Checklist</i> (Appendix A).

Staff Roles and Responsibilities:

WRITTEN THREAT

Save all materials, including any envelopes or containers. Avoid all unnecessary handling. Retain evidence such as fingerprints, handwriting or typewriting, paper, postal marks which are essential to tracing the threat and identifying the writer.

While written messages are usually associated with generalized threats and extortion attempts, a written warning of a specific device may be received and should never be ignored.

Leave possible devices alone. Read message carefully and relay the information as specified in the Plan.

SEARCH LISTS / CHECKLISTS

The following departments/units have their area's bomb/arson *Master Floor Plans Checklist* situated at the front of their *Fire / Disaster Manual* (see Appendix B): Maintenance Shop (Basement West and North), Dietary (Basement East; Level 1 South West Support Services), First Floor Long Term Care (LTC) Nursing, Second Floor East LTC Nursing, Second Floor West LTC Nursing, Third Floor East LTC Nursing, and Third Floor West LTC Nursing. As well, a master checklist for all areas including Administration (Level 1 West) is available at the Control Centre (usually located in the Boardroom on Level 1 West in Administration). The moment the Bomb/Arson Plan goes into effect, these units/departments are responsible to check their area and send the completed *Checklist* to the Control Centre as soon as possible.

The Administrator or designated alternate uses the *Master Floor Plans Checklist* located in the Boardroom (Room 1190) and also located in the Code Red section of each *Fire/Disaster Manual* to determine that all areas have been searched before having the "all clear" signal given. KEEP SEARCHING UNTIL THE "ALL CLEAR" IS PAGED.

INITIATING THE ACTION PLAN

The Administrator or designated alternate will consult with Police Department representatives and other key personnel concerning the necessary action to be carried out.

Upon the express order of the Administrator or designated alternate, the following will be carried out when the need for **evacuation** is determined:

- A. Have **Evacuation Code** paged over P.A. system or pick up a telephone handset, use page button on phone, make the appropriate announcement...

Partial Evacuation: "Attention please, CODE GREEN and location" three (3) times.

Total Evacuation: "Attention please, CODE GREEN STAT three (3) times. Exit to be used will be identified.

- B. Initiate the Automated Emergency Notification System for staff.
- C. In case of explosion, pull the nearest fire alarm box.

INSTRUCTION FOR KEY PERSONNEL

- A. The **Administrator** or alternate will:

1. Evaluate the situation including:
 - a. the threat;
 - b. consider the evaluation of report received;
 - c. consider the recommendations of Police, Fire Department, others;
 - d. notifying the receiving sites to accept our residents and patients:
 - Royal Canadian Legion 613-933-9917, 613-933-2362 or 613-932-7050
 - Marie de la Ferre Apartments 613-936-2818 or 613-360-6040;
 - e. consider notifying modes of transportation such as Cornwall Transit (613-930-2636), our own handi-transit bus, or Prescott-Russell Non-urgent Transportation (613-636-0117).
2. Issue appropriate instructions:
 - a. giving general instructions such as cooperating with any policy recommendations;
 - b. possibly implementing part of the Fire and Disaster Plan to evacuate. (Decision to be evacuate to be made after consultation with Police Department and/or key St. Joseph's Continuing Care Centre staff);
 - c. implementing the bomb threat checklist;
 - d. ordering ban on persons entering building;
 - e. ordering an assembly of personnel pool as necessary and assigning a director;
 - f. directing a complete search of auditorium in case of evacuation.

B. The Chief Nursing Executive will coordinate the following:

1. Search of residents'/patients' rooms and resident/patient care areas by nurses (see Appendix B for *Master Floor Plans Checklist*).
2. Alert all nursing personnel to possibilities of relocation or evacuation of residents/patients.
3. Make all preparations short of actual relocation or evacuation of residents/patients.
4. Ensure evacuation of nursing units upon hearing the Code Green page.
5. Make every effort to keep residents/patients from being alarmed.
6. Charge Nurse/alternate is in charge of all nursing personnel assigned to their units.

NOTE: Possible areas for receiving residents/patients: Jeanne Mance Hall, and Lounges, only after being thoroughly checked.

C. Manager of Environmental Services or alternate:

- a. Conducts a search of the elevators.
- b. Vents the area to permit possible blast to escape.
 - 1) Opens all nearby windows.
 - 2) Opens doors leading to areas where possible blast will do little or no damage.
 - 3) Closes perimeter fire doors, not those close to device.
 - 4) Prevents use of radio transmitters, as some devices are made to detonate by radio signal.

- c. Shuts off gas and steam lines, electrical power, etc., that would add damage or hazards if ruptured by an explosion.
- d. Orders "Call-Back" of Maintenance personnel as needed.
- e. Advises and assists in establishment of danger area perimeter.
- f. Advises as to amount of area to be evacuated.
- g. Furnishes personnel to assist in search.
- h. Ensures that perimeter of building is searched as well as courtyards.
- i. Returns room search sheets for all areas that Environmental Services is responsible for to the Command Centre.

D. The following persons report to the Command Post:

- Chief Nursing Executive
- Director of Continuous Improvement
- Director, Information and Support Services
- Coordinator of Administration Services
- Director of Therapeutic Services
- Director of Finance
- Health, Safety and Education Coordinator

- E.** The Janitor on evening shift is responsible to complete a thorough search of the entire basement, including Dietary (see *Master Floor Plans Checklist* in Appendix B).

IF BUILDING IS EVACUATED

1. Controls must be established immediately to prevent unauthorized access to the building. Management must provide control until Police and other agencies can assist.
2. Evacuate persons to a safe distance away from the building to protect them against debris and other flying objects if there is an explosion. If the building is evacuated, all gas and fuel lines should be cut off at the main valve.
3. The decision to cut off all electrical power at the main switch should be made by Management with consideration given to lighting requirements of the search team.
4. Any medical personnel in the building should be alerted to stand by in case of accidents caused by the explosion of the device.
5. Fire brigade personnel should be alerted to stand by to man fire extinguishers.
6. In the event the building is determined to be unsafe, the following places should be considered - depending on circumstances: Canadian Legion Hall (613-932-7050), Marie de la Ferre Apartments (613-936-2818 or 613-360-6040), or contact the City regarding the Cornwall Civic Complex (613-938-9400).

RECOMMENDED SEARCH AREAS

I. PUBLIC AREAS

1. Washrooms:
 - A. waste containers
 - B. towel and feminine hygiene product dispensers
 - C. flush tanks - lift top straight up
 - D. under commodes

	<ul style="list-style-type: none"> E. light fixtures F. lockers G. cabinets H. ledges and flat surfaces I. false ceilings - look for anything unusual <p>2. Halls and Stairways:</p> <ul style="list-style-type: none"> A. ashtrays B. waste containers C. fire extinguishers D. window sills E. false ceilings - look for anything unusual F. closets and water cooler G. behind and under furniture and cushions H. light fixtures I. electric panels J. linen and cleaning carts <p>II. <u>MECHANICAL ROOMS</u></p> <ul style="list-style-type: none"> 1. In and behind all machinery 2. All locker and storage spaces 3. Drawers 4. Light fixtures 5. Chutes 6. Electric panels 7. Drains 8. Light wells 9. Pipes and duct work - in and on <p>III. <u>OFFICE AREAS</u></p> <ul style="list-style-type: none"> 1. On and under desks 2. Supply cabinets 3. Lockers 4. Light fixtures 5. Clothes rack and closets 6. Window sills (behind drapes) 7. All unknown suitcases, briefcases and parcels 8. False ceilings - look for anything unusual 9. Water cooler <p>IV. <u>ALL OUTSIDE AREAS</u></p> <ul style="list-style-type: none"> 1. Loading dock 2. Window - sewers 3. Doors 4. Shrubby 5. All ledges 6. Check all machinery, duct work and drains on the roof <p><u>NOTE: IN CONDUCTING THE SEARCH</u></p> <ul style="list-style-type: none"> 1. Do not move furniture to look under 2. Never move suspect package 3. Search each area completely before moving on 4. Enter room, stop, listen, look (in that order) 5. Supervisory personnel know the area best
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	<p>6. Suspect what you don't know</p> <p style="text-align: center;"><u>BOMB/ARSON MATERIALS</u></p> <p>A. <i>Floor Plan Checklists / Search Lists:</i> Six (6) complete sets in the Control Centre (Administration Boardroom on Level 1)</p> <p>B. Kit for Person in Charge of the Threat: Located in the Control Centre (Administration Boardroom on Level 1) Contains three (3) full <i>Floor Plan Checklists</i> and pencils and paper</p> <p>C. Areas and Departments: The departments/units outlined under section "Search Lists / Checklists" on page BOM-2 have an envelope in the <i>Fire and Disaster Manual</i> with three (3) sets of <i>Floor Plan Checklists</i> <u>for their area</u> and pencils. All <i>Floor Plan Checklists</i> and kits will be replenished after each event/threat by the Manager of Environmental Services.</p> <p style="text-align: center;"><u>KIT FOR PERSON IN CHARGE OF THE BOMB/ARSON THREAT</u></p> <p>This kit contains:</p> <p>Six (6) full sets of <i>Floor Plans and Building Search Checklists</i>, pencils and paper, are located in the Control Centre (Administration Boardroom on Level 1, (Room 1190).</p>
<p>Plan for Recovery:</p>	<p style="text-align: center;"><u>ALL CLEAR</u></p> <p>If there is no device or if the device was found and removed:</p> <ol style="list-style-type: none"> 1. The Administrator or delegate shall declare the emergency over and the Department Manager/Supervisor will send personnel back to their normal positions. If evacuation has taken place, Police and Fire officials shall determine when and if the building is safe for re-entry. 2. On completion of the search, the following code will be used: "Attention Please: CODE BLACK - All Clear" three (3) times <p>The Administrator or delegate will authorize the use of the Code.</p> <p style="text-align: center;"><u>POST EMERGENCY MEETING AND REPORTS</u></p> <p>As soon as conveniently can be done, the Administrator or designated alternate should meet with Police representative and key personnel to evaluate the conduct of the emergency, effectiveness of the plan, possible changes that would make for better implementation of the plan, etc. A written report should be compiled as soon as possible and kept on file. The form in Emergency Codes section (page EMERG COD – 2) can be used for this written report.</p>

CODE BLACK - BOMB THREAT - Appendix A

BOMB THREAT CHECKLIST		
If you receive a bomb threat, remain calm and courteous and obtain as much information as possible.		
RECORDED DATE		
Date:	Time: _____ a.m. _____ p.m.	Duration of call:
Origin of call:	<input type="checkbox"/> External	<input type="checkbox"/> Internal
		<input type="checkbox"/> Number:
EXACT WORDING OF THREAT:		
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em;"></div>		
QUESTIONS TO ASK:		
When is bomb set to explode?		
Where is bomb right now?		
What kind of bomb is it?		
What does it look like?		
Why did you place the bomb?		
IDENTIFYING CHARACTERISTICS:		
Caller's identity:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age (approx):
Voice Characteristics <input type="checkbox"/> Loud <input type="checkbox"/> Soft <input type="checkbox"/> High pitch <input type="checkbox"/> Deep <input type="checkbox"/> Raspy <input type="checkbox"/> Pleasant <input type="checkbox"/> Voice was familiar (specify) _____	Speech <input type="checkbox"/> Fast <input type="checkbox"/> Slow <input type="checkbox"/> Distinct <input type="checkbox"/> Distorted <input type="checkbox"/> Stutter <input type="checkbox"/> Nasal	Language <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Foul <input type="checkbox"/> Other <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div>
Accent <input type="checkbox"/> Local <input type="checkbox"/> Not Local <input type="checkbox"/> Foreign <input type="checkbox"/> Regional <input type="checkbox"/> Race _____ <input type="checkbox"/> Other / explain _____	Manner <input type="checkbox"/> Calm <input type="checkbox"/> Angry <input type="checkbox"/> Rational <input type="checkbox"/> Irrational <input type="checkbox"/> Coherent <input type="checkbox"/> Incoherent <input type="checkbox"/> Deliberate <input type="checkbox"/> Emotional <input type="checkbox"/> Righteous <input type="checkbox"/> Laughing <input type="checkbox"/> Seemed familiar with area	Background Noises <input type="checkbox"/> Street <input type="checkbox"/> Mixed <input type="checkbox"/> Airplanes <input type="checkbox"/> Party <input type="checkbox"/> Trains <input type="checkbox"/> Voices <input type="checkbox"/> Factory machines <input type="checkbox"/> Office machines <input type="checkbox"/> Other / explain _____
ACTION TAKEN:		
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em;"></div>		
		<div style="border-bottom: 1px solid black; height: 1.2em; display: inline-block; width: 150px;"></div> Signature

Return this form to the Chairperson, Disaster Committee

Reviewed:	
Revised:	<u>05 November 2024</u> <u>25 November 2025</u>

ST. JOSEPH'S CONTINUING CARE CENTRE**BUILDING SEARCH CHECKLISTS**

- ☐ 1) Basement East Dietary
- ☐ 2) Basement West Environmental
- ☐ 3) Basement North Environmental
- ☐ 4) Basement South Environmental
- ☐ 5) Level 1 East (15 beds) -- LTC Section A
- ☐ 5) Level 1 East (15 beds) -- LTC Section B
- ☐ 6) Level 1 North West Administration
- ☐ 7) Level 1 East Front Office
- ☐ 8) Level 1 South West Environmental (in Basement Disaster Manual)
- ☐ 9) Level 1 South (9 beds) -- CCC -- Section A
- ☐ 9) Level 1 South (17 beds) -- CCC -- Section B
- ☐ 10) Level 2 East (15 beds) -- LTC -- Section A
- ☐ 10) Level 2 East (15 beds) -- LTC -- Section B
- ☐ 11) Level 2 West (15 beds) -- LTC -- Section A
- ☐ 11) Level 2 West (15 beds) -- LTC -- Section B
- ☐ 12) Level 2 South (17 beds) -- CCC -- Section A
- ☐ 12) Level 2 South (16 beds) -- CCC -- Section B
- ☐ 13) Level 3 East (15 beds) -- LTC -- Section A
- ☐ 13) Level 3 East (15 beds) -- LTC -- Section B
- ☐ 14) Level 3 West (15 beds) -- LTC -- Section A
- ☐ 14) Level 3 West (15 beds) -- LTC -- Section B

1. BASEMENT EAST DIETARY

- ☐ 0101 Dietary Office
- ☐ 0174 Washroom
- ☐ 0113 Washroom
- ☐ 0115 Production Area (Hood Area)
- ☐ 0110 Dietician
- ☐ 0103 Pot Wash Area
- ☐ 0109 Janitor Closet
- ☐ 0107 Storage
- ☐ 0102 Storage
- ☐ 0299 Stairwell A, including all landings
- ☐ 0105 Refrigerator
- ☐ 0106 Freezer
- ☐ 0104 Refrigerator
- ☐ 0108 Storage
- ☐ 0111 Receiving Hall

2. BASEMENT WEST ENVIRONMENTAL

- ☐ 0170 Supervisor Office -Environmental
- ☐ 0171 Shop Area
- ☐ 0173 Generator Room
- ☐ 0172 Tool Crib
- ☐ 0199 Stairwell C, including all landings
- ☐ 0160 Laundry
- ☐ 0151 Housekeeping Storage
- ☐ 0152 Housekeeping Supply Room
- ☐ 0142 Lounge
- ☐ 0145 Female Locker Room wash+shower
- ☐ 0146 Male Locker Room
- ☐ 0140 Clean Linen
- ☐ 1150 Garage

**3. BASEMENT NORTH
ENVIRONMENTAL**

- ☐ 0120 Storage
- ☐ 0141 Elevator Room
- ☐ 0130 Communication Room
- ☐ 0132 Storage
- ☐ 0133 Storage
- ☐ 0134 Electrical Room
- ☐ 0135 Chute Room
- ☐ 0136 Mechanical Room
- ☐ 0298 Stairwell B, including all landings
- ☐ 0138 Electrical & Mechanical
- ☐ East Courtyard
- ☐ West Courtyard
- ☐ Main Entrance Exterior
- ☐ Exterior of building (perimeter – all other)

**4. BASEMENT SOUTH
ENVIRONMENTAL**

- ☐ 0121 Storage
- ☐ 0123 Elevator Room
- ☐ 0398 Stairwell D
- ☐ 0126 Soiled Linen and Garbage Room
- ☐ 0124 Oxygen Storage
- ☐ 0122 Electrical Room
- ☐ Basement South Corridor

5. LEVEL 1 EAST "A" (15 BEDS) LTC QUINN HOUSE

If door is locked and cannot be checked, please note this below.

- | | |
|---|---|
| <input type="checkbox"/> 1201 Nursing Station | <input type="checkbox"/> 1229 Washroom |
| <input type="checkbox"/> 1202 Medication Room | <input type="checkbox"/> 1230 Resident Room |
| <input type="checkbox"/> 1203 Staff Room | <input type="checkbox"/> 1231 Resident Room |
| <input type="checkbox"/> 1204 Washroom | <input type="checkbox"/> 1232 Washroom |
| <input type="checkbox"/> 1205 Laundry | <input type="checkbox"/> 1233 Resident Room |
| <input type="checkbox"/> 1206 Resident Washroom | <input type="checkbox"/> 1234 Washroom |
| <input type="checkbox"/> 1208 Living Room | <input type="checkbox"/> 1235 Resident Room |
| <input type="checkbox"/> 1209 Team Conference | <input type="checkbox"/> 1236 Washroom |
| <input type="checkbox"/> 1211 Office | <input type="checkbox"/> 1237 Resident Room |
| <input type="checkbox"/> 1213 Therapy | <input type="checkbox"/> 1238 Washroom |
| <input type="checkbox"/> 1215 Stimulation Room | <input type="checkbox"/> 1239 Resident Room |
| <input type="checkbox"/> 1220 Resident Room | <input type="checkbox"/> 1240 Washroom |
| <input type="checkbox"/> 1221 Washroom | <input type="checkbox"/> 1241 Resident Room |
| <input type="checkbox"/> 1222 Resident Room | <input type="checkbox"/> 1242 Clean Supply |
| <input type="checkbox"/> 1224 Resident Room | <input type="checkbox"/> 1244 Soiled Utility Room |
| <input type="checkbox"/> 1225 Washroom | <input type="checkbox"/> 1243 Activity Room |
| <input type="checkbox"/> 1226 Resident Room | <input type="checkbox"/> 1245 Washroom |
| <input type="checkbox"/> 1228 Resident Room | |

5. LEVEL 1 EAST "B" (15 BEDS) LTC QUINN HOUSE

If door is locked and cannot be checked, please note this below.

- | | |
|--|--|
| <input type="checkbox"/> 1200 Dining Room | <input type="checkbox"/> 1273 Washroom |
| <input type="checkbox"/> 1212 Kitchen Served | <input type="checkbox"/> 1271 Resident Room |
| <input type="checkbox"/> 1290 Chute Room | <input type="checkbox"/> 1274 Resident Room |
| <input type="checkbox"/> 1288 Storage | <input type="checkbox"/> 1272 Washroom |
| <input type="checkbox"/> 1289 Resident Room | <input type="checkbox"/> 1270 Resident Room |
| <input type="checkbox"/> 1290 Washroom | <input type="checkbox"/> 1269 Resident Room |
| <input type="checkbox"/> 1287 Resident Room | <input type="checkbox"/> 1268 Washroom |
| <input type="checkbox"/> 1285 Washroom | <input type="checkbox"/> 1267 Resident Room |
| <input type="checkbox"/> 1283 Resident Room | <input type="checkbox"/> 1263 Personal Care Centre |
| <input type="checkbox"/> 1282 Resident Room | <input type="checkbox"/> 1257 Resident Room |
| <input type="checkbox"/> 1284 Washroom | <input type="checkbox"/> 1256 Washroom |
| <input type="checkbox"/> 1280 Resident Room | <input type="checkbox"/> 1255 Resident Room |
| <input type="checkbox"/> 1278 Washroom | <input type="checkbox"/> 1254 Washroom |
| <input type="checkbox"/> 1276 Resident Room | <input type="checkbox"/> 1253 Resident Room |
| <input type="checkbox"/> 1281 Resident Room | <input type="checkbox"/> 1252 Washroom |
| <input type="checkbox"/> 1279 Washroom | <input type="checkbox"/> 1251 Resident Room |
| <input type="checkbox"/> 1277 Resident Room | <input type="checkbox"/> 1250 Washroom |
| <input type="checkbox"/> 1275 Resident Room | |

6. LEVEL 1 NORTHWEST ADMINISTRATION

- | | |
|---|---|
| <input type="checkbox"/> 1165 Office | <input type="checkbox"/> 1186 Records Storeroom |
| <input type="checkbox"/> 1167 Office | <input type="checkbox"/> 1182 Treatment Room |
| <input type="checkbox"/> 1169 Office | <input type="checkbox"/> 1184 Washroom |
| <input type="checkbox"/> 1171 Office | <input type="checkbox"/> 1178 Shared Therapy |
| <input type="checkbox"/> 1173 Office | <input type="checkbox"/> 1180 Office (inside Room 1178) |
| <input type="checkbox"/> 1175 Office | <input type="checkbox"/> Volunteer Area – no room number
(near Offices 1170, 1172, and 1174) |
| <input type="checkbox"/> 1177 Office | <input type="checkbox"/> 1170 Office |
| <input type="checkbox"/> 1179 Office | <input type="checkbox"/> 1172 Office |
| <input type="checkbox"/> 1181 Office | <input type="checkbox"/> 1174 Office |
| <input type="checkbox"/> 1183 Office | <input type="checkbox"/> 1162 Beauty Salon |
| <input type="checkbox"/> 1185 Office | <input type="checkbox"/> 1161 Public Washroom |
| <input type="checkbox"/> 1189 Office | <input type="checkbox"/> 1160 Public Washroom |
| <input type="checkbox"/> 1190 Boardroom | <input type="checkbox"/> 1100 Gathering Space |

7. LEVEL 1 EAST FRONT OFFICE AREA

- ☐ 1101 Reception
- ☐ 1102 Security
- ☐ 1103 Office
- ☐ 1104 Office
- ☐ 1105 Office
- ☐ 1106 Washroom
- ☐ 1107 Hallway
- ☐ 1109 Locker Room
- ☐ 1110 Waiting Area / Reception
- ☐ 1111 Storage
- ☐ 1113 Vestibule (Main Entrance)
- ☐ 1114 Coat Room
- ☐ 1115 Jeanne Mance Hall (check ALL interior rooms):
 - ☐ 1121 Table Storage Closet
 - ☐ 1117 Clergy Room
 - ☐ 1118 Altar Room
 - ☐ 1119 Closet
 - ☐ 1120 Audiovisual Storage
- ☐ 1116 Public Washroom
- ☐ LTC Elevator 1
- ☐ LTC Elevator 2

8. LEVEL 1 SOUTHWEST SUPPORT SERVICES

- ☐ 1131 Ladies' Locker Room
- ☐ 1134 Cafe Served
- ☐ 1135 Tuck Shop
- ☐ 1136 Office
- ☐ 1137 Served (Front)
- ☐ 1137 Served (Back)
- ☐ 1138 Served (Back)
- ☐ 1141 Housekeeping Closet
- ☐ 1145 Auxiliary Office
- ☐ 1143 Office
- ☐ 1142 Receiving Area (Dock)
- ☐ 1144 Central Store Department

9. LEVEL 1 SOUTH SECTION "A" (9 BEDS) CCC MACDONELL HOUSE

If door is locked and cannot be checked, please note this below.

- | | |
|--|--|
| <input type="checkbox"/> 1301 Nursing Station | <input type="checkbox"/> 1360 Bedroom (1) |
| <input type="checkbox"/> 1302 Charting Area | <input type="checkbox"/> 1362 Bedroom (2) |
| <input type="checkbox"/> 1304 Medication Room | <input type="checkbox"/> 1364 Storage |
| <input type="checkbox"/> 1305 Chief Nursing Executive Office | <input type="checkbox"/> 1366 Bedroom (2) |
| <input type="checkbox"/> 1306 Washroom | <input type="checkbox"/> 1368 Bedroom (2) |
| <input type="checkbox"/> 1307 Washroom | <input type="checkbox"/> 1370 Office |
| <input type="checkbox"/> 1308 Physio Room | <input type="checkbox"/> 1372 Bedroom (2) |
| <input type="checkbox"/> 1309 Conference Room | <input type="checkbox"/> 1373 Servery Area |
| <input type="checkbox"/> 1310 Washroom | <input type="checkbox"/> 1374 Dining Room |
| <input type="checkbox"/> 1311 Soiled Utility Room | <input type="checkbox"/> 1380 |
| <input type="checkbox"/> 1312 Clean Supply | <input type="checkbox"/> 1372 |
| <input type="checkbox"/> 1313 Laundry | <input type="checkbox"/> Elevator |
| <input type="checkbox"/> 1314 Shower | |
| <input type="checkbox"/> 1315 Tub Room | |
| <input type="checkbox"/> 1316 Shower | |
| <input type="checkbox"/> 1319 Washroom | |

9. LEVEL 1 SOUTH SECTION "B" (17 BEDS) CCC MACDONELL HOUSE

If door is locked and cannot be checked, please note this below.

- | | |
|---|---|
| <input type="checkbox"/> 1382 Chute Room | <input type="checkbox"/> 1340 Bedroom (1) |
| <input type="checkbox"/> 1380 Housekeeping Room | <input type="checkbox"/> 1342 Bedroom (1) |
| <input type="checkbox"/> 1378 Communications Closet | <input type="checkbox"/> 1344 Bedroom (1) |
| <input type="checkbox"/> 1398 Stairwell D | <input type="checkbox"/> 1346 Bedroom (1) |
| <input type="checkbox"/> 1381 Storage | <input type="checkbox"/> 1348 Bedroom (1) |
| <input type="checkbox"/> 1322 Bedroom (1) | <input type="checkbox"/> 1350 Bedroom (1) |
| <input type="checkbox"/> 1324 Bedroom (1) | <input type="checkbox"/> 1352 Bedroom (1) |
| <input type="checkbox"/> 1326 Bedroom (2) | <input type="checkbox"/> 1354 Sunroom |
| <input type="checkbox"/> 1328 Office | <input type="checkbox"/> 1399 Stairwell E |
| <input type="checkbox"/> 1330 Bedroom (2) | |
| <input type="checkbox"/> 1332 Bedroom (2) | |
| <input type="checkbox"/> 1334 Storage | |
| <input type="checkbox"/> 1336 Bedroom (2) | |
| <input type="checkbox"/> Outside Covered Porch | |

10. LEVEL 2 EAST SECTION “A” (15 BEDS) LTC ALBERT HOUSE
If door is locked and cannot be checked, please note this below.

- | | |
|---|---|
| <input type="checkbox"/> 2201 Nursing Station | <input type="checkbox"/> 2231 Resident Room |
| <input type="checkbox"/> 2202 Medication Room | <input type="checkbox"/> 2232 Washroom |
| <input type="checkbox"/> 2203 Staff Room | <input type="checkbox"/> 2233 Resident Room |
| <input type="checkbox"/> 2204 Washroom | <input type="checkbox"/> 2234 Washroom |
| <input type="checkbox"/> 2209 Team Conference | <input type="checkbox"/> 2235 Resident Room |
| <input type="checkbox"/> 2206 Washroom | <input type="checkbox"/> 2236 Washroom |
| <input type="checkbox"/> 2208 Living Room | <input type="checkbox"/> 2237 Resident Room |
| <input type="checkbox"/> 2220 Resident Room | <input type="checkbox"/> 2238 Washroom |
| <input type="checkbox"/> 2221 Washroom | <input type="checkbox"/> 2239 Resident Room |
| <input type="checkbox"/> 2222 Resident Room | <input type="checkbox"/> 2240 Washroom |
| <input type="checkbox"/> 2224 Resident Room | <input type="checkbox"/> 2241 Resident Room |
| <input type="checkbox"/> 2225 Washroom | <input type="checkbox"/> 2242 Clean Supply |
| <input type="checkbox"/> 2226 Resident Room | <input type="checkbox"/> 2244 Soiled Utility Room |
| <input type="checkbox"/> 2228 Resident Room | <input type="checkbox"/> 2246 Sitting Room |
| <input type="checkbox"/> 2229 Washroom | <input type="checkbox"/> 2243 Activity Room (Balcony) |
| <input type="checkbox"/> 2230 Resident Room | <input type="checkbox"/> 2245 Washroom |

10. LEVEL 2 EAST SECTION "B" (15 BEDS) LTC ALBERT HOUSE

If door is locked and cannot be checked, please note this below.

- | | |
|---|--|
| <input type="checkbox"/> 2200 Dining Room | <input type="checkbox"/> 2270 Resident Room |
| <input type="checkbox"/> 2212 Servery | <input type="checkbox"/> 2275 Resident Room |
| <input type="checkbox"/> 2288 Storage | <input type="checkbox"/> 2273 Washroom |
| <input type="checkbox"/> 2289 Resident Room | <input type="checkbox"/> 2271 Resident Room |
| <input type="checkbox"/> 2290 Washroom | <input type="checkbox"/> 2269 Resident Room |
| <input type="checkbox"/> 2287 Resident Room | <input type="checkbox"/> 2268 Washroom |
| <input type="checkbox"/> 2285 Washroom | <input type="checkbox"/> 2267 Resident Room |
| <input type="checkbox"/> 2283 Resident Room | <input type="checkbox"/> 2265 Personal Care Centre |
| <input type="checkbox"/> 2282 Resident Room | <input type="checkbox"/> 2255 Basic Bedroom |
| <input type="checkbox"/> 2281 Resident Room | <input type="checkbox"/> 2256 Washroom |
| <input type="checkbox"/> 2279 Washroom | <input type="checkbox"/> 2254 Housekeeping Closet |
| <input type="checkbox"/> 2277 Resident Room | <input type="checkbox"/> 2253 Resident Room |
| <input type="checkbox"/> 2280 Resident Room | <input type="checkbox"/> 2252 Washroom |
| <input type="checkbox"/> 2278 Washroom | <input type="checkbox"/> 2251 Resident Room |
| <input type="checkbox"/> 2276 Resident Room | <input type="checkbox"/> 2250 Washroom |
| <input type="checkbox"/> 2274 Resident Room | |
| <input type="checkbox"/> 2272 Washroom | |

11. LEVEL 2 WEST SECTION "A" (15 BEDS) LTC McNEIL HOUSE
If door is locked and cannot be checked, please note this below.

- | | |
|--|---|
| <input type="checkbox"/> 2101 Nursing Station | <input type="checkbox"/> 2128 Washroom |
| <input type="checkbox"/> 2102 Medication Room | <input type="checkbox"/> 2130 Resident Room |
| <input type="checkbox"/> 2103 Washroom | <input type="checkbox"/> 2132 Resident Room |
| <input type="checkbox"/> 2211 Office | <input type="checkbox"/> 2134 Washroom |
| <input type="checkbox"/> 2213 Office | <input type="checkbox"/> 2133 Resident Room |
| <input type="checkbox"/> 2190 Elevator Landing | <input type="checkbox"/> 2135 Washroom |
| <input type="checkbox"/> 2108 Living Room | <input type="checkbox"/> 2137 Resident Room |
| <input type="checkbox"/> 2120 Resident Room | <input type="checkbox"/> 2140 Storage Room |
| <input type="checkbox"/> 2122 Washroom | <input type="checkbox"/> 2142 Soiled Utility Room |
| <input type="checkbox"/> 2124 Resident Room | <input type="checkbox"/> 2141 Resident Room |
| <input type="checkbox"/> 2121 Resident Room | <input type="checkbox"/> 2139 Washroom |
| <input type="checkbox"/> 2119 Washroom | <input type="checkbox"/> 2143 Resident Room |
| <input type="checkbox"/> 2125 Resident Room | <input type="checkbox"/> 2245 Washroom |
| <input type="checkbox"/> 2123 Washroom | <input type="checkbox"/> 2147 Resident Room |
| <input type="checkbox"/> 2127 Resident Room | <input type="checkbox"/> 2149 Washroom |
| <input type="checkbox"/> 2129 Washroom | <input type="checkbox"/> 2151 Activity Room |
| <input type="checkbox"/> 2131 Resident Room | <input type="checkbox"/> 2153 Washroom |
| <input type="checkbox"/> 2126 Resident Room | |

11. LEVEL 2 WEST SECTION "B" (15 BEDS) LTC McNEIL HOUSE

If door is locked and cannot be checked, please note this below.

- | | |
|---|--|
| <input type="checkbox"/> 2100 Dining Room | <input type="checkbox"/> 2179 Resident Room |
| <input type="checkbox"/> 2212 Servery | <input type="checkbox"/> 2177 Washroom |
| <input type="checkbox"/> 2104 Laundry Room | <input type="checkbox"/> 2175 Resident Room |
| <input type="checkbox"/> 2105 Chute Room | <input type="checkbox"/> 2178 Resident Room |
| <input type="checkbox"/> 2106 Office | <input type="checkbox"/> 2176 Washroom |
| <input type="checkbox"/> 2107 Office | <input type="checkbox"/> 2174 Resident Room |
| <input type="checkbox"/> 2189 Resident Room | <input type="checkbox"/> 2173 Resident Room |
| <input type="checkbox"/> 2188 Washroom | <input type="checkbox"/> 2172 Washroom |
| <input type="checkbox"/> 2187 Resident Room | <input type="checkbox"/> 2171 Resident Room |
| <input type="checkbox"/> 2186 Clean Supply | <input type="checkbox"/> 2154 Personal Care Centre |
| <input type="checkbox"/> 2184 Resident Room | <input type="checkbox"/> 2167 *Basic Bedroom |
| <input type="checkbox"/> 2182 Washroom | <input type="checkbox"/> 2169 Washroom |
| <input type="checkbox"/> 2180 Resident Room | <input type="checkbox"/> 2161 Resident Room |
| <input type="checkbox"/> 2185 Resident Room | <input type="checkbox"/> 2163 Washroom |
| <input type="checkbox"/> 2183 Washroom | <input type="checkbox"/> 2159 Resident Room |
| <input type="checkbox"/> 2181 Resident Room | <input type="checkbox"/> 2157 Washroom |

*=2 beds

12. LEVEL 2 SOUTH SECTION "A" (10 BEDS) CCC COBEY HOUSE

If door is locked and cannot be checked, please note this below.

- | | |
|---|--|
| <input type="checkbox"/> 2301 Nursing Station | <input type="checkbox"/> 2360 Bedroom (2) |
| <input type="checkbox"/> 2302 Charting Area | <input type="checkbox"/> 2362 Bedroom (2) |
| <input type="checkbox"/> 2304 Medication Room | <input type="checkbox"/> 2364 Storage |
| <input type="checkbox"/> 2305 Staff Work Room | <input type="checkbox"/> 2366 Bedroom (2) |
| <input type="checkbox"/> 2306 Washroom | <input type="checkbox"/> 2368 Bedroom (2) |
| <input type="checkbox"/> 2307 Washroom | <input type="checkbox"/> 2370 Office |
| <input type="checkbox"/> 2308 ADL Apartment | <input type="checkbox"/> 2372 Bedroom (2) |
| <input type="checkbox"/> 2309 Alcove | <input type="checkbox"/> 2374 Dining Room |
| <input type="checkbox"/> 2310 Washroom | <input type="checkbox"/> 2373 Servery Area |
| <input type="checkbox"/> 2311 Utility Room | <input type="checkbox"/> 2397 Physiotherapy Room |
| <input type="checkbox"/> 2312 Clean Supply Room | <input type="checkbox"/> 2398 Washroom |
| <input type="checkbox"/> 2313 Laundry Room | |
| <input type="checkbox"/> 2315 Tubroom | |
| <input type="checkbox"/> 2319 Washroom | |
| <input type="checkbox"/> 2314 Shower | |
| <input type="checkbox"/> 2316 Shower Room | |

12. LEVEL 2 SOUTH SECTION "B" (21 BEDS) CCC COBEY HOUSE

If door is locked and cannot be checked, please note this below.

- | | |
|--|---|
| <input type="checkbox"/> 2382 Chute Room | <input type="checkbox"/> 2342 Bedroom (1) |
| <input type="checkbox"/> 2380 Housekeeping Closet | <input type="checkbox"/> 2344 Alcove |
| <input type="checkbox"/> 2378 Communication Closet | <input type="checkbox"/> 2346 Bedroom (2) |
| <input type="checkbox"/> 2398 Stairwell D | <input type="checkbox"/> 2348 Bedroom (2) |
| <input type="checkbox"/> 2376 Ward (3) | <input type="checkbox"/> 2350 Alcove |
| <input type="checkbox"/> 2322 Bedroom (1) | <input type="checkbox"/> 2352 Bedroom |
| <input type="checkbox"/> 2324 Ward (3) | <input type="checkbox"/> 2354 Sunroom |
| <input type="checkbox"/> 2326 Bedroom (2) | <input type="checkbox"/> 0239 Stairwell E |
| <input type="checkbox"/> 2328 Office | |
| <input type="checkbox"/> 2330 Bedroom (2) | |
| <input type="checkbox"/> 2332 Bedroom (2) | |
| <input type="checkbox"/> 2334 Storage | |
| <input type="checkbox"/> 2336 Bedroom (2) | |
| <input type="checkbox"/> 2340 Bedroom (1) | |

13. LEVEL 3 EAST SECTION "A" (15 BEDS) LTC KANE HOUSE

If door is locked and cannot be checked, please note this below.

- | | |
|---|---|
| <input type="checkbox"/> 3201 Nursing Station | <input type="checkbox"/> 3231 Resident Room |
| <input type="checkbox"/> 3202 Medication Room | <input type="checkbox"/> 3232 Washroom |
| <input type="checkbox"/> 3203 Staff Room | <input type="checkbox"/> 3233 Resident Room |
| <input type="checkbox"/> 3204 Washroom | <input type="checkbox"/> 3234 Washroom |
| <input type="checkbox"/> 3209 Team Conference | <input type="checkbox"/> 3235 Resident Room |
| <input type="checkbox"/> 3206 Washroom | <input type="checkbox"/> 3236 Washroom |
| <input type="checkbox"/> 3208 Living Room | <input type="checkbox"/> 3237 Resident Room |
| <input type="checkbox"/> 3220 Resident Room | <input type="checkbox"/> 3238 Washroom |
| <input type="checkbox"/> 3221 Washroom | <input type="checkbox"/> 3239 Resident Room |
| <input type="checkbox"/> 3222 Resident Room | <input type="checkbox"/> 3240 Washroom |
| <input type="checkbox"/> 3224 Resident Room | <input type="checkbox"/> 3241 Resident Room |
| <input type="checkbox"/> 3225 Washroom | <input type="checkbox"/> 3242 Clean Supply |
| <input type="checkbox"/> 3226 Resident Room | <input type="checkbox"/> 3244 Soiled Utility Room |
| <input type="checkbox"/> 3228 Resident Room | <input type="checkbox"/> 3246 Sitting Room |
| <input type="checkbox"/> 3229 Washroom | <input type="checkbox"/> 3243 Activity Room (Balcony) |
| <input type="checkbox"/> 3230 Resident Room | <input type="checkbox"/> 3245 Washroom |

13. LEVEL 3 EAST SECTION "B" (15 BEDS) LTC KANE HOUSE

If door is locked and cannot be checked, please note this below.

- | | |
|---|--|
| <input type="checkbox"/> 3200 Dining Room | <input type="checkbox"/> 3270 Resident Room |
| <input type="checkbox"/> 3212 Servery | <input type="checkbox"/> 3275 Resident Room |
| <input type="checkbox"/> 3288 Storage | <input type="checkbox"/> 3273 Washroom |
| <input type="checkbox"/> 3289 Resident Room | <input type="checkbox"/> 3271 Resident Room |
| <input type="checkbox"/> 3290 Washroom | <input type="checkbox"/> 3269 Resident Room |
| <input type="checkbox"/> 3287 Resident Room | <input type="checkbox"/> 3268 Washroom |
| <input type="checkbox"/> 3285 Washroom | <input type="checkbox"/> 3267 Resident Room |
| <input type="checkbox"/> 3283 Resident Room | <input type="checkbox"/> 3265 Personal Care Centre |
| <input type="checkbox"/> 3282 Resident Room | <input type="checkbox"/> 3255 Basic Bedroom |
| <input type="checkbox"/> 3281 Resident Room | <input type="checkbox"/> 3256 Washroom |
| <input type="checkbox"/> 3279 Washroom | <input type="checkbox"/> 3254 Housekeeping Closet |
| <input type="checkbox"/> 3277 Resident Room | <input type="checkbox"/> 3253 Resident Room |
| <input type="checkbox"/> 3280 Resident Room | <input type="checkbox"/> 3252 Washroom |
| <input type="checkbox"/> 3278 Washroom | <input type="checkbox"/> 3251 Resident Room |
| <input type="checkbox"/> 3276 Resident Room | <input type="checkbox"/> 3250 Washroom |
| <input type="checkbox"/> 3274 Resident Room | |
| <input type="checkbox"/> 3272 Washroom | |

14. LEVEL 3 WEST SECTION "A" (15 BEDS) LTC MANTLE HOUSE

If door is locked and cannot be checked, please note this below.

- | | |
|--|---|
| <input type="checkbox"/> 3101 Nursing Station | <input type="checkbox"/> 3128 Washroom |
| <input type="checkbox"/> 3102 Medication Room | <input type="checkbox"/> 3130 Resident Room |
| <input type="checkbox"/> 3103 Washroom | <input type="checkbox"/> 3132 Resident Room |
| <input type="checkbox"/> 3211 Office | <input type="checkbox"/> 3134 Washroom |
| <input type="checkbox"/> 3213 Office | <input type="checkbox"/> 3133 Resident Room |
| <input type="checkbox"/> 3190 Elevator Landing | <input type="checkbox"/> 3135 Washroom |
| <input type="checkbox"/> 3108 Living Room | <input type="checkbox"/> 3137 Resident Room |
| <input type="checkbox"/> 3120 Resident Room | <input type="checkbox"/> 3140 Storage Room |
| <input type="checkbox"/> 3122 Washroom | <input type="checkbox"/> 3142 Soiled Utility Room |
| <input type="checkbox"/> 3124 Resident Room | <input type="checkbox"/> 3141 Resident Room |
| <input type="checkbox"/> 3121 Resident Room | <input type="checkbox"/> 3139 Washroom |
| <input type="checkbox"/> 3119 Washroom | <input type="checkbox"/> 3143 Resident Room |
| <input type="checkbox"/> 3125 Resident Room | <input type="checkbox"/> 3245 Washroom |
| <input type="checkbox"/> 3123 Washroom | <input type="checkbox"/> 3147 Resident Room |
| <input type="checkbox"/> 3127 Resident Room | <input type="checkbox"/> 3149 Washroom |
| <input type="checkbox"/> 3129 Washroom | <input type="checkbox"/> 3151 Activity Room |
| <input type="checkbox"/> 3131 Resident Room | <input type="checkbox"/> 3153 Washroom |
| <input type="checkbox"/> 3126 Resident Room | |

14. LEVEL 3 WEST SECTION “B” (15 BEDS) LTC MANTLE HOUSE

If door is locked and cannot be checked, please note this below.

- | | |
|---|--|
| <input type="checkbox"/> 3100 Dining Room | <input type="checkbox"/> 3179 Resident Room |
| <input type="checkbox"/> 3212 Servery | <input type="checkbox"/> 3177 Washroom |
| <input type="checkbox"/> 3104 Laundry Room | <input type="checkbox"/> 3175 Resident Room |
| <input type="checkbox"/> 3105 Chute Room | <input type="checkbox"/> 3178 Resident Room |
| <input type="checkbox"/> 3106 Office | <input type="checkbox"/> 3176 Washroom |
| <input type="checkbox"/> 3107 Office | <input type="checkbox"/> 3174 Resident Room |
| <input type="checkbox"/> 3189 Resident Room | <input type="checkbox"/> 3173 Resident Room |
| <input type="checkbox"/> 3188 Washroom | <input type="checkbox"/> 3172 Washroom |
| <input type="checkbox"/> 3187 Resident Room | <input type="checkbox"/> 3171 Resident Room |
| <input type="checkbox"/> 3186 Clean Supply | <input type="checkbox"/> 3154 Personal Care Centre |
| <input type="checkbox"/> 3184 Resident Room | <input type="checkbox"/> 3167 *Basic Bedroom |
| <input type="checkbox"/> 3182 Washroom | <input type="checkbox"/> 3169 Washroom |
| <input type="checkbox"/> 3180 Resident Room | <input type="checkbox"/> 3161 Resident Room |
| <input type="checkbox"/> 3185 Resident Room | <input type="checkbox"/> 3163 Washroom |
| <input type="checkbox"/> 3183 Washroom | <input type="checkbox"/> 3159 Resident Room |
| <input type="checkbox"/> 3181 Resident Room | <input type="checkbox"/> 3157 Washroom |

*=2 beds