

ASCK's Evacuation & Fire Safety Plan – V2.0

Revised: 05Feb25

Changes from the Nov/24 plan are highlighted in yellow.

For two sites

Alzheimer Society of Chatham-Kent

1. 36 Memory Lane, Chatham, ON N7L 5M8
2. 3-212 Elizabeth Street, Wallaceburg, ON N8A 2Z2

Approval

CEO: Brandon Ball

Date: January 29, 2025

Emergency Telephone Numbers

Fire: 911

Police: 911

Ambulance: 911

Poison Control: 1-800-268-9017

Electric Trouble: 1-866-804-7325 (Entegrus)

To report electric outages: [Outage Map | Entegrus](#)

Water Trouble: 1-866-804-7325 (Entegrus)

To report problems with water: [Report an Issue | Entegrus](#)

Toilet trouble: Contact Day Program Manager to get direction.

Gas Trouble: 1-877-362-7434 (Enbridge Gas)

Municipal Water Services: 1-866-804-7325 (Entegrus)

Non-Emergency Numbers

Fire: 519-436-3270

Police: 519-436-6600

CK Fire Department: 519-436-3270

Family Service Kent CHAPS 519-354 6221 and press 0 to access reception immediately.
-on a Saturday, phone after hours 519-809-5539.

Fairfield Park 519-627-1663

Meadow Park Nursing Home 519-351-1330

Maintenance For:

Chatham Fire Alarm System: 1-800-265-7562 or (519) 337-7111 (Damar)

Fire Extinguishers: (519) 351-2217 (Sentry Fire)

Electric: (519) 351-0484 (Honey Electric)

W'Burg Fire Extinguishers: (519) 351-2217 (Sentry Fire)

Electric: (519) 351-0484 (Honey Electric)

Section I: General Information

1.1 General Building Information

Chatham Location

The Alzheimer Society of Chatham Kent is a two-story brick structure located on Memory Lane just off Grand Avenue East. The building is operational Monday through Saturday from 8:30am – 4:30pm. During core working hours the building may have up to 50 people. The building consists of 11 offices, with 4 of these offices located in the basement. The building runs a Day Program Monday through Saturday which consists of up to 6 staff members (5 plus the nurse), up to 14 clients and possibly 3 volunteers. The building is fully protected by Security and Fire Alarm.

Wallaceburg Location

The Alzheimer Society of Chatham Kent is a one-story brick structure located on Elizabeth Street. The building is operational Tuesday through Friday from 8:30am – 4:30pm. During core working hours the building may have up to 20 people. The building consists of 2 Day Program rooms and 1 office. The building runs a Day Program which consists of up to 4 staff members (5 when the nurse is onsite), up to 11 clients and possibly 3 volunteers. The building is fully protected by a Fire Alarm.

1.2 Fire Protection Services Authority

Fire Protection Services has the authority to review the Fire Safety Plan and may require or recommend changes to the procedures. Moreover, Fire Protection Services has the authority to determine the method of evacuation.

1.3 Fire Department's Authority

In the event of an alarm, the responding Fire Department is in charge. Only the officer-in-charge of the Fire Department can authorize the fire alarm system to be reset and the occupants to re-enter the building.

If ASCK staff are conducting one of the two scheduled yearly emergency evacuation tests, we can shut the alarm off ourselves.

1.4 Fire Department Response

The Fire Department will normally go to the main doors (off the parking lot) at 36 Memory Lane, where an assigned building representative will meet them (usually the CEO if they are in the office that day). The Fire Department will be provided with information about the emergency fire plan and drawings of the building.

1.5 Fire Protection Equipment

REGARDING	ITEM AT LOCATION	CHATHAM	WALLACEBURG
This building contains the following fire protection equipment:	Fire Alarm System	Yes	Yes
	Smoke Detectors	Yes	Yes
This building contains the following firefighting equipment:	Fire Extinguishers – list locations	<ol style="list-style-type: none"> 1. top of stairs at main entrance 2. beside door in DP kitchen 3. Exit door in DP 4. Outside downstairs bathrooms 5. inside Dungeon on post 6. bottom of stairs at main entrance 	<ol style="list-style-type: none"> 1. Exit door leading to Lafontaine 3. on wall outside of nurse’s area (central location)
This building contains the following equipment for safe evacuation:	Emergency Lighting	Throughout building	Throughout building
	Exit Signs	<ol style="list-style-type: none"> 1. top of stairs main entrance 2. top of stairs leading to Memory Lane 3. DP exit 4. bottom of stairs towards main entrance 5. bottom of stairs beside door leaving to Memory Lane 	<ol style="list-style-type: none"> 1. above exit to Lafontaine 2. above exit to Elizabeth St.
	Voice Communication System	1. Yes, paging system working for entire building.	No, this location does not have a paging system.
	Maps and Floor Plans	<ol style="list-style-type: none"> 1. Posted at main entrance at top of stairs. 2. Posted at exit in Day Program. 3. Posted at stairs exit near entrance doors to Day Program. 	<ol style="list-style-type: none"> 1. front door 2. side door leading to Memory Lane Outside kitchen on health and safety door
	First Aid Kit	1. located in Day Program	1. Day Program
	Wheelchairs	1. Two located in Day Program	2. Two by exits in Day Program
	Emergency Rescue Blankets	15 located in Chatham Day Program	12 blankets are in Wallaceburg Day Program.

1.6 Evacuation Drill Requirements

Participation:

All occupants shall participate in evacuation drills unless specifically exempted because of illness or the frailty of a client where the evacuation techniques may cause injury. In this case, staff will simulate the evacuation of these people.

In the event of an actual evacuation event, all staff/clients will congregate at the sign at the Grand Avenue East location. This will ensure that we stay out of the way of fire/emergency trucks as they arrive and are working.

Requirements:

At least 2 evacuation drills involving all occupants shall be conducted annually: one in the Spring and the other in the Fall.

A False Alarm is not considered an evacuation drill.

- After the evacuation has been conducted by ASCK staff, a short report will be completed with details of the success of the evacuation, or any problems/issues that arose.
- The emphasis must be on evacuating clients and staff from the building(s). However, it was suggested that an bi-annual review with a sign-off be done, which was agreed to by the JHSC.
- The Receptionist shall take the sign-in/out book when they leave the building. They will exit out the main office doors to meet with the fire department's representative.
- If you can shut a door on the way out of your office/workspace, you can do so, but not go back into building to do so once you have departed the building.
- Evacuation flags/doorknob markers will be used to show that each room has been successfully evacuating.
- Care Partners and Clients will be notified of our evacuation plans.
- After Lee at Sentry Fire did his fire assessment, he suggested that we install a Fire Lock Box at front door of both buildings. These boxes have been ordered and will be installed near the main entries of each building's door, for ease of access and to ensure that we can distribute vital information to the Fire Department upon the possible arrival. The boxes will hold all materials regarding Fire Safety e.g. fire plans, map of building, inspections, etc.
- All doors that lead to stairs must always be kept shut.
- All staff will bring their car and building keys and if possible, their cell phones, with them when they evacuate. This will help staff take shelter in their vehicles in poor weather conditions.



1.7 Occupant Training

Building occupants will be instructed on their responsibilities both as individuals, and as members of a group for helping ensure their own safety and the safety of others in the building. A copy of the Fire Plan, included in the Health and Safety Policy and Procedures will be posted on the Health and Safety Board, at each entrance/exit and in the Day Program and will be issued to all new employees in their onboarding package. Their managers/coordinators will brief them on the following points:

- The location of fire extinguishers and safety equipment in their work areas;
- The fire prevention steps appropriate to their work environment; and
- The procedures for evacuating mobility-impaired persons.

Remind all occupants **annually** of:

- The location and contents of the posted Fire Safety Plan;
- The location of fire extinguishers and other fire protection equipment in their work area; and
- The fire prevention steps appropriate to their work environment.

The Joint Health and Safety Committee shall **annually** review the Emergency Evacuation Plan or Procedures.

1.8 Temporary Shelter

Chatham Day Program

Arrangements have been made with the following locations to provide temporary shelter for Alzheimer Society of Chatham-Kent if necessary and quick transportation to the appropriate site.

Chatham – Monday to Friday	Primary Transport	Dan Farrow, Executive Director Family Service Kent Services (CHAPS) 50 Adelaide Street South, Chatham, ON N7M 6K7 dfarrow@familyservicekent.com Tel: 519-354-6221, press 0 for Reception. Tel: 519-809-5539) on Saturdays The Chatham Day Program staff are to contact Family Service Kent’s CHAPS . CHAPS will provide a wheelchair-accessible vehicle(s) for transportation to Meadow Park Nursing Home.
Chatham – Monday to Friday	Primary Shelter	Samantha Johnson, Co-Director of Care Meadow Park (Chatham) Inc. 110 Sandys Street, Chatham, ON N7L 4X3 sjohnson@jarlette.com Tel: 519-351-1330 (ext 223) The Chatham Day Program staff are to call Meadow Park Nursing Home to let them know of the situation.
Chatham – Monday to Friday	Secondary Shelter	If for any reason Meadow Park Nursing Home is unable to accommodate ASCK, a second location has been secured. Sherri Saunders, Executive Director Chatham-Kent Community Health Centre (CKCHC) 150 Richmond St, Chatham ON N7M 1N9

		sherri.saunders@ckchc.ca Tel: 519-397-5455 x 106 Cell: 519-437-8560 The Chatham Day Program staff are to call the Chatham Kent Community Health Centre to let them know of the situation.
Chatham – Saturday	Primary	Samantha Johnson, Co-Director of Care Meadow Park (Chatham) Inc. 110 Sandys Street, Chatham, ON N7L 4X3 sjohnson@jarlette.com Tel: 519-351-1330 (ext 223) The Chatham Day Program staff are to call Meadow Park Nursing Home to let them know of the situation.
Chatham – Saturday	Secondary	Monique Tatsu, General Manager Grand Retirement Village 64 Ursuline Ave, Chatham, ON N7L 0A8 monique@grandretirement.ca Tel: 519-352-1660 The Chatham Day Program staff are to call Grand Retirement Village to let them know of the situation.
Chatham – Saturday	Tertiary	Louis Muscat, Executive Director Chatham Resort 25 Keil Dr N, Chatham, ON N7L 5J9 louis.muscat@chathamresort.ca Tel: 519-351-7777 (Ext 521) The Chatham Day Program staff are to call Chatham Resort to let them know of the situation.

Wallaceburg Day Program

Arrangements have been made with the following locations to provide temporary shelter for Alzheimer Society of Chatham-Kent if necessary and quick transportation to the appropriate site.

Wallaceburg – Monday to Friday	Primary Transport	Dan Farrow, Executive Director Family Service Kent Services 50 Adelaide Street South Chatham, ON N7M 6K7 dfarrow@familyservicekent.com Tel: 519-354-6221, press 0 for Reception. Tel: 519-809-5539 (on Saturdays) The Wallaceburg Day Program staff are to call Family Service Kent’s CHAPS . CHAPS will provide a wheelchair-accessible vehicle(s) for transportation to Fairfield Park Nursing Home.
Wallaceburg – Tuesday to Friday	Primary	Stephanie North, Administrator Fairfield Park 1934 Dufferin Avenue, Wallaceburg, ON N8A 4M2 stephanien@fairfieldpark.ca Tel: 519-627-1663 ext. 111

		The Wallaceburg Day Program staff are to call the Fairfield Park to let them know of the situation.
Wallaceburg – Tuesday to Friday	Secondary	If for any reason Fairfield Park is unable to accommodate The Alzheimer Society, a second location has been secured: <u>The Chatham Kent Community Health Centre (CKCHC)</u> 808 Dufferin Ave, Wallaceburg ON. Sherri Saunders, Executive Director sherri.saunders@ckchc.ca Tel: 519-397-5455 x 106 Cell: 519-437-8560 The Wallaceburg Day Program staff are to call the CKCHC to let them know of the situation.

1.9 Reporting Fires

The Alzheimer Society of Chatham-Kent will follow the Treasury Board’s Policy on Fire Protection. It is government policy to ensure: the provision of fire-protection services; investigation of the cause and circumstances of any fire; implementation of fire-prevention measures; and maintenance of appropriate records to measure the effectiveness of fire risk management. Investigation and Reporting (Chapter-2-5) dictates the provisions for the reporting of fires in the Federal Government. This policy states that departments must:

- (a) Within 12 hours of a fire’s occurrence, advise Fire Protection Services of the Labor program of Human Resources and Skills Development Canada (HRSDC), through the applicable local office, of every fire:
 - Involving a death or fire injury
 - Of suspicious origin
 - Causing a loss of \$250, 000 or more
 - Causing a significant interruption of essential federal services
 - Necessitating immediate action to prevent a recurrence, or
 - Involving a prestige or heritage building
- (b) Within 14 days of a fire’s occurrence or an alarm, using the relevant report form prescribed by Fire Protection Services:
 - Conduct a preliminary examination of the fire and submit a report to the applicable local Fire Protection Services office;
 - Submit a fire casualty report for every fire death or injury;
 - Submit reports of any former fire investigations undertaken after the preliminary examination stage; and
 - Investigate and record fire alarms not triggered by fire.

Questions:

1. **How do we evacuate Clients if the ramp cannot be used, and they use a walker etc.? Are we prepared for this?**
 - Fire dept would be there and would assist with evacuation of clients.

- Doors are rated for 20 minutes, once doors are closed, you have 20 minutes to get people out. The door to the office is an auto shut.
- If the ramp is inaccessible, we will direct all clients to the stairs at either the Memory Lane entrance/exit or the stairs at the back parking lot. If the client requires a walker, they can still use the stairs with a worker's help. Should the client be wheelchair bound, 2 staff members would have to lift the client and transfer them down the stairs.

2. What if a fire starts in CDP kitchen?

- In the event a fire is localized in the kitchen at the CDP, the door connecting the kitchen to the hallway is always closed during program hours, which leaves us with double doors and the client entrance for evacuation. The ramp ends well before the window located in the kitchen, so exiting down the ramp should not be affected by a fire in the kitchen area. 20 mins should be more than enough time to evacuate. Staff have done a fantastic job with our drills.

Section II – Evacuation Method

2.1 Immediate Evacuation

When the Fire Alarm sounds, all occupants will immediately evacuate the building.

Section III – Fire Organization Responsibilities and Duties

Location #1 Chatham

3.1 Organization Chart of the Fire Emergency Organization (FEO)

Every staff member of Alzheimer Society of Chatham-Kent should read and be familiar with applicable emergency plans and familiarize themselves with emergency procedures and evacuation routes. Faculty and Staff must be prepared to assess situations quickly but thoroughly and use common sense in determining a course of action. All staff members are responsible for securing their work areas by shutting windows and doors.

Position	Location
Reception	Upstairs Office
Respite Coordinator/Respite Supervisor	Upstairs Office
Fund Development/Finance	Upstairs Office
First Link Navigators	Upstairs Office
Day Program	Upstairs Office
CEO	Upstairs Office
BSO Team/ESC BSO Regional Coordinator	Downstairs Office
ESC BSO Regional Education Coordinator	Downstairs Office
Day Program Manager/Public Education Manager	Downstairs Office
BSO System Navigator	Downstairs Office
Day Program Staff	Day Program

3.2 Upstairs Office Staff

1. Before opening the door, feel the door and doorknob for heat. If it's not hot, brace yourself against the door and open it slightly. If you feel pressure or hot draft, close the door quickly.
2. If you find the fire, and it is possible to control the fire with a fire extinguisher without causing any harm or danger to yourself, proceed.
3. If you find no fire or smoke in hallway and can safely make it to the Day Program, proceed, where the Day Program staff will instruct on how to assist the clients, checking bathroom and closing doors on your way.
4. If possible, the staffer who sits at Reception will take the attendance list located at the reception desk.
5. If you cannot safely proceed to the Day Program to assist with evacuating clients in the program, take the nearest exit out of the building.
6. If you cannot leave your office or have returned to it because of fire or heavy smoke, remain in your office and:
 - Close the door.
 - Unlock the door for possible entry of firefighter.
 - Seal all cracks where smoke can get in by using wet towels or sheets (if possible).
 - Crouch low to the floor if smoke enters the room.
 - Wait to be rescued, remain calm, do not panic.
 - Listen for instructions or information which may be given over a speaker or intercom.
7. Call 911 – Fire Department.
8. Upon the arrival of the fire department, the assigned building representative (usually the CEO) will provide them with the emergency fire plan and map of the building which can be found posted at each of the three exits to the building. The CEO/rep (likely the Receptionist) will pull down a copy of one of these postings in preparation of giving it to the Fire Services rep.

3.3 Chatham Day Program Staff

1. The staff that discovers the fire will, if possible, control the fire with a fire extinguisher. Two are in the space, one in the kitchen and the other is by the back door.
2. If the fire becomes dangerous and uncontrollable or cannot be located, the Day Program Staff will prepare to evacuate clients, taking with them the emergency binder, wheelchair(s) and oxygen cylinders if possible. The Day Program Coordinator or Assistant will advise office staff which client(s) they will need to assist and whether the client requires a mobility device. While proceeding to exit the building, staff will ensure that there is no one in the washrooms, etc. If the fire becomes dangerous and uncontrollable or not located, the second staffer will call the fire department. At this point, the Day Program Staff will prepare to evacuate clients. If possible, they will also take with them the emergency binder, wheelchair(s), cell phone, keys, and oxygen cylinder(s).
3. The first exit to be used is the back door (ramp exit). If unable to use that exit, the staff will lead the clients through the second exit which is the side door to Memory Lane, if this exit is not accessible, the third exit would be the double doors to the office.
Note: Chains are located on the back doors of the Day Program to assist with propping the door open and for ease of evacuation. A wooden block is used to prop open the main doors to the office.

Note: In case of inclement weather, 15 emergency rescue blankets are kept in the coat closet near back door (to be used as needed).

4. If possible, try to close all doors and windows.
5. Areas such as the basement storage area need to be checked if unlocked to make sure they are unoccupied, provided that the alarm has not originated from one of them.
6. The basement office staff should search the areas.
7. Provisions to search the area should only be undertaken within reason and without creating a hazard to the person conducting the search.

The Day Program staff/office staff will lead clients away from the building and away from the parking lot to provide safety until the fire department arrives. Staff are to do a head count of clients, staff, students, and volunteers currently working in the building. **Fire Drill/Evacuation – from Louise.....**

- Upon fire alarm sounding the staffer/student/volunteer will be instructed by Manager/ Coordinator to assist an independent client immediately to the back door.
 - In the case of one volunteer and one student, the coordinator will designate both a client, and both will proceed to the back door.
 - The student or volunteer will open the back door, hook the door so it will remain open and proceed down the ramp.
 - The front staff will assist the remaining most independent clients outside and down the ramp.
 - The Day Program staff will assist the clients that require wheelchair assistance, DP staff will close the door and proceed down the ramp.
8. Upon the arrival of the fire department, the CEO or their rep will direct them to the fire and inform them of the location of any oxygen cylinders.
 9. **Clients will be evacuated to Meadow Park Long-Term Care Home (519-351-1330).** Staff will contact Family Service Kent (519-354 6221) and press 0 to access reception immediately, on a Saturday, phone 519-809-3197 to transport clients to Meadow Park LTCH. If Meadow Park LTCH is in outbreak, clients will be evacuated to The Chatham-Kent Community Health Center, Chatham location (519-397-5455). The Day Program Staff will notify the Day Program Manager and care partners to request that they pick up these clients as soon as possible.

***IMPORTANT:** Once staff and clients have safely evacuated the building, they are NOT to re-enter the building under any circumstances.

3.4 Basement Office Staff

1. Before opening the door, feel the door and doorknob for heat. If it is not hot, brace yourself against the door and open it slightly. If you feel pressure or a hot draft, close the door quickly.
2. If you find the fire, and it is possible to control the fire with a fire extinguisher without causing any harm or danger to yourself, proceed.
3. If you find no fire or smoke in hallway and can safely make it to the Day Program, proceed where the Day Program staff will instruct on how to assist the clients, checking bathroom and closing doors on your way.
4. If you cannot safely proceed to the Day Program, take the nearest exit out of the building.

5. If you cannot leave your office or have returned to it because of fire or heavy smoke, remain in your office and:
 - Close the door.
 - Unlock the door for possible entry of firefighter.
 - Seal all cracks where smoke can get in by using wet towels or sheets.
 - Crouch low to the floor if smoke enters the room.
 - Wait to be rescued, remain calm, do not panic.
 - Listen for instructions or information which may be given over a speaker or intercom.
6. Once you have exited the building direct the fire department to the location of the fire and await their further instructions.
7. Call 911 – Fire Department.
8. Upon the arrival of the fire department, the assigned building representative (usually the CEO) will provide them with the emergency fire plan and map of the building which can be found posted at each of the three exits to the building (post downstairs too). The CEO/rep will pull down a copy of one of these postings in preparation of giving it to the Fire Services rep.

Location #2 Wallaceburg

3.5 Organization Chart

Every staff member of Alzheimer Society of Chatham-Kent should read and be familiar with applicable emergency plans and familiarize themselves with emergency procedures and evacuation routes. Faculty and Staff must be prepared to assess situations quickly but thoroughly and use common sense in determining a course of action. All staff members are responsible for securing their work areas by shutting windows and doors.

Position	Location
Day Program Coordinator	Day Program/Office
Day Program Assistant	Day Program/Office
Day Program Support Staff	Day Program/Office

3.6 Wallaceburg Day Program Staff

1. The staff that discovers the fire will, if possible, control the fire with a fire extinguisher. Two are in the space - one in the kitchen and the other is by the side door.
2. If the fire becomes dangerous and uncontrollable or cannot be located, the Day Program Staff will prepare to evacuate clients, taking with them the emergency binder, wheelchair(s) and oxygen cylinders if possible. The Day Program Coordinator or Assistant will advise office staff which client(s) they will need to assist and whether the client requires a mobility device. While proceeding to exit the building, staff will ensure that there is no one in the washrooms, etc. **If the fire becomes dangerous and uncontrollable or not located, the second staffer will call the fire department. At this point, the Day Program Staff will prepare to evacuate clients. If possible, they will also take with them the emergency binder, wheelchair(s), cell phone, keys, and oxygen cylinder(s).**

3. The first exit to be used is the one that leads to Lafontaine Street. If this exit is not accessible, then the exit door that leads to Elizabeth Street is to be used.

Note: Chains on back of doors to assist with propping door open for ease of evacuation (door that leads to Lafontaine Street).

Note: In case of inclement weather, emergency rescue blankets are kept in the coat closet near the back door (to be used as needed).

4. If possible, try to close all doors and windows.
5. The Day Program staff will lead clients away from the building, across the road to The Outdoor Store Wallaceburg to provide safety until the fire department arrives. Staff are to do a head count of clients, staff, students, and volunteers currently.
6. Upon the arrival of the fire department a staff member will direct them to the fire and inform them of the location of any oxygen cylinders, as well as providing the fire department with the fire plan and map of buildings posted on the wall at front and side entrances to the building.
7. If possible, the Day Program Coordinator or equivalent will contact Fairfield Park Long-Term Care Facility to let them know of the situation.
8. Clients will be evacuated to the Fairfield Park Long-Term Care Home. If Fairfield Park LTCH is in outbreak, clients will be evacuated to The Chatham Kent Community Health Center, Wallaceburg location (519-397-5455). As soon as possible, the Day Program Staff will notify the Day Program Manager and the care partners to request that they pick up the clients.

***Important:** Once staff & clients have safely evacuated the building, do not re-enter the building under any circumstances.

3.8 Systems

Monthly inspections will be carried out by the JHSC staff rep and annual fire safety inspections will be conducted by Fire Sentry.

3.9 Building Diagrams

The Alzheimer Society of Chatham-Kent will provide a diagram showing the name and address of both Chatham and Wallaceburg DP buildings. It will illustrate the following:

- floor levels
- stairways
- exits clearly identified
- fire extinguishers
- the main electric power switches
- principal heating, ventilation, and air-conditioning system
- fire alarm control panel
- natural gas shut off
- smoke detectors
- carbon monoxide detector

- add: oxygen cylinder – where is located in program, portable and goes with client when they leave for day
- add: fire hydrant's location
- add: emergency lighting

Soci t  Alzheimer Society
CHATHAM-KENT

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CHATHAM-KENT

April 30, 2024

Meadow Park Nursing Home
110 Sandys St.
Chatham, ON N7L 4X3

Dear Ann Marie Rumble:

This letter is to verify that The Alzheimer Society of Chatham-Kent is permitted to transfer to your facility, Meadow Park Nursing Home, located at 110 Sandys St, Chatham, ON N7L 4X3 if an emergency evacuation is necessary.

The Alzheimer Society of Chatham-Kent would require shelter for their clients and accompanying staff pending the arrival of the clients' care partners and/or transporters.

In the event you are unable to accommodate due to any unforeseen circumstances, such as an outbreak, The Alzheimer Society of Chatham-Kent has secured a secondary location.

Please indicate your approval of this agreement by signing in the appropriate space below and returning this letter to my assistant, Linda Caron at linda@justasck.ca.

Thank you very much for your assistance and support.

Sincerely,

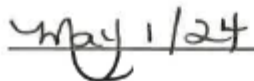


Brandon Ball
CEO

Signed:


Ann Marie Rumble, Executive Director, Meadow Park Nursing Home

Date:





ALZHEIMER SOCIETY OF CHATHAM-KENT
36 MEMORY LANE, CHATHAM, ONTARIO N7L 5M8
TEL: (519) 352-1043 FAX: (519) 352-3680
WEB SITE: www.alzheimer.ca/chathamkent E-MAIL: info@justasck.ca
BN: 10670 5247 RR0001

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CHATHAM-KENT

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CHATHAM-KENT

April 30, 2024

Family Service Kent
50 Adelaide St S,
Chatham, ON N7M 6K7

Dear Dan Farrow:

This letter is to verify that The Alzheimer Society of Chatham-Kent is permitted to contact Family Service Kent, located at 50 Adelaide St. S, Chatham, ON if an emergency evacuation is necessary at one of their 2 locations.

The Alzheimer Society of Chatham Kent would require a handicapped vehicle(s) for their clients and accompanying staff to be relocated to Meadow Park Nursing Home, located at 110 Sandys St, Chatham, ON N7L 4X3 should an evacuation be necessary at the location of 36 Memory Lane, Chatham ON N7L 5M8.

The Alzheimer Society of Chatham Kent would require a handicapped vehicle(s) for their clients and accompanying staff to be relocated to Fairfield Park Nursing Home, located at 1934 Dufferin Avenue, ON N7L 4X3, should an evacuation be necessary at the location of 212 Elizabeth St. Wallaceburg, NBA 2Z2.

Please indicate your approval of this agreement by signing in the appropriate space below and returning this letter to my assistant, Linda Caron at linda@justasck.ca.

Thank you very much for your assistance and support.

Sincerely,



Brandon Ball
CEO

Signed:



Dan Farrow, Executive Director, Family Service Kent

Date:

May 23, 2024



ALZHEIMER SOCIETY OF CHATHAM-KENT
36 MEMORY LANE, CHATHAM, ONTARIO N7L 5M8
TEL: (519) 352-1043 FAX: (519) 352-3880
WEB SITE: www.alzheimer.ca/chathamkent E-MAIL: info@justasck.ca
BN: 10670 5247 RR0001

April 30, 2024

Chatham-Kent Community Health Centres
150 Richmond St.
Chatham, ON N7M 1N9

Dear Sherri Saunders:

This letter is to verify that The Alzheimer Society of Chatham-Kent is permitted to transfer to the Chatham-Kent Community Health Centres, located at 150 Richmond Street, Chatham ON or 808 Dufferin Avenue, Wallaceburg ON if an emergency evacuation is necessary and the evacuation site of either Fairfield Park or Meadow Park is unable to accommodate due to unforeseen circumstances such as an outbreak.

The Alzheimer Society of Chatham-Kent would require shelter for their clients and accompanying staff pending the arrival of the clients' care partners and/or transporters.

Please indicate your approval of this agreement by signing in the appropriate space below and returning this letter to my assistant, Linda Caron at linda@justasck.ca.


Thank you very much for your assistance and support.

Sincerely,



Brandon Ball
CEO

Signed:



Sherri Saunders, Executive Director, Chatham-Kent Community Health Centres

Date:

May 1, 2024



ALZHEIMER SOCIETY OF CHATHAM-KENT
38 MEMORY LANE, CHATHAM, ONTARIO N7L 5M8
TEL: (519) 352-1043 FAX: (519) 352-3880
WEB SITE: www.alzheimer.ca/chathamkent E-MAIL: info@justasck.ca
BN: 10870 5247 RR0001

Soci t  Alzheimer Society
CHATHAM-KENT

April 30, 2024

Fairfield Park
1934 Dufferin Ave.
Wallaceburg, ON N8A 4M2

Dear Stephanie North:

This letter is to verify that The Alzheimer Society of Chatham-Kent is permitted to transfer to your facility, Fairfield Park, located at 1934 Dufferin Ave., Wallaceburg, ON if an emergency evacuation is necessary.

The Alzheimer Society of Chatham-Kent would require shelter for their clients and accompanying staff pending the arrival of the clients' caregivers and/or transporters.

Please indicate your approval of this agreement by signing in the appropriate space below and returning this letter to my assistant, Linda Caron at linda@justasck.ca.

Thank you very much for your assistance and support.

Sincerely,



Brandon Ball
CEO

Signed:


Stephanie North, Administrator, Fairfield Park

Date:

May 9, 2024



ALZHEIMER SOCIETY OF CHATHAM-KENT
36 MEMORY LANE, CHATHAM, ONTARIO N7L 5M8
TEL: (519) 352-1043 FAX: (519) 352-3680
WEB SITE: www.alzheimer.ca/chathamkent E-MAIL: info@justasck.ca
BN: 10670 5247 RR0001

Soci t  Alzheimer Society
CHATHAM - KENT

Soci t  Alzheimer Society
CHATHAM - KENT

July 10, 2024

The Outdoor Store Wallaceburg
215 Elizabeth Street
Wallaceburg, ON N8A 2Z3

Dear Richard Gray:

This letter is to verify that The Alzheimer Society of Chatham-Kent is permitted to move our clients, volunteers, and staff across the street from our facility (located at 212 Elizabeth Street) to yours on a temporary basis if an emergency evacuation is necessary.

The Alzheimer Society of Chatham-Kent would require temporary shelter for their clients and accompanying staff pending the arrival of the clients' caregivers and/or transporters and emergency services.

Please indicate your approval of this agreement by signing in the appropriate space below and returning this letter to my assistant, Linda Caron at linda@justasck.ca.

Thank you very much for your assistance and support.

Sincerely,



Brandon Ball
CEO

Signed:



Richard Gray, Owner, The Outdoor Store Wallaceburg

Date:

July 17/24



ALZHEIMER SOCIETY OF CHATHAM-KENT
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Société Alzheimer Society

CHATHAM-KENT

Société Alzheimer Society

CHATHAM-KENT

November 21, 2024

Louis Muscat
Executive Director
Chatham Retirement Resort
25 Keil Dr N
Chatham, ON N7L 5J9

Dear Mr. Muscat:

This letter is to verify that The Alzheimer Society of Chatham-Kent is permitted to transfer to the Chatham Retirement Resort, located at 25 Keil Drive North, Chatham ON if an emergency evacuation is necessary and the evacuation site of either Fairfield Park or Meadow Park is unable to accommodate us due to unforeseen circumstances such as an outbreak. This is applicable specifically for Saturdays only.

The Alzheimer Society of Chatham-Kent would require shelter for their clients and accompanying staff pending the arrival of the clients' care partners and/or transporters.

Please indicate your approval of this agreement by signing in the appropriate space below and returning this letter to my Executive Assistant, Linda Caron at linda@justasck.ca.

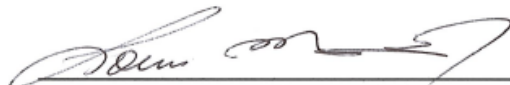
Thank you very much for your assistance.

Sincerely,



Brandon Ball, CEO
Alzheimer Society of Chatham-Kent

Signed:



Louis Muscat, Executive Director, Chatham Retirement Resort

Date:

Nov 22, 2024



ALZHEIMER SOCIETY OF CHATHAM-KENT
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Société Alzheimer Society

CHATHAM-KENT

Société Alzheimer Society

CHATHAM-KENT

November 21, 2024

Monique Tatsu, General Manager
Grand Retirement Village
64 Ursuline Avenue
Chatham ON N7L 0A8

Dear Ms. Tatsu:

This letter is to verify that The Alzheimer Society of Chatham-Kent is permitted to transfer to the Grand Retirement Village, located at 64 Ursuline Avenue, Chatham ON if an emergency evacuation is necessary and the evacuation site of either Fairfield Park or Meadow Park is unable to accommodate us due to unforeseen circumstances such as an outbreak. This is applicable specifically for Saturdays only.

The Alzheimer Society of Chatham-Kent would require shelter for their clients and accompanying staff pending the arrival of the clients' care partners and/or transporters.

Please indicate your approval of this agreement by signing in the appropriate space below and returning this letter to my Executive Assistant, Linda Caron at linda@justasck.ca.

Thank you very much for your assistance.

Sincerely,



Brandon Ball, CEO
Alzheimer Society of Chatham-Kent

Signed:



Monique Tatsu, General Manager, Grand Retirement Village

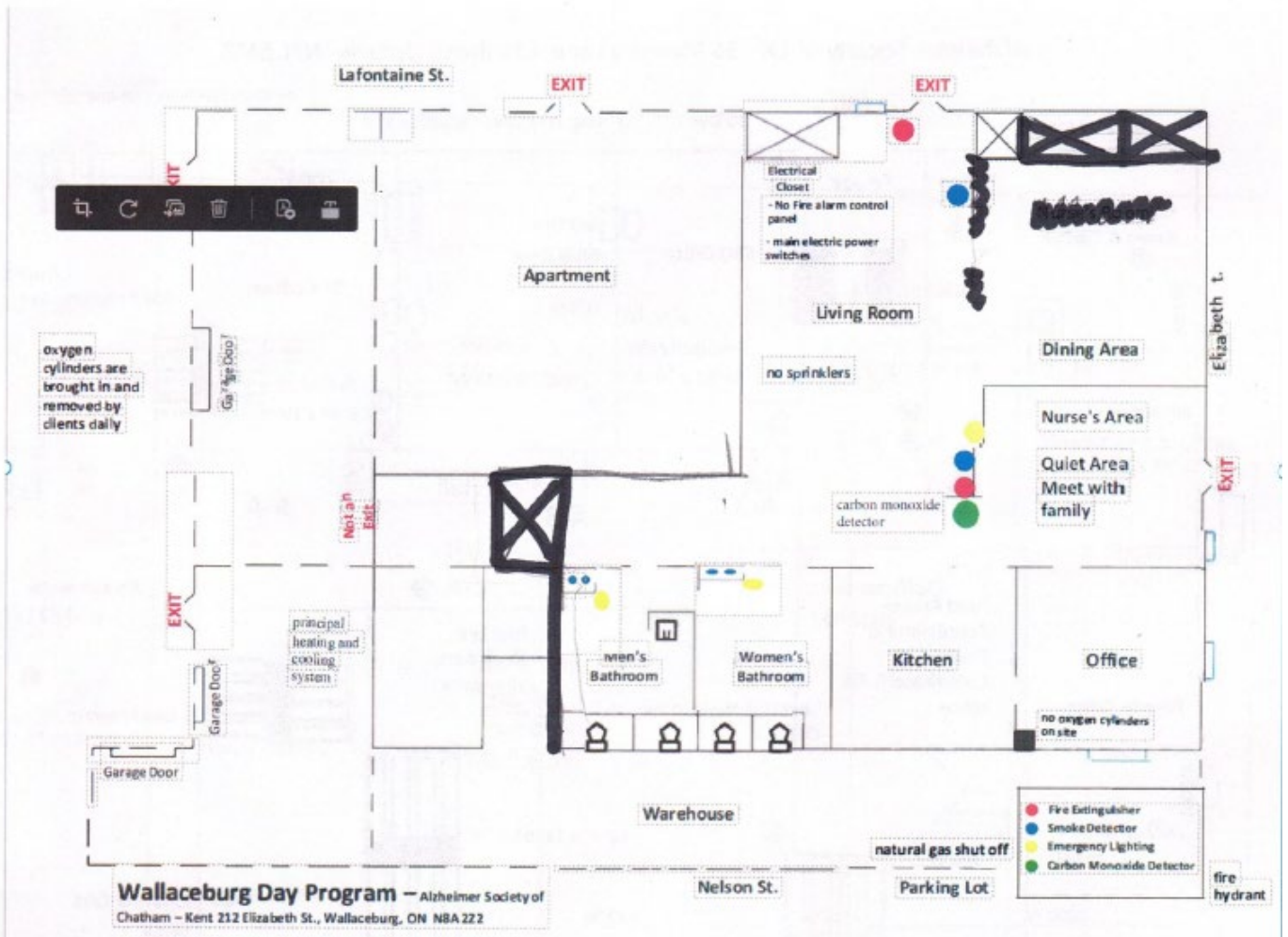
Date:

Nov 21, 2024



ALZHEIMER SOCIETY OF CHATHAM-KENT
36 MEMORY LANE, CHATHAM, ONTARIO N7L 5M8
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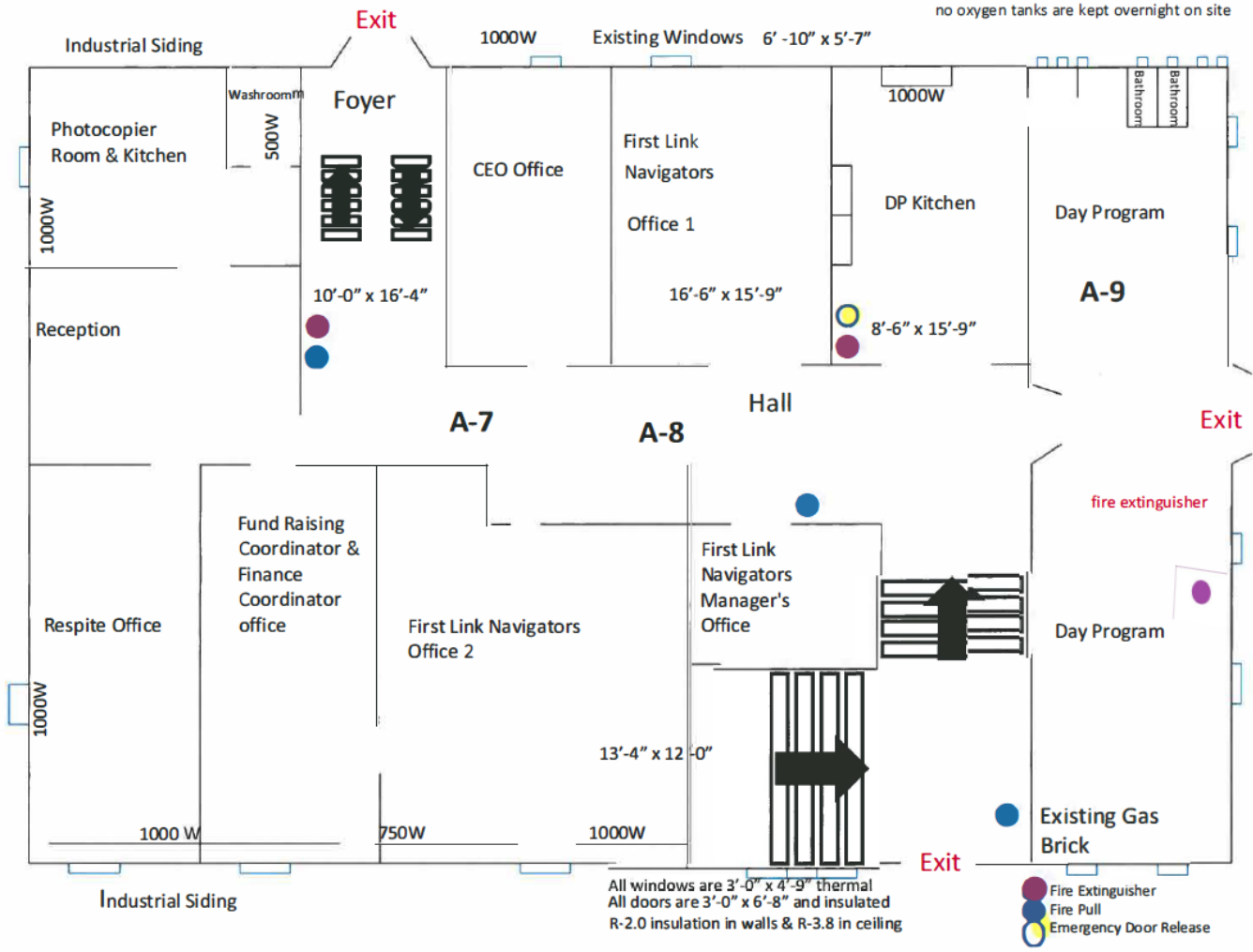
3-212 Elizabeth Street, Wallaceburg, ON N8A 2Z2



Soci t  Alzheimer Society

CHATHAM - KENT

Alzheimer Society of CK - 36 Memory Lane, Chatham, Ontario N7L 5M8



Société Alzheimer Society

CHATHAM - KENT

