

Bob Rumball Home for the Deaf			
Manual: Emergency	Approved By: Administrator	Emergency Plan: Code Orange – Community Disaster	Plan # EMERG-I-09a
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Reviewed: Nov/23, April/25			

Bob Rumball Home for the Deaf's (BRHD) emergency plan titled "**Code Orange - Community Disasters**", addresses the *following types of disasters*:

- 1) **Floods**ⁱ;
- 2) **Natural Disasters**, e.g., tornado, earthquake;
- 3) **Extreme Weather Events**ⁱⁱ, e.g., ice storm, heat alert, and a severe thunder storm; *

***Note: For management of hot weather-related illness, please refer to policy *Heat-Related Illness Prevention and Management Plan* (NUR-V-193)**

Goal in a Community Disaster

- To provide a safe, secure, disaster-resilient Home for persons who live, work, volunteer and visit at BRHD.

Objectives

- To understand the risks associated with the identified community and natural disasters;
- To prepare a clear plan for affected persons to manage the disasters; and
- To minimize the adverse effects of the disaster on persons who live, work, volunteer and visit at BRHD

REVIEW AND REVISION OF THE PLAN

The Administrator/designate is responsible to ensure the **Plan is reviewed, evaluated**, and as required updated, including updating the emergency contact information of the entities (e.g., emergency services):

- (a) at least **annually**, and
- (b) **within 30 days** of the **Code Orange ~ Community Disaster (EMERG-I-09a)** emergency being activated and declared over.ⁱⁱⁱ

CONSULTATION AND UPDATING OF THE EMERGENCY PLAN ^{iv}

The following will be involved in the consultation and updating of the Code Orange emergency Plan:

- BRHD staff, including the registered nursing staff, and managers
- The Residents' Council (RC) and the Family Council (FC), if any, and
- The relevant external entity/entities.^v The external entities that may be involved in, or provide emergency services related to a community disaster could be:
 - **Fire Department** – e.g., if flooding from a sprinkler;
 - **Police and Fire Department** in the event of a tornado or earthquake, to assist with potential injuries of persons inside the Home, building security if damage;
 - **Ambulance services**, to assist with the transporting persons to the hospital, if they have severe injuries, or other health related concerns during the emergency; and
 - Relevant **emergency contractors** in the event of loss of essential services during the emergency. Refer to Code Grey- Loss of Essential Services (EMERG-I-06), if applicable. Their emergency contact information is at the front of the Emergency Manual.

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Any changes to the Code Orange – Community Disaster “Plan” will be identified and the following notified of the changes:

- The staff, volunteers and students
- The RC and FC if any, by bringing the updates to their respective meetings
- The entities, by providing a copy of the updated emergency plan for their review and feedback.^{vi}

TESTING THE PLAN

The Manager of Nutrition and Environmental Services (MNES) / designate is responsible to ensure:

- That **each** of the 3 types of **Code Orange** - Community Disasters, i.e., Flood; Natural Disaster; and an Extreme Weather Event, is tested each year,^{vii} including arrangements with the entities, e.g., emergency personnel, that may be involved in or provide emergency services to BRHD.^{viii}

MOCK EMERGENCY TEST

- If conducting a **MOCK EMERGENCY TEST**, you **must notify the appropriate emergency external entities** at least 24 hours **PRIOR** to conducting the Mock Test, e.g., **Barrie Police** 705-725-7025. The emergency entities/entity will inquire as to the details (e.g., time, type of test, other external entities involved, e.g., **Fire** – 705-728-3131, **Ambulance** – 705-726-8103, as appropriate.

RECORD RETENTION

BRHD will keep a record of the testing of all emergency plans, and the planned evacuation if required for the emergency; of changes made to improve the plans;^{ix} consultations, meetings, and the current contact information for relevant entities that may be involved in the emergency plans.^x

LOCATION OF EMERGENCY MANUAL

A copy of this Code Orange Plan related to Community Disasters, is available in the BRHD’s Emergency Manual located in the **front vestibule**, and in **each Care Centre** (CC). In addition, BRHD’s emergency plans are located in the **Home’s computer system** on the “S” drive, and on the **BRHD website**: <https://www2.bobrumball.org/home-brhd/>. Physical copies of the plan are made available upon request.^{xi}

DEFINITIONS

- **Alerts** - Public Weather Alerts from Environment Canada - Environment Canada issues alerts 24/7 when potentially dangerous weather conditions are in the forecast: Different alerts are used depending on the expected severity and timing of the event, including: *advisories, special weather statements, weather watches and weather warnings*. It does this through mobile device alerts, radio, television and the Environment Canada website.^{xii}
- **Advisories**: are issued for specific weather events (e.g., blowing snow; heavy freezing drizzle; frost; heavy rains causing flooding in low lying areas) that are less severe, but could still significantly affect Canadians.

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- **Congregating Area:** means moving the residents to the corridor / hallway behind the fire doors that close off the dining area, to keep residents away from the windows and outside walls.
- **Emergency:** means an urgent or pressing situation or condition presenting an imminent threat to the health or well-being of residents and attending the home that requires immediate action to ensure the safety of persons in the home.^{xiii}
- **Fire/Incident Warden (FIW):** is the person in authority during the community disaster situation. The FIW is the manager in charge of the building, which in the absence of a manager in the building, would be the senior Registered Nurse in charge of a Care Centre.
- **Flood:** a huge flow of water that rises and spreads over the land.^{xiv}
Note: *The Home may have a flood of water caused by an internal problem, e.g., a burst water sprinkler. Internal flooding may be managed as outlined in this plan. If the flooding causes residents to be evacuated and relocated to either another part of the Home overnight, or to another LTC Home, Code Green should be activated.*

Flash flood: a local flood of short duration generally resulting from heavy rainfall or a dam failure, in the immediate vicinity.^{xv}

- **Flood Warning:** is issued to inform the public, emergency management, and other cooperating agencies that flash flooding is in progress, imminent, or highly likely.^{xvi}
- **Flood Watch:** is issued to indicate current or developing conditions that are favourable for flash flooding in and close to the watch area, but the occurrence is neither certain or imminent.^{xvii}
- **Flash Flood Statement:** A statement providing follow-up information on flash flood watches and warnings.^{xviii}

Note: *Flooding of small streams, streets and low-lying areas is mainly an inconvenience and is generally not life threatening nor is it significantly damaging to property. An “advisory” of such, alerts the public of potential flooding to those living in affected area(s). Some damage to homes and roads could occur.*^{xix}

- **Special Weather Statement:** An Environment Canada Alert, providing information to the public on unusual or severe weather conditions (severe storm or tornados) which have occurred, are currently occurring in a nearby area, and could cause concern.^{xx}
- **Storm:** is very bad weather, with heavy rain (freezing rain or snow), strong winds, and often thunder and lightning.^{xxi}
 - **Severe Thunderstorm Warning:** Issued when a severe thunderstorm is indicated by weather radar, or a spotter reports a thunderstorm producing **hail** (1.5 cm in diameter or larger), +/or **winds** equal to or exceed 90 km/hour. It may or may not be accompanied by lightning. People in immediate area should seek shelter immediately. Tornadoes may be produced with little or no advance warning.

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Usually, the warning is issued for a duration of one hour; and can be issued without a Severe Thunderstorm Watch being in effect. The warning will include where the storm was located, area affected, and the primary threat associated with the warning. If the severe thunderstorm is also causing torrential rains, this warning may also be combined with a Flash flood Warning. After the warning is issued, it is followed up with periodic Severe Weather Statements, containing updated information on the storm and will also let the public know when the warning is no longer in effect.^{xxii}

- **Severe Thunderstorm Watch:** is issued when conditions are favourable for the development of severe thunderstorms in and close to the watch area. A Severe Thunderstorm Watch is usually issued for a **duration of 4-8 hours**, well in advance of the actual occurrence of severe weather, identifying potential areas of concern. The public will be kept informed about what is happening in the watch area and when the watch has been cancelled.^{xxiii}
- **Ice storm warning:** is usually issued for ice accumulation of around **1/4 inch or more**.^{xxiv}
- **Blizzard warning:** Environment and Climate Change Canada uses the following general criteria for issuing blizzard warnings: Strong **winds** reaching **40 km/h** or greater. **Visibility** of less than **1 km**. Cold temperatures. Conditions **lasting longer than 4 hours**.^{xxv}
- **Extreme cold:**
 - **Extreme Cold Warning:** is issued in the Barrie and south-central Ontario areas when the temperature will reach -30°C (-22°F) is expected to last for at least two hours. **Note:** *Different regions have different criteria for the extreme cold warning.*^{xxvi}
- **Tornado:** a violent destructive whirling wind accompanied by a funnel-shaped cloud that progresses in a narrow path over the land^{xxvii}
Environment Canada issues tornado alerts when conditions exist that may produce tornadoes. It does this through mobile device alerts, radio, television, and the Environment Canada website.
 - **Tornado Warning:** issued when a tornado is imminent, i.e., indicated by weather radar, severe weather report, or sighted by spotters. People in affected area should seek safe shelter immediately. The warning includes where the tornado is located and its path, and may be issued without a Tornado Watch being in effect already. Tornado warnings are typically issued for a duration of around 30 minutes. After the warning is issued, it is followed up with periodic Severe Weather Statements, containing updated information on the tornado and will also let the public know when the warning is no longer in effect.^{xxviii}
 - **Tornado Watch:** is issued when conditions are favourable for the development of tornados in and close to the watch area. A Tornado Watch is usually issued for a duration of 4-8 hours, well in advance of the actual occurrence of severe weather, identifying potential areas of concern. The public will be kept informed on what is happening in the watch area and when the watch has been cancelled.^{xxix}

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- **Earthquake**: a shaking or trembling of the earth that is volcanic or tectonic in origin. ^{xxx}
 - **Earthquake warning**: Earthquake early warning systems are dependent on a network of ground-based sensors that send alerts to users when the earth begins to tremble. The sensors are quickly able to detect the earthquake's location, how big it is and which areas will feel the quake. People who are near the epicenter of a quake will have little, if any advance warning. Those farther away may have critical seconds to brace for shaking, to shut off gas lines and help prevent some injuries and damage typically associate with major quakes. ^{xxxi}

Websites for Environment Canada alerts

- **Environment Canada Website:** ec.gc.ca
- **Alerts for Barrie - Orillia - Midland - Environment Canada:** weather.gc.ca)
Note: Refer also to the "Warnings, Watches and Statements" tab near the top of this site.
- **Weather Network App (on all nurse's cell phones)**

EMERGENCY SUPPLIES AND EQUIPMENT ^{xxxii}

- **Command Centre Bag and a Triage Bag** located in Resident Care Supervisor Office located across from CC1's nurses station – master key is required.
- Emergency Manual, including this emergency Code Orange plan and other relevant emergency plans and emergency contact numbers.
- A back-up generator will automatically start in the event of a power outage. (Refer to **Code Grey (EMERG- 1- 06a) Loss of Hydro or Natural Gas)**
- Extra blankets, blanket warmers (in tub room) and portable heaters are available in the event of extreme cold weather.
- Wet-vacuum, floor machines (designed to remove water) and mop and buckets are available in the event of flooding.
- Blinds on common room windows, which when closed will help prevent shattered glass from coming inside in the event of severe wind storms, tornado or earthquake.

HAZARDS AND RISKS

Risk that may impact *Home, surrounding vicinity or community* ^{xxxiii} may include the following:

- power outages, disrupted transportation, damage to buildings, landslides, backup of sewers with raw sewage spilling into the streets, loss of income for many, staff shortage, highway closures, damaged power lines, flooding, damaging winds and hail.
- Adverse impacts of disasters may include: reduced productivity, inability to provide essential services (water, electricity, gas etc.). ^{xxxiv}

BRHD is located in south Barrie. The **city of Barrie** has an extensive “**Emergency Management Plan**” that will assist BRHD with community and natural disasters as needed. ^{xxxv}

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PREPARATIONS prior to weather watch and weather warning of a code orange disaster

- Trim dead branches and cut down dead trees to reduce the danger of these falling on the Home.
- Preventative maintenance and testing are done on a regular basis to the Home's back-up generator to ensure the generator automatically functions in the event of a power outage.
 - Ensure sufficient fuel is kept on site for the back-up generator. Contact Fuel company for additional deliveries.
- Ensure emergency supplies are available.
 - BRHD will have emergency food for seven days on site. Call Sysco for immediate delivery from Sysco and/or local suppliers, as needed.
 - BRHD will have enough drinking water supplies on site for three days. (See **Code Grey (EMERG- 1- 06b) for Loss of Water/ Potable Water**)
 - In the event that Silverfox cannot deliver medications in an emergency situation, BRHD has a contract with a local emergency pharmacy to supply medications.
- Emergency plans are available through the emergency manual, in the event this emergency leads to one or more other emergencies, e.g., Code Green (**EMERG-I-02**); evacuation of part or all the residents from the Home.
- Staffing: An emergency staffing plan is available. Staff remain in the building during an emergency. A fan-out procedure is established to call in additional staff during an emergency, if needed.
- **Monitor Environment Canada's Alerts, including advisories, statements, weather watches and warnings within the local area.**

The **DONPC/Charge Nurse**, is responsible for monitoring and responding to Environment Canada and/or other weather advisories, watches, and warnings of flooding, natural disasters, e.g., tornados or earthquakes, and any extreme weather alerts, e.g., ice storms or heat alerts.

- The **weather network** app is on all the nurse's phones.

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ACTIVATION of the PLAN xxxvi *

- In the event of a weather “alert”, “advisory”, “statement”, “watch”, or other impending community disaster the **DONPC/Charge Nurse** will:
 - **Notify Administrator/designate** (e.g., *manager on call, if outside regular business hours*), as a heads up in the event additional resources, or emergency approvals are required if the disaster occurs.

Notes:

- *The Administrator and each manager, has a Fan-out list for notifying staff to come into work to assist with recovery, as needed.*

The **Fire Incident Warden (FIW)** is the person in authority during the community disaster situation.

- The FIW is the Administrator or designate manager in charge of the building, which in the absence of a manager in the building, would be the senior Registered Nurse in charge of a Care Centre.

All Staff must:

- Take direction from the FIW.
- Stay on-site during the emergency, until they are relieved from duty or the emergency has ended.

Note: *The FIW takes direction from the Emergency Personnel once they arrive, if 911 was called for emergency personnel to assist with the emergency.*

FIW

- **Communicate the emergency.**
 - announce the **emergency** by using the overhead paging system and stating:
 - “Code orange”
 - *Xx location (where staff are to meet the FIW).*
 - Repeat the message **three times** loud enough to ensure that it is heard and clearly communicated.
 - **Ensure all staff who are deaf receive the emergency communication** as appropriate.
- **Notify the Administrator** or manager on call if not on-site.
- Direct the DONPC Charge Nurse to continue monitoring the **Environment Canada site**, including statements to determine when the **disaster has subsided**. **Notify the FIW** of significant changes.
- Delegate a staff member to retrieve both the **Command Centre Bag** and the **Triage Bag**, from Resident Care Supervisor’s office located across from CC1’s nursing station – master key is required and bring to a Command Centre area.
- **Delegate staff to communicate** and perform duties as outlined below, depending on the specific type of disaster.
 - **Nursing, Housekeeping, Maintenance and Program staff** will report to the FIW to assist as directed.
 - **Laundry staff** are to shut off the gas and all equipment and then proceed to the closest unit / congregate area to assist staff with residents as appropriate, e.g., to take shelter.

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- **Kitchen and dietary staff** are to shut down all equipment including gas and then proceed to the closest unit / congregate area to assist staff with residents as appropriate, e.g., to take shelter.
- **Volunteers and students** should stay in a safe area, as directed by the FIW or their supervising staff.
- **Visitors** (family/caregivers/others) may opt to stay with the resident they were visiting or leaving as appropriate.
- **Post signage (Appendix D)** to identify: *“Emergency Plan for XX (identify the type of community disaster) has been activated. Precautions are being taken. Consider your safety. Visitors with swipe card may enter at their own risk.”*

Emergency type: Flood, the FIW will direct staff to:

- Communicate the emergency to the residents and move residents to a safe area away from the flooded area.
- If water is seeping under exterior doors, roll blankets and place at bottom of exterior doors to help prevent outside water from coming inside.
- Instruct maintenance and housekeeping staff to get equipment to collect and remove excess water, e.g., with wet-vacuum, floor machine, and mop and buckets
- If flooding is excessive and beyond the staff's ability to manage, call the fire department (911) for assistance.
- Implement **Code Green**, to evacuate residents from an area (horizontal evacuation) or from the Home (total evacuation) as deemed necessary. Ensure the Administrator/designate is both notified and involved during any evacuation of residents from an area or the Home.

Emergency type: Natural Disaster, e.g., high winds; tornado; and/or earthquake

Note: No one should leave the building, including visitors, during a tornado warning or earthquake. During **the** earthquake warn staff and residents that the fire alarms and sprinklers may go off

The FIW will direct staff from each wing to:

- Ensure signage is posted at front door. (Appendix D)
- Close all blinds in the common areas to help prevent shattered glass from coming inside.
- Communicate the emergency to the residents and move any residents in the common areas (dining room, lobby etc.) to the closest **Congregating Area**, (i.e., the corridor / hallway behind the fire doors that close off the dining area), to keep residents away from the windows and outside walls.
- Start **relocating residents** from their rooms starting at the end of the short hallway working towards the **Congregating Area**.
- When the **bedroom is evacuated**, ensure all resident doors are closed; and that the “vacant” tab near the bottom of the door is placed on the door frame.
- Assign a staff member to stay with residents in each unit.
- **Conduct a head count** after all rooms are emptied and residents are placed in the congregating area.
- **Report the head count** from each wing to the Charge Nurse.

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- Obtain and distribute **blankets** that residents and staff can use to protect themselves (head face, arms) from flying debris.
- **Remain with residents** in the Congregating Area until the warning or disaster has subsided, or if instructed to evacuate.
 - Staff are to monitor residents, reassure/comfort them and assist residents as appropriate to protect themselves from injury.
 - Expect aftershocks after an earthquake.
 - Implement **Code Green**, to evacuate residents from an area (partial evacuation) or from the Home (full evacuation) as deemed necessary. Ensure the Administrator or designate is involved during any evacuation of residents from an area or the Home.
 - If fire occurs, sound the alarm, and implement **Code Red**.

Emergency type: Extreme Cold Weather Event

The **FIW** will direct staff to:

- Encourage all residents to stay indoors.
- Monitor the temperature of the building frequently, including the resident rooms, to ensure the temperature does not drop below 22°C. If the temperature inside the building drops below 22°C:
 - Contact maintenance staff to raise the internal temperature. Emergency contractors may need to be contacted for assistance if there are problems with the equipment.
 - Provide residents **with** warm blankets and warm beverages. Space heaters are available for each bedroom, as required.
 - Refer to **Code Grey** - Loss of Essential Services (EMERG-I-06a, -06b, or -06c) e.g., Loss of Hydro or Natural Gas (-06a), Loss of water, potable water, or if a boil water advisory is issued (06b); or Loss of communication (06c), for appropriate action to take.
 - If the low temperatures are isolated to specific rooms or areas, consider the need for initiating **Code Green** (EMERG-I-02) for movement of residents to a warmer area, i.e., a partial evacuation. Ensure discussion with the Administrator/designate prior to initiating Code Green.

Emergency type: Extreme Hot Weather Event

(For a detailed plan related to “**Heat-Related Illness Prevention and Management**”, refer to **Policy NUR-V-193**)

The **FIW** will direct staff to:

- Encourage all residents to stay indoors.
- Ensure the air conditioning throughout the Home is adjusted as needed.
- Monitor the temperature of the building frequently, including the residents' rooms, to ensure the temperature is not at or above 26°C.
- If the temperature inside the building **rises** at or above 26°C:
 - Contact maintenance staff to take measures to lower the internal temperature. Emergency contractors may need to be contacted for assistance if there are problems with the equipment.
- Monitor the residents for heat related symptoms or illness, particularly those with a moderate to high heat risk assessment score.

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- Ensure staff are aware of and implement interventions to help cool the environment, e.g.
 - Keep shades, drapes, blinds or window coverings closed during hottest part of the day; and open when temperature is cooler in the evening.^{xxxvii}
 - **Encourage residents to keep their windows closed to keep the humidity out**, as the Home provides air conditioning in the resident rooms.
 - If the resident wishes to open his/her bedroom window for some fresh air, ensure their bedroom door is closed. *Note: If the doors and windows are open at the same time, this lets the heat and humidity in, causing the air conditioning units to work harder, which could lead to potential breakdown.*
- Provide additional fluids to residents throughout the day, based on his/her assessed need.
- Assess and implement **body cooling** strategies as required.
 - Drink cool, non-alcoholic beverages (especially water)
 - Eat fruits and vegetables high in water content
 - Rest
 - Cool shower, bath or sponge bath; spray skin while fanning; soak hands, forearms, and/or feet; wet a cloth to put on neck and/or armpits^{xxxviii}
 - Encourage residents to wear loose, lightweight clothing (preferably breathable, e.g., cotton).
- Refer to **Code Grey** - Loss of Essential Services (EMERG-I-06a, or 06b) e.g., Loss of Hydro or Natural Gas (-06a), and Loss of water, potable water, or if a boil water advisory is issued (06b), for appropriate action to take.
 - If the high temperatures are isolated to specific rooms or areas, consider the need for initiating **Code Green** (EMERG-I-02) for movement of residents to a cooler area, i.e., a partial evacuation. Ensure discussion with the Administrator/designate prior to initiating Code Green.

Post Severe Weather Incident:

- **After the disaster has subsided** (including after any aftershocks if there was an earthquake), the Charge Nurse/designate will:
 - Assess the residents and staff for any injuries or illness, and direct staff to provide medical assistance as appropriate
 - Assess the Home for any damage, using the emergency personnel (e.g., Fire Department), as appropriate, to determine if areas are structurally safe for residents' return.
 - If the Code Orange- Community Disaster was announced, the disaster has subsided, there is no damage to the Home, and/or the fire alarm was NOT triggered, **announce the “All Clear”** on the overhead phone system (repeat three times).
 - **Ensure communication to staff, residents, and any visitors in the building.** Ensure any persons who are hard of hearing or deaf understand the emergency.

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If Fire alarm was triggered

- Check the Fire Panel located in the Mechanical Room on the east side of the building. *(Instructions are located on the Fire Panel.)*
- Reset the electromagnetic devices system after the Fire Panel had been reset. **Note:** *The fire alarm can only be reset after receiving direction from the Fire Department.*
- Announce the '**All Clear.**' (Repeat three times) Ensure communication to staff and residents who are deaf.
- Direct staff to open the fire doors and **return residents** to a safe, suitable location, as appropriate.
- **Check on all residents** (rounds) in that area to ensure there are no immediate concerns. Reassure and comfort residents who show any signs of distress.

De-brief / Evaluation ^{xxxix}

- The FIW, management staff, and representatives from front line staff, students and volunteers, as applicable,^{xl} and any external entities that were involved in Code Orange (e.g., fire, ambulance, etc.) should meet as soon as possible after the event to:
 - discuss the event to provide feedback;
 - identify any areas of concern and make recommendations for improvement, as appropriate;
 - establish how to resume normal operations in the Home,^{xli} and
 - how to support those in the home who experienced distress during the emergency.^{xlii}**Note:** *If counselling is required for either full and part time BRHD staff involved in the incident, remind them of the opportunity to access the EAP Program that the Home offers.*
- The FIW and the on-site manager, if any, will complete the Code Orange Evaluation (Appendix A) and any other emergency code initiated.
 - Notify the MLTC of the community disaster, at least verbally, including using the after-hours #1-888-999-6973.
- Forward the completed evaluation to the Administrator.
Note: *If any external entities were unable to be involved in evaluation, they will be provided an opportunity to offer feedback.* ^{xliii}

Post Recovery, Evaluation and Testing

Administrator/designate:

- Ensure a Critical Incident System (CIS) Report re the Community Disaster is completed and submitted to the MLTC.
- **ONCE A CODE ORANGE IS DECLARED – 6 HOURS TO SUBMIT CIS.**
- FIW/DESIGNATE TO SUBMIT**
- In the event of damage to the Home BRHD would contact their insurance company to assess damage and create a recovery plan.
- As soon as possible after the emergency is declared over, the Administrator/designate will conduct a Post-Incident Debrief with the management team to discuss and complete the "**Post Incident Debrief Recovery**" (Appendix B). ^{xliv}

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- Within 30 days of an emergency code initiated and declared over (after each instance that an emergency plan is activated) review the emergency plan and update as required, based on the approved recommendations for improvement.^{xlv}
- Update the emergency contact information of relevant entities. ^{xlvi}
- Will complete Appendix C - Administrator Checklist after the end of each calendar year.

TRAINING – Emergency Plan ^{xlvii}

- BRHD **staff, volunteers, and students** will receive training on emergency plans during their orientation, and at least **annually** thereafter.^{xlviii xlix}
- The training will be based on that staff member's responsibilities, prior to that person performing his/her responsibilities.^l

Note: *In the event of an emergency or exceptional unforeseen circumstances, e.g., the new employee is being orientated on-site with another employee, the emergency training must be provided within one week of when the person begins performing their responsibilities.^{li}*

STAFF RETRAINING ^{lii}

- All staff will receive annual retraining / reassessment on the Emergency Plan through Surge Learning and related Qs and As.^{lii} If staff at that time, or at any time, are assessed as requiring further retraining, this will be done by the employee's supervisor in a manner considered appropriate, e.g., repeating the training, 1:1 etc..^{liv}
- During the testing of the emergency procedure (every 3 years), any staff assessed as requiring further training will be retrained, based on his/her responsibilities during the emergency procedure.^{lv}

OTHER RELATED EMERGENCY PLANS

- **Code Green / Evacuation**, including both horizontal and total evacuations, and return of Evacuated Residents to Facility
Note: *Code Green should be initiated if the disaster affects one or more resident home areas, requiring residents to be evacuated from their room(s) overnight, or evacuated from the Home. A total evacuation of the Home should only be done as directed by the Fire Department, Administrator or designate, as required.*
- **Code Orange - Intake of Evacuees Plan** (EMERG-I-09b)
- **Code Brown** (EMERG-I-07), includes Gas Leak and Chemical Spills
- **Code Grey** (EMERG- 1- 06a) Loss of Essential Services – Hydro, Natural Gas, Water, or Communication
Note: *In the event of extreme heat, refer also to the “Heat-Related Illness Prevention and Management Policy” (NUR-V-193).*

Appendices

Appendix A - Code Orange - Community Disaster Evaluation

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Appendix B - Post Incident Debrief Recovery

Appendix C – Administrator Checklist

Appendix D - Signage for Front Door

*** Please make 1 copy of the “Activation of the Plan” section of this plan (pages 8-11 inclusive) for the Command Centre Bag, Code Orange – Community Disasters (EMERG-I-09a) folder.**

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Appendix A ~ Code Orange - Community Disaster Evaluation

Date: _____ Time Code Orange was *initiated*: _____ AM / PM
 Time Emergency *Declared Over*: _____ AM / PM

Type of Disaster: Flood: ____; Natural Disaster: ____; Extreme Weather Event: ____;
 ○ Planned/ Mock: Y/N ____; If yes, Active ____; or Table Top exercise _____; or
 ○ Unplanned: Y/N ____;

Instructions:

- The evaluation is available for completion electronically and should be completed to the extent possible, as soon as possible after the incident is no longer an emergency, by the onsite Administrator/designate and the FIW. The following additional persons, if involved in the emergency, are encouraged to participate and provide feedback: managers, external entities ^{lvi}, and representatives from involved staff, resident, and family, as appropriate.

Name of FIW: _____, Position: _____

Attendees:

NAME	Position	NAME	Position

List **external entities**, e.g., Police, involved, if **not** in attendance, so they can be given the opportunity for feedback:

- Have all **residents and other persons (staff, students, etc.) been accounted for now?** (Y/N) ____
 If No:
 - Who is still missing, and what measures are being taken to find the missing persons?
 - If the missing person was a resident, has Code Yellow been initiated to find the resident? (Y/N) ____.
- Have the residents, staff, families and others (e.g., students & volunteers) been informed that the emergency is over? (Y/N) ____
 If the Code was announced, was the "All Clear" announcement made to declare the **emergency over?** (Y/N) ____
- If the following were used during the emergency event, **have the items been returned and accounted for:** master keys (Y/N) ____; drug carts (Y/N) ____; **Command Centre and Triage bags** (Y/N) ____
 Comments: _____

Summarize the emergency evacuation incident:

What triggered the event? (e.g., weather statement, watch, or warning; or occurrence of disaster event without warning)

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Who discovered / identified the emergency? _____

Identify the area(s) actually or potentially affected by the disaster. _____

Who was notified about the emergency and how? (e.g., Administrator, manager(s), emergency services, staff, and others in the Home, as applicable.)

Was the fan-out procedure for additional assistance initiated? (Y/N) _____

What action was taken in response to the emergency?

Was anyone injured during the emergency (e.g., residents, staff, visitors)? (Y/N) _____

○ If yes, please complete the following chart.

Name of person injured (First / Last name)	Identify: Resident, Staff, visitor, other?	Describe injury & Treatment	Forms completed & contact POA notified?

Note: If a resident was injured, registered nursing staff to **update PCC documentation for residents**, including care plans as required.

Do one or more residents need to be evacuated from their rooms **for one or more nights?** (Y/N) _____ If yes, identify the names of the residents who were displaced:

What went well?

What didn't go well?	Recommendation for improvement?

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Notifications

- Was **MLTC** notified about the community disaster at least verbally, including using the after-hours #1-888-999-6973? (Y/N) _____ If no, who is assigned to notify MLTC, ASAP? _____
- Was a **CIS report submitted to MLTC?** Y/N _____ If no, assign to: _____
- Have relevant POAs / emergency contacts been informed of any resident concerns, e.g., injury, relocation to another room, etc.? (Y/N / not applicable) _____ If required, assigned to: _____
- Have the applicable Attending Physician(s) been notified of the resident injury or health concern? Y/N Not applicable? _____ If required, assigned to: _____

In the chart below, list the equipment and supplies that were used during the emergency and need to be replaced/disinfected and/or returned. Identify who will complete that task.

Supplies/Equipment Used	Replace or Disinfect & Return	Assigned to:
Command Centre Bag or Triage Bag supplies?		

Did any person(s) experience distress as a result of the emergency? Y/N _____

If yes, list names of person(s) who experienced distress, and indicate whether emotional support was provided.

Person's name who experienced distress	Emotional Support Provided	Follow-through required

Signature of the FIW / designate completing the report: _____

Date: _____

Ensure this report and supporting documentation are forwarded to the Administrator.

Note: A copy of the above Summary Report should be available for the person in charge of the building, if evacuees are still in the Home.

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Appendix B~ Post Incident Debrief Recovery ^{lvi}

Type of Community Disaster _____ Date of Disaster: _____ Time: _____ AM/PM

FIW's name: _____ Position _____

Administrator

- Review completed Appendix A, and ensure completion/follow-through on any outstanding items.
- Review the **CIS report** related to the emergency, submitted to the MLTC. Make any amendments as required.
- Complete the following template with the management team, as soon as possible after the emergency is declared over. Additional persons may be invited to participate at the discretion of the Administrator/designate.

Notes: Refer to the Completed Appendix A. Retain all related documentation.

Attendees:

NAME	Position	NAME	Position

- Does **WSIB, MOL/ MLITSD**, or any other government body or entity need to be notified? Y/N or not applicable _____. If yes, identify who will notify which entity. _____

Were the **entities** (e.g., *Emergency services & sending facility staff*) who were involved in emergency response provided an opportunity to offer feedback.^{lviii} Y/N _____. If no, who will contact them and inquire if they have any feedback? _____ Incorporate any recommendations for improvement into the

Recommendations for Improvement chart below

- Notify **Board Chair**, as appropriate.
- Notify **insurance company**, as required (take pictures of damage, etc. – save video recordings as appropriate)
- Notify **legal services**, if required.

Discuss recommendations for improvement, as outlined in the Code Orange Evaluation (Appendix A) with **the CQI Management Team**, as soon as possible. (If completed electronically, copy and paste.)

- Add any additional recommendations, as appropriate.
- Complete chart, identifying which recommendations are **approved for implementation**, or rejected.
 - If recommendation rejected include reason why.
 - If recommendation approved, determine the designated lead, and the date the recommendation can be implemented.

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Recommendations for Improvement

List of Recommendations	Approved to implement / If rejected, why?	Date to Implemented	Assigned to:

*Note: Authorized changes for improvement are to be promptly implemented and documented.^{lx}

The CQI Management Team will track the implementation of approved recommendations.

The emergency plan is updated, as necessary, based on the authorized recommendations.^{lx}

If updating of the Plan is required, assigned to: _____

Administrator will debrief residents/SDMs if any, staff, volunteers, and students after the emergency, e.g., by meeting, email, memo, etc., as appropriate.^{lxi}

Code Orange /Community Disaster Plan EMERG – I – 09a for: ~ “Flood”; “Natural Disaster”; and Extreme Weather Event” is to be evaluated and updated at least annually, including updating of all emergency contact information of the entities, **and** within **30 days of the emergency being declared over**, after each instance that the emergency plan is implemented.^{lxii}

Evaluation Plan **review and revision due date:** _____ (within 30 days)

Are any revisions to the Plan required? Y/N _____

If changes were made to the Plan indicate how staff, volunteers, students, RC, FC if any, and external entities were involved / informed of changes, and will be given any training/retraining, as required.

- _____ New staff / volunteers & students will review updated emergency Plan as part of their **orientation**
- _____ Existing staff **Surge Learning updated, or retraining** by alternate method e.g., memo _____
- _____ Volunteers, Students, RC, FC if any, and relevant external entities given an opportunity for feedback and **advised of changes to the emergency plan**; as available on website, & internally in Emergency Manual, at a meeting, etc., as appropriate.
- _____ If changes were made to emergency Plan, the revised Plan was updated in the Home’s Emergency Manuals, and the electronic emergency Plan was sent to Fred /IT Specialist, for posting on the BRHD website and the former version of the Plan removed.

Retain all supporting documentation, e.g., completed templates, changes made to the Plan, training records, etc.

Name of person(s) completing report:

Administrator / designate: _____ (Print); _____ (Signature)

Date of completion: _____ (within 30 days after the emergency was declared over).

If not completed by the Administrator, ensure the Administrator has a copy of the completed evaluation.

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Appendix C ~ Administrator Checklist for Code Orange – Community Disaster

The **Administrator/designate** will ensure:

- The Manager of Nutrition and Environmental Services (MNES):
 - **Tested each Code Orange – Community Disaster type, every year,**
 - Flood
 - Natural Disaster
 - Extreme Weather Event
- The Administrator/designate ensured the review, evaluation, and **updating** as necessary, of the **Code Orange-Community Disaster Plan (EMERG-I-09a)**:
 - (a) at least annually, including the updating of all emergency contact information of the entities, (Y/N) ; and
 - (b) **within 30 days** of the emergency being activated and declared over.^{lxiii}

Note: If the Code Orange Plan-was changed, ensure the Emergency Manuals and the website have the most current version of the Plan.
- If any changes to the Plan were made, the changes were identified and saved. _____
- Any approved recommendations for change were implemented by the date as identified. _____
- If any recommendation for change was rejected, the reason was identified. _____
- The **related documentation for all activations** of the Code Orange-Community Disasters plan that **occurred in the year** are completed, compiled, and retained as per the retention requirements, including but not limited to:
 - the **completed Appendices for the Code Orange- Community Disaster**.
 - the **debriefing** of staff, and volunteers and students, if any; ^{lxiv}
 - any **changes made to the Code Orange-Community Plan** (*when reviewed at least annually and 30 days after the emergency is activated*), and
 - **when the emergency plan is changed, consultation with the entities**, ^{lxv} e.g., emergency personnel, LTC Homes in a reciprocal agreement, and the RC and FC, if any, as appropriate; and
 - any related training/retraining records.

Number of **Code Orange – Community Disaster** emergencies activated or tested in the year?

Floods ; Natural Disasters ; Extreme Weather Events .

Identify any recommendations for improvement that will be carried over to the next year for prompt implementation:

#	Recommendation(s) carried over to next year	Reason for implementation delay	Assigned to	Date to be Implemented
1.				
2.				

Signature of the Administrator: _____

Date: _____

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Appendix D: Signage

Emergency Plan for

Name of Community Disaster Activated: e.g., Flood, Tornado, Earthquake, Severe Weather Alert

has been activated.

Precautions are being taken.

Consider your safety.

**Visitors with swipe card may enter at
their own risk.**

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Endnotes

ⁱ O. Reg. 246/22. s. 268 (4) 1. xiii.

ⁱⁱ O. Reg. 246/22. s. 268 (4) 1. xi.

ⁱⁱⁱ O. Reg. 246/22 s.268 (8).

^{iv} O. Reg. 246/22 s.268 (3)(6).

^v O Reg. 246/22. s.268. (4)4 and 5.

^{vi} O. Reg.246/22. s.268.(9).

^{vii} O. Reg. 246. s.268(10)(a).

^{viii} O. Reg. 246. s.268(12).

^{ix} O. Reg.246/22. s.268.(10)(d).

^x O. Reg.246/22 s.268 (3)(4)4 and 5.

^{xi} O. Reg.246/22 s.268 (7).

^{xii} [Public Weather Alerts for Ontario - south - Environment Canada](#)

^{xiii} O. Reg. 246/22. s. 268 (15).

^{xiv} [Flood Definition & Meaning - Merriam-Webster](#)

^{xv} [Flash flood Definition & Meaning - Merriam-Webster](#)

^{xvi} [Severe Weather Definitions](#)

^{xvii} [Severe Weather Definitions](#)

^{xviii} [Severe Weather Definitions](#)

^{xix} [Severe Weather Definitions](#)

^{xx} [Tornado Definition & Meaning - Merriam-Webster](#)

^{xxi} [Thunder storm definition and meaning | Collins English Dictionary \(collinsdictionary.com\)](#)

^{xxii} [Severe Weather Definitions](#)

^{xxiii} [Severe Weather Definitions](#)

^{xxiv} [What Is the Difference Between a Winter Storm Watch, Warning, and Advisory? \(weather.gov\)](#)

^{xxv} [What Is the Difference Between a Winter Storm Watch, Warning, and Advisory? \(weather.gov\)](#)

^{xxvi} [Extreme cold warning - Wikipedia](#)

^{xxvii} [Tornado Definition & Meaning - Merriam-Webster](#)

^{xxviii} [Severe Weather Definitions](#)

^{xxix} [Severe Weather Definitions](#)

^{xxx} [Earthquake Definition & Meaning - Merriam-Webster](#)

^{xxxi} [Earthquake Early Warning Systems: How Do They Work? | Caltech Science Exchange](#)

^{xxxii} O. Reg. 246/22. s.268. (4)3.

^{xxxiii} O. Reg. 246/22. s. 268 (3) (b).

^{xxxiv} [Natural Hazards in Ontario, Canada: An Analysis for Resilience Building - ScienceDirect](#)

^{xxxv} [Emergency Management \(barrie.ca\)](#)

^{xxxvi} O. Reg. 246. s.268(5)1.

^{xxxvii} Health Canada's Extreme Heat Events Guidelines: Technical Guide for Health Care Workers: Appendix B: Fact Sheets for Health Care Workers. http://www.healthcanadians.gc.ca/recall-alert-rappel-avis/hc-sc/2012/15003a-eng.php?_ga=2.186527584.872430682.1527006009-184068374.1527006009 . June 2012.

^{xxxviii} Health Canada's Extreme Heat Events Guidelines: Technical Guide for Health Care Workers: Appendix B: Fact Sheets for Health Care Workers. http://www.healthcanadians.gc.ca/recall-alert-rappel-avis/hc-sc/2012/15003a-eng.php?_ga=2.186527584.872430682.1527006009-184068374.1527006009 . June 2012.

^{xxxix} O. Reg. 246/22. s. 268 (9).

^{xl} O. Reg. 246/22. s. 268 (13)(a).

^{xli} O. Reg. 246/22. s. 268 (13)(b).

^{xlii} O. Reg. 246/22. s. 268 (13)(c).

^{xliii} O. Reg. 246/22. s. 268 (9).

^{xliv} O. Reg. 246/22 s.268(13).

^{xlv} O. Reg. 246/22. s. 268 (8)(b).

^{xvi} O. Reg. 246/22. s. 268 (8)(a).

^{xlvii} O. Reg.246/22. s.268.(14) (a).

^{xlviii} [FLTCA. s. 82\(2\)8; and s.82\(4\).](#)

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^{xlix} O. Reg.246/22. s.260.(1).

¹ FLTCA s.82(6).

^{li} FLTCA. s. 82(3).

^{lii} O. Reg.246/22. s.268.(14)(b).

^{liii} O. Reg.246/22. s.260.(1).

^{liv} O. Reg.246/22. s.260.(3).

^{lv} O. Reg.246/22. s.260.(3)(b).

^{lvii} O. Reg. 246/22 s.268(9).

^{lviii} O. Reg. 246/22 s.268(13).

^{lx} O. Reg. 246/22. s.268(8).

^{lxii} O. Reg. 246/22 s.268(13)(a).

^{lxiii} O. Reg. 246/22 s.268 (8).

^{lxiv} O. Reg.246/22 s.268 (13).

^{lxv} O. Reg.246/22. s.268.(3).