

TITLE:	Emergency Management Plan	POLICY #:	XVIII-A-10.00
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MANUAL	Emergency Management	APPROV. AUTH:	Administrator
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Emergency Management Plan - POLICY #: XVIII-A-10.00

POLICY:

Sun Parlor Home will have a current Emergency Management Plan in place that will promote processes related to the prevention of risk and ensure that people and property are safeguarded in the event of an emergency.

In developing and updating the Sun Parlor Home Emergency Plan, the Home will:

- consult with entities that may be involved in or provide emergency services in the area where the building is located including, without being limited to, community agencies, health service providers, partner facilities, and resources that will be involved in responding to the emergency, and keep a record of the consultation;
- ensure that hazards and risks that may give rise to an emergency impacting the Home are identified and assessed, whether the hazards and risks arise within the Home or in the surrounding vicinity or community; and
- consult with the Residents' Circle of Family any Friends.

An emergency will be defined as an urgent or pressing situation or condition presenting in an imminent threat to the health or wellbeing of residents and others attending the Home that requires immediate action to ensure the safety of persons in the Home.

A recognized system of codes identified by colour or procedure will be used to ensure common understanding of the emergency.

The Sun Parlor Home Emergency Management Plan will provide directions to all team members using the Incident Management Team (IMT) framework to ensure leadership and command of any and all emergencies or potential emergencies within the Home.

CODE/PROCEDURE DEFINITIONS:

Code/Emergency	Description
Red	Fire
Black	Bomb Threat
White	Physical Threat / Violence
Fan Out List	Team Member Fan Out
Green	Evacuation
Blue	Medical
Orange	External
Yellow	Missing Person
Grey	Infrastructure Loss / Failure
Brown	Internal Emergency (Leak/Spill/Hazard)
Boil Water Advisory	Drinking water supply contaminated
Building Lockdown	Implemented to secure/protect when unauthorized person enters /threatening communication, etc.
Outbreak/ Epidemic/ Pandemic Preparedness	Outbreaks of communicable disease, of public health significance, epidemics & pandemics

PROCEDURE:

The Sun Parlor Home will carry out Emergency Management responsibilities through focus on four interrelated activities: mitigation, preparedness, response, and recovery.

- **Mitigation:** Reduction of exposure to, or probability of loss from emergency events.
- **Preparedness:** Establishment of authorities and responsibilities for emergency actions along with resource designation to support them. Includes education and practice of drills and exercises.
- **Response:** Time sensitive actions taken in the event of an emergency to reduce negative impact to residents and team members. Response to emergencies will first focus on Life Safety, and will utilize the principles of Incident Management and follow Code Procedures as outlined in this manual.
- **Recovery:** The effort to restore infrastructure and resident life to normal.

The Administrator or designate will:

1. On an annual basis, review evidence of a complete Emergency Management Plan for the Home.
2. Monitor through regular reports that Emergency Plans are practiced in accordance with relevant legislation and the Home's policies and procedures.
3. Develop and maintain an Emergency Management Plan that ensures mitigation, preparedness (including practice strategies and education), response, and recovery for all defined emergencies.
4. Ensure the Emergency Management Plan is kept in a location accessible to all team members.

5. Ensure all team members are aware of the location of the Emergency Management Plan and how to navigate the plan in the event of an emergency.
6. Ensure the Emergency Management Plan is kept up to date as updates/changes are issued from the Home, which will include:
 - a. Annual (at minimum) evaluation and update of the Emergency Plan (as required)
 - b. Annual (or more frequently as needed) updating of all emergency contact information, including but not limited to community agencies, partner facilities, and resources that will be involved in responding to an emergency; and
 - c. Evaluation and update (as required) of the Emergency Management Plan within 30 days of an emergency being declared over, after each instance that an emergency plan is activated.
7. Document any evaluation of and update to the Emergency Management Plan.
8. Conduct specific education and practice sessions for managers and nurses with building charge responsibilities.
9. Coordinate with the County of Essex any budgetary considerations to ensure the necessary execution of the Emergency Management Plan.
10. Ensure practice and documentation of code practice and orientation/training activities as per policy.
11. Communicate results to leadership team/appropriate committees and implement improvements to process as needed.
12. Consider the accessibility needs of team members with disabilities, where applicable, in accordance with the *Accessibility for Ontarians with Disabilities Act*.
13. Complete and submit Emergency Plan Attestation annually as required.

Reference:

XXIII-A-10.60 Annual Program & Ctte. Evaluations and attachments (LTC)

Attachments: N/A