 <p>10 Nadolny Sachs Private Ottawa, Ontario K2A 4G7</p>	MANUAL: Emergency Preparedness and Response Plan – Public Information	
	SECTION: Section 1 - Introduction	
	<p style="text-align: center;">ORIGINAL</p> <p style="text-align: center;">July 2022</p>	<p>REVIEW: July 2023</p> <p>REVIEW: July 2024</p>
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SUBJECT: 1.02 Emergency Preparedness and Response Plan		

Related Policy:

Emergency Preparedness and Response Plan Policy 1.01

1.0 POLICY

Hillel Lodge will have a current Emergency Preparedness and Response Plan (ERP) in place that will promote processes related to the prevention of risk and ensure that people and property are safe guarded in the event of an emergency. In developing and updating Hillel Lodge’s ERP, Hillel Lodge will:

- consult with entities that may be involved in or provide emergency services in the area where the Hillel Lodge is located including, without being limited to, community agencies, health service providers, relocation agreements with 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 by conducting a Hazard Identification and Risk Assessment (HIRA); and
- consult with the Residents’ Council and Family Council.

An emergency will be defined as an urgent or pressing situation or condition presenting 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 and surrounding community.

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


Hillel Lodge’s Emergency Preparedness and Response Plan will provide directions to all staff members using the Incident Management System framework to ensure consistent leadership and command of all emergencies or potential emergencies within the home.

2.0 SCOPE

This policy, plan and associated procedures applies to everyone at Hillel Lodge, including but not limited to, employees, residents, visitors, volunteers and contractors of our Long-Term Care Home.

3.0 ACCOUNTABILITY/APPROVAL/EVALUATION

The dedicated Emergency Preparedness and Response Lead for Hillel Lodge will be accountable for leading the debriefing process post activation of any associated drills or actual events and leading a

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review and evaluation of the ERP annually. The CEO will be responsible for approving any changes made to the ERP and ensuring the annual reviews are conducted.

4.0 COMMUNICATION/TRAINING

Education and training in long-term care on emergency preparedness and responses to emergencies are essential to ensure the safety and well-being of residents, staff and visitors during emergencies. Given the vulnerability of our residents and complexity of care, a robust emergency preparedness policy and associated procedures must be comprehensive and implemented. Training is required of all new hires, volunteers, and contracted service providers upon orientation to the home and reviewed annually thereafter.


Mandatory training in the roles and responsibilities associated to emergency procedures, will be role specific and competency based. Regular drills will be conducted to ensure knowledge and understanding of all employees. Any changes made to the ERP policy and/or its procedures shall be communicated.

5.0 PROCEDURE

Long-Term Care Homes in Ontario should ensure they are covering their emergency planning requirements as set out under the Emergency Plans section of O. Reg. 246/22. This includes:

- Ensuring plan(s) include arrangements for all, but not limited to, required emergency types per the FLTCA and O. Reg. 246/22 (ss.268(4) paragraph 1),
- Ensuring that plan(s) are recorded in writing (ss. 268(2)),
 - Identifying staff roles and responsibilities internally to the organization and externally, as well as contact information for consulted emergency service providers (ss. 268(5) paragraph 4, 268(4) paragraphs 4 and 5), 12
- Access to reliable communications equipment for obtaining emergency assistance, including in the event of a power-outage (s. 273),
- A plan for food, fluid, and drug provision (ss. 268(4) paragraphs 6 and 7), and
- The resources, supplies, personal protective equipment (PPE), and equipment vital for emergency response. This must include, at a minimum: hand hygiene products, cleaning supplies, and a process to ensure that required resources, supplies, PPE, and equipment are not expired (ss. 268(4) paragraph 3).¹

¹ [LTC Emergency Preparedness Manual.pdf \(ltchomes.net\)](#)

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The home will carry out Emergency Management responsibilities with focus on mitigation, preparedness, response, and recovery through the identification of hazards in and around Hillel Lodge. The home will complete an annual Hazard Identification and Risk Analysis (HIRA).


HIRA:

- Identifies hazards and risk factors that have the potential to cause harm (hazard identification).
- Analyzes and evaluates the risk associated with the identified hazard (risk analysis and risk evaluation).
- Determines appropriate ways to eliminate the hazard or control the risk when the hazard cannot be eliminated.

The goal of hazard identification is to find and record possible hazards that may be present in and around the workplace and ensure that the home develop response guidelines to respond to each hazard.

The Emergency Preparedness and Response Lead/designate will:

1. Develop and maintain an Emergency Preparedness and Response Plan (ERP) that ensures mitigation, preparedness (including practice strategies and education), response, and recovery for all defined emergencies.
2. Ensure the ERP is kept in a location accessible to staff members.
3. Ensure key staff members are aware of the location of the ERP and how to navigate the plan in the event of an emergency.
4. Ensure the ERP is kept up to date as updates/changes are made and/or issued from the organization and/or regulatory bodies, which will include:
 - i) Performing an annual evaluation and update the ERP, as required;
 - ii) Monitoring through reports that Emergency Plans are practiced in accordance with relevant legislation and organizational policies and procedures;
 - iii) Annual (or more frequently as needed) updating of all emergency contact information, including but not limited to organizational structure, community agencies, regular service providers, relocation agreements with community partners, and any resources that will be involved in responding to an emergency;
 - iv) Complete a Situation Report after each emergency incident and review during the debriefing session;

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- v) Evaluating and updating to the ERP (as required) through,
 - a) Debriefing following an activation of an emergency plan and,
 - b) Within 30 days following an emergency being declared over;
- vi) Document any evaluation of and updates made, to the ERP;
- vii) Assist with the planning of specific education and practice sessions for managers and nurses with building charge responsibilities (Charge Nurse). Assist with training as necessary;
- viii) Coordinate with CEO any budgetary considerations to ensure the necessary execution of the ERP;
- ix) Ensure practice and documentation of code practice and orientation/training activities as per policy; and,
- x) Communicate annual review to Leadership Team, appropriate committees, including, but not limited to, Residents Council, Family Council, JHSC, Board of Directors and implement improvements to procedures as needed.

Directors will:

1. Ensure that their staff participate in the annual mandatory training, in person or on the e-learning platform available in the home, in the month to which it is assigned.
2. Bring forward any concerns voiced by their employee’s during their participation in any emergency situations.
3. Participate in debriefing exercises as directed.

Training Specialist will:


1. Collaborate with the Emergency Preparedness and Response Lead, and any other Directors in the development of competency-based Emergency Preparedness and Response training.
2. Participate in debriefing exercises as directed.

All Employees/Volunteers will:

1. Attend all mandatory ERP educational sessions offered/scheduled by the home.
2. Participate in drills (actual or simulated) at least once per calendar year and/or as mandated by regulations.

Chief Executive Officer will:

1. On an annual basis, ensure a complete review of the Emergency Preparedness and Response Plan is undertaken.
2. Monitor through reports that Emergency Plans are practiced in accordance with relevant legislation and organizational policies and procedures.

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3. Participate in debriefing exercises as required/requested.
4. Complete and submit the **“Emergency Plan Attestation”** annually as required by the Ministry of Long-Term Care.

Resources:

[CCOHS: Hazard and Risk - Hazard Identification](#)

[Workplace health and safety | ontario.ca](#)

[O. Reg. 67/93: HEALTH CARE AND RESIDENTIAL FACILITIES \(ontario.ca\)](#)

[O. Reg. 246/22: GENERAL \(ontario.ca\)](#)

[LTC Emergency Preparedness Manual.pdf \(ltchomes.net\)](#)

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