



ELM GROVE EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM

Elm Grove Living Centre has established and maintains an emergency preparedness and response program to ensure the safety of residents, staff, volunteers, and visitors in the event of an internal or external emergency. The home's manual contains all the details of the response program to any form of emergency or disaster.

The primary concern under any extraordinary circumstances is the safety and well-being of the residents and staff. Knowledge of procedures and prompt implementation is essential to provide the necessary protection for those in our care. All employees must read and be familiar with the Emergency Plan.

Elm Grove Living Centre's emergency preparedness and response program involve the following:

- The establishment of an Emergency Management Team.
- An analysis of the risks and response capabilities.
- Development of an Emergency Response plan.
- Exercises and training of staff to ensure a timely and effective response
- Procedures for recognizing the likelihood of an emergency or disaster affecting Elm Grove.
- Developing, planning, and implementing control measures that can either prevent an emergency from happening or avoid or minimize injury, loss of life, and physical asset damage.
- Minimizing the risk of emergency or disaster occurrence through our risk management program, orientation program, preventative maintenance program, regular safety inspections, holding drills regularly, staff education, implementing recommendations from inspections, and follow-ups.
- Protection of life, health, environment, and property.
- Ensure the continuity of operations.
- Annual testing, evaluation, and modification of the plan.

The Emergency Plan is to be put into effect at the discretion of the senior staff member on the premises when it is determined that one or more of the emergencies previously listed has occurred. The emergency may be of such a nature as to possibly warrant the partial or complete evacuation of the facility.

In the event the plan is put into effect when senior management staff is not on the premises, the following senior management staff is to be called, in addition to the appropriate emergency services agencies, i.e. Fire Department, Police, Ambulance, etc.

Note: In the event of a fire, all fire procedures are to be followed first by the Charge Nurse or any senior staff in the building.

- Executive Director /LTC Administrator
- Director of Care
- Maintenance Supervisor

The Administrator and Director of Care will contact the other members of the management team.

The senior management person or delegate will contact the Ministry of Health & Long-Term Care and the Toronto Central L.H.I.N.

The Administrator or his/her delegate is the only person authorized to speak with and share information with the media in the event of an emergency.

A. Lines of Authority

1. Disaster Marshall:

For the purpose of control and coordination, only one person can be in command of the implementation of the Emergency Plan. This person must lead with a clear-cut level of authority. The person designated for this responsibility will be:

- The Administrator. In his/her absence, the Director of Care/ delegate.
- The Evening R.N. Charge Nurse, until the Administrator or Director of Care/ delegate arrives on-site.
- The Night R.N. Charge Nurse, until the Administrator or Director of Care/ delegate arrives on-site.
- The Day R.N. Charge Nurse on Weekends, until the Administrator or Director of Care arrives on-site.

Arrival On-Site by EMS Personnel

- Upon their arrival, we are to assist them in whatever way we can for a smooth operation.
- They should be allowed and given access to every room in the building. The keys to the building are in the Fire Safety Plan Box located at Reception, the Important Keys box located in the 1st floor Med. Room, and the Administrator's office.
- EMS personnel will be advised of Elm Grove's reciprocal disaster agreements with other facilities. They may or may not transfer residents to those facilities.

2. Command Centre:

The Command Centre for coordinating all procedures will be at the Nursing Station on the floor where the disaster occurs unless it is not safe to do so. In that case, the First Floor Nursing Station or the Administrator's Office will be the Command Centre.

3. Emergency Area Initial Procedures:

Upon the occurrence of an emergency that affects the building, the immediate reaction by staff in the area shall be:

- Remove all residents from the immediate danger area to a safe area.
- Pull the Fire Alarm if safe to do so and call 911. If there is a Natural Gas leak, do not pull the fire alarm and call 911 far away from the Natural Gas Leak.
- Follow instructions from Senior Person in Charge.
- Account for all residents.
- Initiate medical treatment as required.

B. DUTIES AND RESPONSIBILITIES OF STAFF MEMBERS (Refer to Elm Grove Living Centre Manual)

C. CARE AND TREATMENT PROCEDURES

AVOID PANIC. Residents in immediate danger must be moved to safety. The nursing staff will assess immediate First Aid and treatment requirements. Residents will be taken to a Treatment Centre.

Treatment Centre:

This will be an area next to an evacuation route on the floor where the disaster has occurred. This could be any resident lounge or corridor away from the disaster area. The Treatment Centre must be supervised by an RN or RPN, and any available PSW/ Health Care Aides.

Holding Area:

The holding area can be any resident lounge or corridor away from the disaster area. The ideal Holding Area is the Main Dining Room on the Lower Level as there is direct access to the outside from the Lower Level. All evacuated residents should be gathered here to be accounted for. From this area, residents can be transferred to the designated evacuation sites. The Holding Area must be supervised by an RN or RPN, and any available PSW/ Health Care Aides.

EMERGENCY SITUATIONS

Elm Grove Living Centre has policies and procedures in place that state the actions to be taken in the event of an emergency which will significantly affect the operation of the facility. The objectives of this plan are to ensure the safety of residents, staff, visitors, and volunteers in the event of an emergency that may or may not lead to an evacuation. Evacuation may be partial or in an extreme emergency, total and possibly out of the community.

Emergency Situations Covered under the Elm Grove Emergency Preparedness and Response Program include

Emergencies Due to Human Activity:

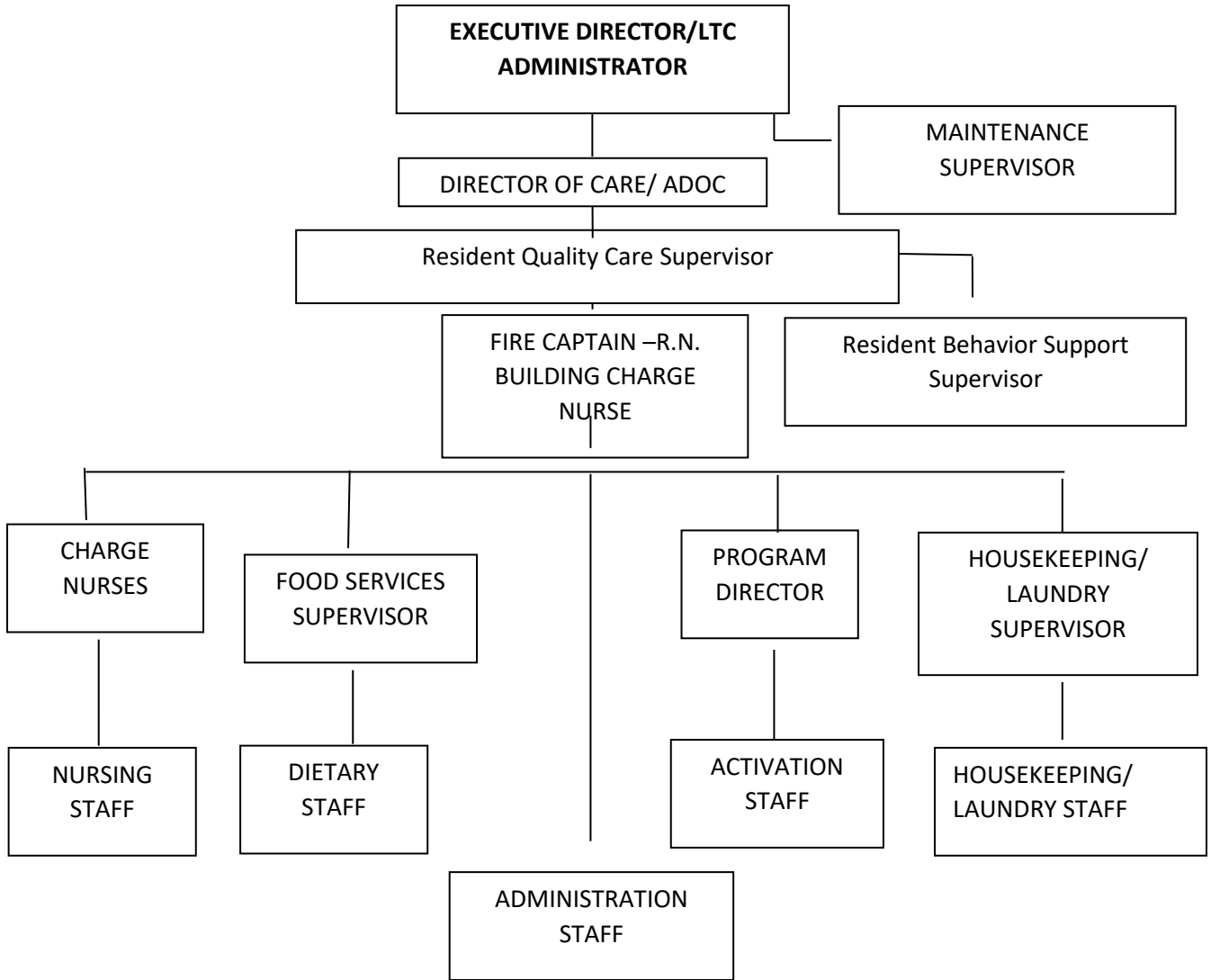
1. Fire/ Explosion
2. Bomb Threats including Suspicious Package/ Device
3. Missing Resident
4. Medical Emergencies
5. Physical Threats
6. Hazardous Material Accidents (Chemical Spill)
7. Radiological, Biological & Chemical Accidents
8. Carbon Monoxide Leak
9. Natural Gas Leak
10. Elevator Malfunctions
11. Water Contamination/ Shortage

Emergencies Due to Natural Disasters:

12. Earthquakes
13. Severe Weather
14. Floods
15. Major Electrical Power Failures
16. Roof Collapse
17. Pandemics

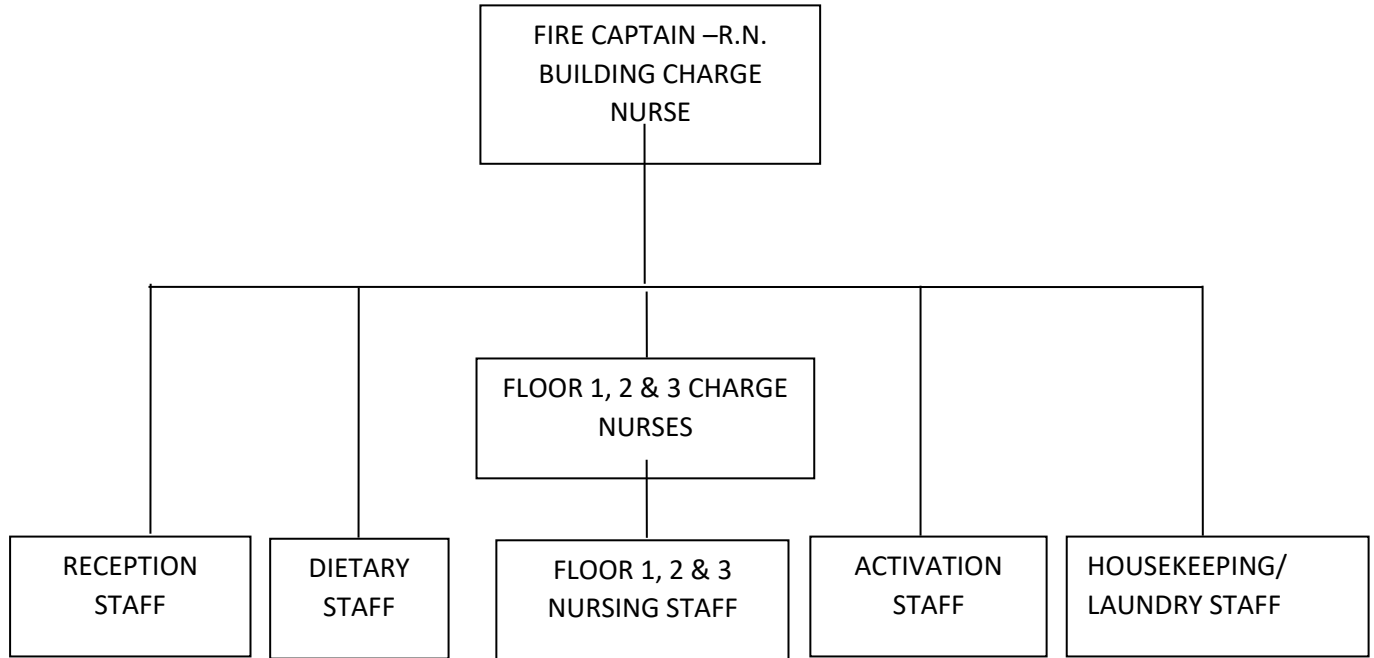
WEEKDAYS

EMERGENCY ORGANIZATIONAL AND COMMUNICATION CHART



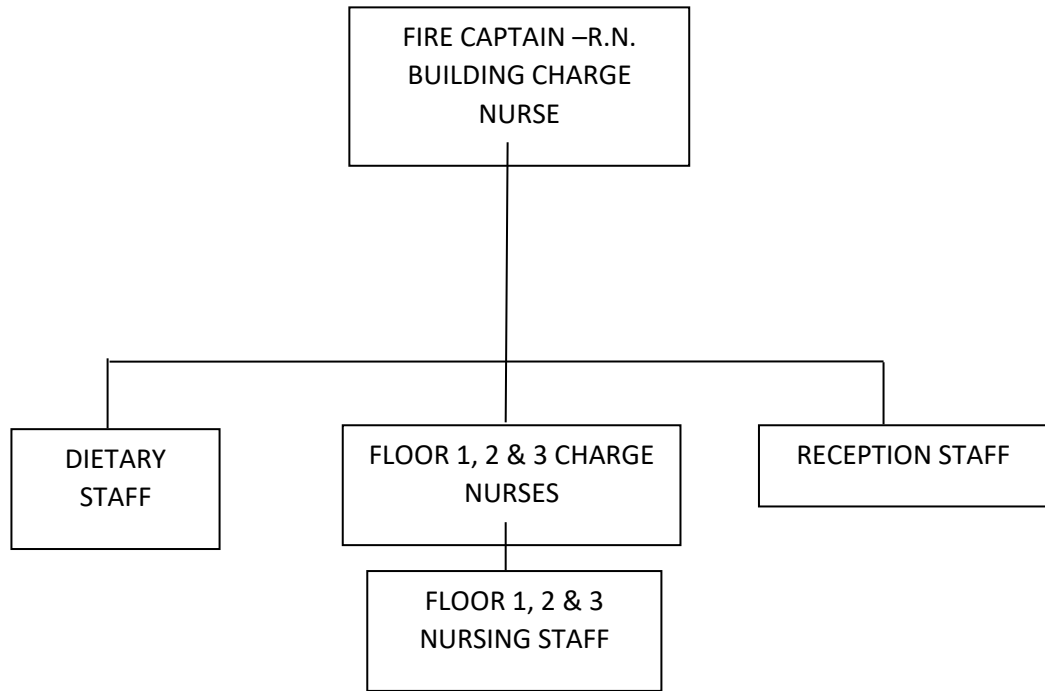
WEEKENDS

EMERGENCY ORGANIZATIONAL AND COMMUNICATION CHART



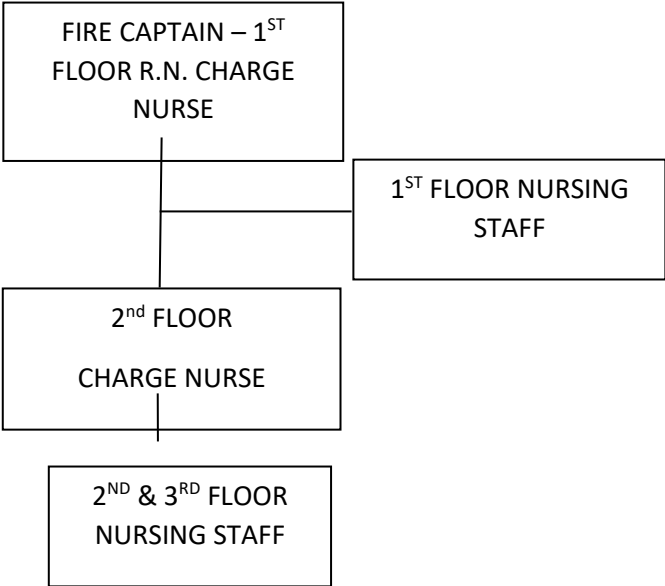
EVENINGS

EMERGENCY ORGANIZATIONAL AND COMMUNICATION CHART



NIGHTS

EMERGENCY ORGANIZATIONAL AND COMMUNICATION CHART



EMERGENCY COMMUNICATION CENTRE

In the event of an emergency, the 1ST Floor Nursing Station - Ext. 230 – is the designated communication centre.

If the emergency is located on the 1st floor, then the emergency communication area will be in the lower level in the Director of Care's office.

The following staff or their delegate are responsible for calling (911) in the event of an emergency:

Day Shift -	R.N. Building Charge Nurse
Evening Shift -	R.N. Building Charge Nurse - Extra
Night Shift -	R.N. Building Charge Nurse - 1st/ 3rd Floor

NOTE: In case any of the above-designated staff is not within the nursing station area, another staff member in the vicinity will be responsible until their arrival.