

EMERGENCY PLAN OVERVIEW

Legislative Mandate

There has been legislation in place since 2010 that requires all *Long-Term Care Homes* ensure that they have written plans in place to address specific emergencies. This requirement since then has been amended when the government introduced the “*Fixing Long-Term Care Act 2021*”. The new legislation included key changes that included adding the need for third party reviews, increased focus on extreme weather such as heat warnings/waves.

Plans are written with intent on meeting and ensuring compliance with a variety of applicable Acts and their associated legislation.

Key applicable legislation can be found in the follow Acts.

- *Fixing Long-Term Care Act, 2021*
- *Fire Protection and Prevention Act, 1997*
- *Occupational Health and Safety Act, 1990*
- *Accessibility for Ontarians with Disabilities Act, 2005*
- *Health Protection and Promotion Act, 1990*

Process for Managing Emergencies

Definition:

Emergency as defined by, “Emergency Management and Civil Protection Act, 1990”

- ❖ A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident, or an act whether intentional or otherwise.

To ensure the organization is dual prepared for dealing with the legislatively designated emergencies Trinity Village has created a Management Plan that is based off the listed legislation in O. Reg 246/22 s 268. (*Fixing Long Term Care Act, 2021*)

The plan is designed around five key components that will ensure success when dealing with an emergency. They are:

1. Prevention – Steps taken prevent emergencies from happening
2. Mitigation – Step taken to minimize the impacts on the organization as it deals with an emergency.
3. Preparedness – Steps completed in advance to ensure the organization is ready to deal with a potential issue as it arises.
4. Response – The systematic steps taken before, during and after when dealing with an emergency.
5. Recovery – The steps taken to restore the organization back to normal operations.

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List of Emergencies - In some cases, certain codes will represent multiple types of emergencies, (Code Orange = Flood, Tornado, Boil Water etc.)

❖ Air Exclusion	CODE GREY
❖ Bomb Threat	CODE BLACK
❖ Chemical Spill	CODE BROWN
❖ Evacuation	CODE GREEN
❖ Fire	CODE RED
❖ Disaster	CODE ORANGE
❖ Hostage	CODE PURPLE
❖ Cardiac Arrest	CODE BLUE
❖ Missing Resident	CODE YELLOW
❖ Weapon	CODE SILVER
❖ Violent Person	CODE WHITE
❖ Outbreak	CODE BIEGE

Stakeholder Consultation

Trinity Village as an organization understand the value of engaging both external and internal stakeholders for feedback and input on process that impact the organization, residents, and staff along with person in the community.

Internal Stakeholders

- Staff
- Residents Council
- Family Council
- Joint Health and Safety Committee
- Board

External Stakeholders

- Health Organizations (*Ministry of Health, Public Health Ontario*)
- First Responders (*Police, Fire, Ambulance*)
- Region of Waterloo (*Public Health Regional*)
- Contractors
- Legislative Bodies

Emergency Plan Components

The plans are created using the below framework each plan is unique such as each emergency is unique. In all cases the success of the plan is dependent on both internal and external stakeholders working together.

1. Plan Activation - Each emergency defines how the plan will be activated
2. Lines of Authority – Each emergency defines the roles and responsibilities of individuals; this is also included in each of the Emergency Code Checklist(s)
3. Communication – Each emergency has a defined process for communicating to the to staff key information to help with dealing with the defined emergency
4. Roles and Responsibilities – Each plan will have defined roles for workers, those are found both in the plan and the relevant Code Checklist.
5. Recovery – Plans include process to return the business back to normal status after dealing with an emergency.

Testing and Auditing of Plans

The process of testing the plans is completed through scheduled monthly drills, the schedule ensures that all emergency codes are tested on all shifts. In addition, annually the local Municipal Fire Department conducts its annual fire drill and audit.

Internal auditing is completed during the drill, managers working with a checklist document the process and then have a debrief at which time deficiencies are documented and provided to the Joint Health and Safety Committee for review. Findings will then be presented to the Management team at the monthly Manager meetings. In addition to managers auditing the process the Joint Health and Safety Committee has a standing invitation to attend and audit each drill focusing on the Health and Safety aspect of the process, they are included in the debrief and provide any incite that might be of value. Annually the Joint Health and Safety Committee along with the EHS/Facilities Manager will provide a detailed summary to the Management Team as part of ongoing efforts of the Continuous Quality Improvement Program.

Training

All Staff regardless of discipline or position in the organization are fully trained in the emergency plan. New employees complete vigorous training as part of the onboarding process. Existing staff are required to complete online training through our educational portal. Further training is provided by the EHS/Facilities Manager during the actual drills. Drills are used as a means of not only testing but ensure staff understand what each code represents and how it could interact in the day-to-day operations of the business.

Access to Information

Plans are accessible in paper format which can be found at the main reception desk. All plans are held within a binder clearly marked "Emergency Plan." In addition to the copies located in the facility, paper copies can be provided to persons upon request. Code Check listed used by staff during drills are located in a binder on each house within the Nurses Den. Additional copies of the Code Checklists can also be found in the Emergency Plan binder located in the main reception desk.

The Trinity Village website will house this document as a means of highlighting key aspects of the full plan without including information that is not relevant to the public. Access to the full plan see [HERE](#).

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