

MANUAL: <i>HEALTH & SAFETY</i>	HOME SPECIFIC NAME: <input checked="" type="checkbox"/> Fairfield Park <input type="checkbox"/> Brouillette Manor <input type="checkbox"/> LaPointe-Fisher Nursing Home <input type="checkbox"/> Corporate
TITLE: <i>CODE GREEN – EVACUATION EMERGENCY PLAN</i>	SECTION: EMERGENCY PREPAREDNESS PAGES: 7

EFFECTIVE DATE: JUNE 1992

REVISED: MAY 2000, JUNE 2022

POLICY:

The home shall have an emergency plan for evacuation of the home.

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.


TESTING

This plan shall be tested annually.

ACTIVATION

Everyone shall be alerted to the activation of the evacuation plan, including additional staff notified to assist.

- ✓ A CODE GREEN announcement shall be made over the PA system.

Review date:	April 2023					
Signature:						

- ✓ Entities involved in or that may provide emergency services in the area shall be contacted to assist with the evacuation.
- ✓ The senior RN shall contact the Director of Operations/Administrator immediately, if they are unaware.
- ✓ Staff will be notified of the emergency and the need for their immediate assistance through an automated call-out process. In the event internet services are not available, the home has prepared an emergency list of staff phone numbers to contact first, due to their proximity to the home. This task shall be designated to the Medical Administration Assistant and Resident Care Plan Coordinator (Appendix A – Emergency Staff Phone List) & (Appendix B – Staff Phone List)

A plan leader shall be appointed

The person in overall charge of the emergency evacuation plan should be either the Administrator or a person delegated by the Administrator. In the absence of the Administrator or delegate, the Director of Care will become the plan leader. In the absence of either of the above, it will be the most senior RN on duty. The plan leader will need to obtain the orange vest and put it on, to be easily be identified.


A control centre shall be established at emergency site

The plan leader should designate an area in the home as the control centre, until the home is evacuated (i.e. nursing station at the main entrance, administration office, boardroom).

Staff shall assist with the evacuation

The management team during normal working hours shall:

- ✓ The Administrator/Director of Operations shall be the Plan Leader.
- ✓ The Director of Care shall assist with the evacuation or assume the Plan Leader role in the absence of the Administrator/Director of Operations.
- ✓ The Business/Office Manager shall gather emergency bag and any supplies if they have been placed in a designated location already and proceed to gathering area to prepare for completion of headcount duties.
- ✓ The Activation Manager shall assist the Business Manager with gathering supplies, conducting the headcount, and attaching identification bracelets on each resident at the gathering area.
- ✓ The Director of Environment & Director of Nutritional Services shall proceed to gathering area and assist with coordinating residents and others who are being evacuated (i.e. keeping people calm, handing out blankets). Upon direction from the Plan Leader, they shall co-ordinate access to the pre-arranged evacuation location. These individuals will be responsible for the headcount at the pre-arranged evacuation location, as individuals arrive.

Review date:	April 2023					
Signature:						

- ✓ All other managers and staff shall assist with the evacuation if not pre-assigned duties.

Outside of normal working hours:

The senior RN assumes the role of Plan Leader and shall designate someone to do the above tasks. In the meantime,

A headcount of shall be taken of those evacuated

The initial gathering area shall be the shed at the back of the property. In the event, it can't be used, an alternate location may be identified (i.e. front of property).

The plan leader will assign someone as a headcounter, in the absence of the Office Manager who is designated this role. The headcounter will take the disaster bag to the "gathering area" and mark off each resident's name on a resident list, as they arrive. This resident list can be found in the disaster bag.

The headcounter will confirm that staff and visitors have evacuated by cross-checking work schedules and visitor sign in/out sheets.

Identification bracelets shall be attached to residents' wrists as they enter the initial gathering area

The plan leader will assign someone to attach a yellow identification band to each resident, in the absence of the Director of Activation, who is designated this role. The headcounter may assume this role as well. If it is someone other than the headcounter, the individual shall go directly to the "gathering area" and begin putting these on those residents the head counter has marked off the list as being evacuated. The bands are located in the disaster bag and should be in alphabetical order.

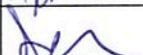
Arrangements for medical attention shall be made where needed.

For those individuals requiring medical attention, transportation to the appropriate hospital shall be arranged. Medical documentation for residents transferring to hospital shall accompany the resident, if possible.

Residents, staff and others shall be relocated to a pre-arranged location.

The temporary evacuation site shall be contacted and advised the Home's evacuation plan has been activated. (Appendix C – Temporary Evacuation Site Contact/Site Information)

A command centre within the temporary evacuation site shall be established (i.e. boardroom).

Review date:	April 2023					
Signature:						

The Plan Leader shall designate a person to be in charge of the temporary evacuation site and to establish a communication link, in the absence of the Director of Nutritional Services and/or Director of Environmental Services who are designated this role. Appendix D (Communications Checklist).

A headcounter shall be stationed at the entrance to the temporary evacuation site. Using a copy of the resident list from the disaster bag, this headcounter shall check off the names of each resident upon arrival and confirm with headcounter at the gathering area, once evacuation is completed, to ensure all residents are accounted for.

Transportation shall be contacted to transport residents, as well as staff and others (if needed) to an alternate location. (Appendix E -Transportation Contact List).

The Headcounter shall document on the resident list which location the resident was transferred to: temporary evacuation site, thospital or to another location if deemed suitable.

Once all residents have been documented as having been transported out of the temporary gathering area, the two headcounters shall confirm that all residents are accounted for. Once this has been done, one of the headcounters must advise the plan leader that the evacuation is complete.

Critical medication, supplies and equipment shall be transported, if possible, to the evacuation location.


Critical medication, supplies and equipment shall be gathered and transported, if possible, to the evacuation location.

The plan leader shall assign a person responsible to see to the safe removal and transportation of critical medication, supplies and equipment to the evacuation location, in the absence of the Director of Care who is designated this role. (Appendix F - Vital Record/Supplies/Equipment Checklist)

Arrangements shall be made to ensure residents have timely access to medications that have been prescribed for them.

Following an assessment on the extent of damage or loss of medications, the Pharmacy may need to:

- ✓ Prepare a set of MAR Sheets
- ✓ Determine which medications are required at once and fill those first
- ✓ Supply remaining prescription medications
- ✓ Supply any necessary stock drugs
- ✓ Assist in determining the best method of safekeeping medications

Review date:	April 2023					
Signature:						

The Director of Care, Administrator or RN in Charge will then ensure MAR Sheets are given to wherever the residents are being kept i.e. evacuation site, family, hospital. Food and fluid provision shall be arranged.

Following completion of the evacuation, a complete building check will be done in consultation with emergency services. :

- ✓ Unauthorized persons should be excluded from the building.
- ✓ When the evacuation is complete the building should be checked to ensure that all areas are empty.
- ✓ All equipment should be turned off and the heat lowered.
- ✓ All doors and windows should be locked.
- ✓ A sign identifying the relocation area and phone number shall be posted on front & back door

The incident shall be reported to the required authorities

- See critical incident/mandatory reporting procedure to clarify if/when MOHLTC needs to be notified, along with current contact information.

COMMUNICATION

A media spokesperson shall be designated.

- ✓ In the absence of the Director of Operations, Administrator/Delegate, Director of Care, the Fire co-coordinator and/or Plan Leader will be in charge of handling the media.
- ✓ Factual statements shall be released to the media periodically, or in one organized press release and only by the designated spokesperson.
- ✓ Unauthorized people shall not be allowed in the building or evacuation site.
(Appendix G – Media Contact Checklist)

The Home shall communicate to residents, substitute decision-makers, 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

Other individuals and entities the Home shall communicate to include but are not exclusive to:

- ✓ Resident Families/Representatives
- ✓ Ambulance/Police/Fire Department

Review date:	April 2023					
Signature:	