

<b>MANUAL:</b> <i>HEALTH &amp; SAFETY</i>	<b>HOME SPECIFIC NAME:</b> <input checked="" type="radio"/> <b>Fairfield Park</b> <input type="radio"/> <b>Brouillette Manor</b> <input type="radio"/> <b>LaPointe-Fisher Nursing Home</b> <input type="radio"/> <b>Corporate</b>
<b>TITLE:</b> <i>CODE GREY – LOSS OF ESSENTIAL SERVICES – (HYDRO DISRUPTION) EMERGENCY PLAN</i>	<b>SECTION:</b> <b>EMERGENCY PREPAREDNESS</b>
	<b>PAGES:</b> 5

**EFFECTIVE DATE:** MAY 2000

**REVISED:** DEC 2019, JUNE 2022

### **POLICY:**

The home shall have an emergency plan for loss of one or more essential services in the home. The emergency code denoting this situation shall be "Code Grey".

### **DEFINITIONS:**

Plan Leader – individual in command of the emergency and defined as the most senior staff person in the building in the following order:

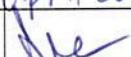
- a) Administrator
- b) Director of Care
- c) RN Supervisor

### **PROCEDURES:**

#### **TRAINING & EDUCATION**

Staff shall be trained on this plan upon hire and provided with refresher education annually thereafter.

Residents and/or their legal representative will be advised, on admission, that the current version of the emergency plans are available on the Home's website and a copy of such plans can be made available upon request.

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## TESTING OF PLAN

This plan shall be tested annually.

## ACTIVATION OF PLAN

### **Everyone shall be alerted to the hydro disruption.**

The Plan Leader or designate will use the overhead paging system to alert everyone of the loss of hydro services and repeat the announcement 3 times.

“Attention everyone - code grey – loss of hydro”.

### **The generator shall switch on to provide electricity to essential areas.**

The generator shall automatically switch on in 10 seconds and provide electricity to essential areas of the home i.e. kitchen fridge & freezer, emergency red outlets, essential lighting (over all nursing stations, dining room wall sconces, floor lights, hanging lights in front lounge, some bathroom lights, front/employee/courtyard entrance, kitchen, etc)

### **The home shall be secured.**

The Plan Leader/delegate shall:

Advise staff to monitor exits to the outside, including enclosed garden areas until the security system is reset.

- Reset the security system.
- Check all exits to ensure they have been reset & advise staff when this has been confirmed.

### **The call bell system may need to be reset.**

The call bell system should remain in service via the generator, despite the disruption to the hydro. In some cases, it may need to be reset. Staff will need to continue to monitor these residents closely as they have been identified as high risk for falls.

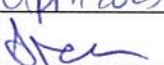
### **The home shall have emergency lighting available throughout.**

Emergency lighting shall be available throughout the home.

As well, the Plan Leader/delegate shall provide staff with flashlights to use where needed. (Appendix A – Equipment & Supplies Checklist)

### **The hydro outage shall be reported to the service provider**

The Plan Leader/delegate shall contact the service provider to report the hydro outage, determine source of power outage and expected length of outage, using emergency contact list.

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**Management staff shall be notified.**

The Plan Leader/delegate shall notify the Maintenance Manager or Director of Environmental Services or in the absence of the Maintenance Manager. If both of these individuals are absent, the Administrator or Director of Care shall be called.

**Medications/Vaccines shall be maintained at appropriate temperatures.**

Medications stored in medication room fridges shall be placed on a tray and stored in the walk-in fridge/cooler in kitchen (courtyard and west-side should be kept separate).

Vaccine stored in the vaccine fridge **should not** be moved, an extension cord has been designated to the vaccine fridge to plug into the red emergency plug located at the WS desk.

**IN THE EVENT OF A PROLONGED DISRUPTION OF HYDRO SERVICE, CONSIDERATION SHALL BE GIVEN TO THE FOLLOWING:**

**Mattresses with pumps** - It may be necessary to consider putting an alternative mattress on beds which currently have a pump on them. Mattresses can be taken from any empty accommodation, including the palliative care room if it is not in use or from inventory. (Appendix A – Equipment & Supplies Checklist)

**Air Temperature** - Depending on the time of year this emergency plan has been activated and the length of the hydro outage, it may be necessary to implement additional measures due to any disruption to the air conditioning in the home. If this is the case, the following procedures shall be referred to:

- ✓ Prevention/Management of Hot Weather related Illness (resident)
- ✓ Hot Weather Work Policy/Air Conditioner Failure (staff)

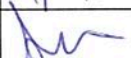
**Furnaces** – Those not operated by the generator shall be shut down. (Appendix A – Equipment & Supplies Checklist)

**Tub Baths/showers** – These may need to be rescheduled, as hot water may be temporarily unavailable. Disposable wipes shall be made available to use temporarily. Appendix A (Equipment & Supplies Checklist)

**Mechanical Lifts** – Alternate batteries are available for replacement when needed; however it may be necessary to plug the chargers into the emergency red outlets. (Appendix A – Equipment & Supplies Checklist)

**Electricity Surge** – To avoid any damage to equipment when the hydro returns, unplug

- ✓ televisions in the lounges and resident rooms should be unplugged.
- ✓ computers (if accessible) should be unplugged.

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## REPORTING

Review Critical Incident/Mandatory Reporting procedure and complete, if required.

## EVACUATION

In the event an evacuation of the home is required, refer to the emergency plan, "Code Green – Evacuation".

## COMMUNICATION

A radio may be plugged into an emergency outlet to tune in to a local radio station to learn more about the hydro disruption. (Appendix A – Equipment & Supplies Checklist)

There should be no disruption to phone service as it is internet based; however if there is, the system should be reset. Employees shall be permitted to utilize their cell phones if the phones are not working and long distance charges related to job duties will be reimbursed. (Appendix A – Equipment & Supplies Checklist)

The Home shall communicate to residents, substitute decision-makers, if any, staff, volunteers, students, caregivers, the Residents' Council and the Family Council, if any, on the emergency in the home

- ✓ at the beginning of the emergency,
- ✓ when there is a significant change throughout the course of the emergency
- ✓ when the emergency is declared over


## RECOVERY

The security system shall be reset when the hydro returns & the generator is no longer in use. (Appendix A – Equipment & Supplies Checklist)

A debrief shall be provided for residents, substitute decision-makers, staff, volunteers and students involved.

The Administrator or delegate shall ensure resumption of regular operations of the home takes place (i.e. coordinate with managers, service providers and support workers to ensure all essential services are in place)

Coordination with Social Services shall occur to meet with residents, families and staff who may have experienced distress during the emergency, to offer support and resources.

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## EVALUATION

The emergency plan shall be evaluated annually and updated, if needed. If the plan has been activated, it shall be evaluated within 30 days of the emergency being declared over and updated, if needed.

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