



Emergency Preparedness Plan - Summary

Babcock Community Care Centre is committed to minimizing our home's vulnerability to hazards and cope with emergencies. To that end, given that not all emergencies are avoidable, this plan is created to provide a framework to decrease the impact of such emergencies. This Emergency Preparedness Plan (EPP) addresses; mitigation, preparedness, response, and recovery and uses established Incident Management System (IMS) principles in its application.

Our Emergency Preparedness Plan is created under the guidance of Senior Leadership Team (regulating body, if applicable). Responsibility for this document and for emergency management in our home is granted to the Administration. The Emergency Preparedness Plan is a living document and must be adapted to changing situations and regulatory environments.

This Emergency Preparedness Plan serves as guidance and provides a toolkit for emergency management and does not impede Incident Commanders from exercising flexibility to modify procedures or organizational structures as conditions arise. Always consider scene safety. Be aware of your surroundings, potential hazards and environmental influences.

The essence of this Plan is "Life Safety First": Get everyone out of harm's way and ensure no individual places themselves at risk.

Every staff member should be given the opportunity and responsibility to understand their role in an emergency. Every staff should review this plan and support your team in protecting residents, staff and visitors in the event of an emergency.

Babcock Community Care Centre desires to carry out our emergency management responsibilities by focusing on four interrelated activities: **mitigation, preparedness, response and recovery**. These four activities are briefly described below.

- 1) **Mitigation:** activities involve long lasting enduring reduction of exposure to, or probability of, loss from emergency events
- 2) **Preparedness:** involves establishing authorities and responsibilities for emergency actions and garnering resources to support them. Personnel assignments and equipment and resource designation will be defined in the plan. Education and conducting meaningful drills and exercises are used to test the plan and resources as well as familiarize personnel with their roles.
- 3) **Response:** when an emergency happens time-sensitive actions will occur in order to reduce the negative impact to residents, volunteers, students, and staff. Response to emergencies will first focus on Life Safety and will utilize the principles of Incident Management System and Code Procedures of this plan.
- 4) **Recovery:** is the effort to restore infrastructure and resident life to normal.

EMERGENCY CONTACTS

All telephone listings for: staff, resident contacts, community partners, landlords, vendors and suppliers are kept up-to-date and accessible and are included in our Emergency Plan.

EMERGENCY MITIGATION

Babcock Community Care Centre will put in place reasonable measures to mitigate the impact of emergency occurrences.

It is acknowledged that emergency occurrences are not all preventable, therefore mitigation is an integral part of emergency preparedness and should be included in all aspects of planning, education, training, and response to potential incidents. Mitigation measures are therefore considered when developing or revising our risk management policy and procedures and in applying policy and procedures that relates to safety of residents, staff, students, volunteers, and visitors. Prevention and mitigation activities should be conducted in conjunction with the Joint Health and Safety Committee.

Strategies to prevent or mitigate the impact of emergencies will be developed using at least the following and will seek to coordinate existing safety and risk management structures, including policy and procedures, audits and inspections, preventative maintenance, best practices, staff education and elements of this emergency plan including standard operating procedures and code drills and exercises.

ORIENTATION, TRAINING, DRILLS AND EXERCISES

An integrated program of orientation, ongoing training, exercises, and drills will be maintained to ensure the Emergency Preparedness Plan (EPP), Code Procedures and staff knowledge are current and appropriate.

EMERGENCY CODE PROCEDURES

Code Procedures have been developed for use in emergencies and these procedures will be categorized by colour code. These emergency colour codes will be used to communicate essential information quickly and with minimal misunderstanding to staff, while not unduly alarming residents and visitors.

All staff will receive specific orientation on ALL Emergency Code roles and responsibilities.

The following colour code summary will be used to identify emergency situations. The home has specific policies and procedures for each code available to staff of the home in our Emergency Manual. These policies may contain phone numbers and other confidential information not appropriate to be posted on our public website. A summary is provided below of each code:

Code Orange: procedures that provide safe and effective responses to external disasters or events that impact our location. This code may involve temporarily housing residents of external long-term care homes for safe refuge or preparing the home for an external disaster such as, but not limited to, severe weather, floods, community utility failure, earthquakes, and external air exclusion (biological, radiological, etc.). Plans for food, fluid and medication supply and safety are in place. Our pharmacy has specific disaster plans in place to ensure continued coverage during an emergency.

Code Red: procedures that guide staff in case of fire and/or fire alarm. These procedures are detailed in our “Fire Safety Plan”. A Fire Safety Plan is developed and maintained in accordance with the Fire Protection and Prevention Act. Monthly fire drills occur at the home across all shifts.

Code Green: procedures to be followed in an emergency necessitating evacuation of the building. The objective of these procedures is to remove all or part of the facility individuals as quickly and safely as possible from an area or completely away from the building. Alternate site locations are in place.

Code White: procedures for staff to manage escalating violent situations. Violent situations may involve residents, staff, students, or visitors.

Code Brown: procedures that guide staff in an emergency involving a spill or leak of any hazardous material. These spills/leaks can result in an immediate danger to life, health, property, or the environment. Examples are; Carbon monoxide, natural gas, major sewage back up, chemical spills or leaks.

Code Grey: procedures that guide staff in an immediate response to a significant infrastructure loss or failure. Examples are fire detection or suppression system failure, magnetic locks failure, loss of utilities, Boil water alerts, and structural damage. Plans for food, fluid and medication supply and safety are in place.

Code Black: procedures that guide staff to maintain safety, assess the threat, locate and/or isolate the area at risk, in the case of a bomb threat or suspicious package.

Code Blue: procedures for staff when a resident, staff, student, or visitor is experiencing a medical emergency which could result in loss of life and may necessitate resuscitation. Examples are cardiac and/or respiratory arrest, respiratory distress, and chest pain.

Code Yellow: procedures for staff to respond to a missing resident. Interior and exterior search plans have been established. Monitoring procedures for high risk wanderers are in place.

Outbreaks, Pandemics, Epidemics: Plans are in place to manage outbreaks of communicable disease, epidemics and pandemics. We have an Infection Control Lead that manages the infection control program. We have policies and procedures that include having isolation areas within the home, cohorting of staff and residents, staffing contingency plans, symptom and case management, etc.. We provide at least annual education on infection, prevention, and control and testing of plans.

The Joint Health and Safety Committee and Administrator will:

1. Ensure all staff receive specific orientation and training on all Emergency Codes, and identify roles and responsibility using the General Orientation checklist
2. Ensure all codes are tested, evaluated, and revised as required.

EMERGENCY RECOVERY

Babcock Community Care Centre will have a plan for recovery to ensure a smooth return to normal operations post emergency.

Recovery plans will include contacts for owners, insurance, contractors, and disaster clean up specialists available on short notice. We will also consider recovery in all aspects of planning, education, training, and exercises. Recovery activities should be considered when developing standard operating procedures and integrating into the Incident Management System framework.

Strategies for recovery will consider both physical plant, incident debriefing, and counselling assistance for staff and residents, if required. The Joint Health and Safety Committee should be involved in the development of these strategies.

If you have any additional questions regarding our emergency planning please contact

Joe Babcock, Administrator: Tel: 519-693-4415 Email: admin@babcockonline.com . Thank you.