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**Related Policies:**

Extendicare Canada Inc: Emergency Preparedness and Response: Emergency Response Plan and Fire Safety Plan

Hillel Lodge Emergency Preparedness and Response Plan (public copy) – Section 6 Education and Training

Hillel Lodge Emergency Preparedness and Response Plan (Master copy): EP-02-01-01 to EP-02-14-02

**1.0 POLICY**

Hillel Lodge must have a comprehensive Response Plan to respond to emergencies. The ERP will define and communicate clearly the standard response in an emergency, specific to the home. Hillel Lodge must conduct an annual Hazard Identification and Risk Assessment using the HIRA guidelines and reflect this information in the Emergency Preparedness and Response Plan and Fire Safety Plan.


Hillel Lodge is required by law to have an Emergency Preparedness and Response Plan and Fire Safety Plan that meets provincial and national Fire Code and IMS emergency response standards.

A plan for the care of residents in an emergency is mandatory and must include:

- Detailed roles and responsibilities of employees during an emergency;
- Establishing a Triage location if required;
- Notification system for alerting employees to return to work;
- Resident identification procedures, including photographs and relevant medical information; and a means to access electronic health records and medication off-site;
- Arrangements with our local Emergency Measures Unit for emergency transportation needs;
- Reciprocating agreements with local institutions to provide shelter and resources in the event of an evacuation;

The plan must also include:

- Emergency contact numbers for maintenance and repairs as well as immediate leadership

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- contact information;
- Alternate sources to supply emergency power, water, food, supplies and fuel;
- A communications plan;
- Required documentation as per type of emergency called;
- Plans on returning to the site after an emergency; and
- Debriefing and post-emergency evaluation of the incident.

Hillel Lodge will:

- Develop the ERP in accordance with provincial government and municipal regulations; and
- Review it with the Occupational Health and Safety Committee<sup>1</sup>

During the Prepare Phase of the ERP, responses to emergencies depend on the development of these vital components prior to facing an emergency.

## 2.0 SCOPE

The Emergency response policy applies to all employees, volunteers and contracted service providers at Hillel Lodge. Resident visitors and business visitors must follow the directions of Hillel Lodge employees in the event of an emergency.

## 3.0 ACCOUNTABILITY/APPROVAL/EVALUATION

The Emergency Preparedness and Response Plan must be evaluated annually and be updated to reflect necessary updates.

## 4.0 COMMUNICATION/TRAINING

Hillel Lodge must practice response to all colour codes at least once per year. Colour codes must be included in orientation of new staff. An established ERP must be available and understood by all staff and volunteers, who must participate fully in emergency preparedness activities, training, drills and evacuation procedures.<sup>2</sup>


## 5.0 PROCEDURE

### 1. Development of a Hazard Identification and Risk Assessment (HIRA)

Hillel Lodge will conduct an annual HIRA and ensure that all emergency response plans and procedures are relevant and up to date to reflect the identified risks. A **HIRA** is a systematic

<sup>1</sup>Extendicare Canada Inc. : [emergency-preparedness-and-response-manual-2024 \(19\).pdf](#)

<sup>2</sup> Extendicare Canada Inc. : [emergency-preparedness-and-response-manual-2024 \(19\).pdf](#)

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process used to identify and evaluate risks associated with hazards in the workplace, environment, or any other context. This process helps in mitigating potential risks by implementing appropriate control measures. Evaluation of our homes HIRA will be conducted annually and post each instance where the Emergency Response has been implemented. This ensures that all components of the plan are current to the type of emergency announced.

## **2. Development of a Fire Safety Plan (FSP)**

The Fire Safety Plan is designed to provide occupant safety in the event of fire, to provide effective utilization of the fire safety features of the building and to minimize the possibility of fires. The plan discusses what occupants are to do in the event of fire, fire safety, supervisory staff and related duties, and other related issues.

Hillel Lodge will have an approved FSP available. The FSP is a critical component of ensuring the safety and well-being of residents and staff in our long-term care home. A fire safety plan outlines specific actions to take in the event of a fire, including the use of fire extinguishers, evacuation routes, and designated safe areas.

Identifying potential fire hazards and implementing preventive measures is a key part of a fire safety plan. This includes regular maintenance of fire detection and suppression systems, safe storage of flammable materials, and ensuring clear and accessible evacuation routes.


The Fire Safety Plan provides essential information to emergency responders, such as floor plans, locations of fire suppression systems, important utility shut off locations, and the special status of residents. This coordination can significantly improve the effectiveness of the response and rescue operations.

Regular fire drills and training sessions, ensure that staff members know their roles and responsibilities during a fire. This includes knowing how to use fire safety equipment and how to assist residents in evacuating safely.

The current approved FSP must be posted in a location that is easily accessible to residents.

## **3. Colour Codes**

Colour codes for emergency situations provide a quick, easily recognizable way to communicate specific types of emergencies within organizations. Here are some reasons for their use:

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- i) **Clarity and Speed:** Colour codes offer a fast, clear way to convey information. This helps ensure that everyone understands the nature of the emergency immediately and can respond appropriately without confusion.
- ii) **Consistency:** Standardized colour codes can be used across different institutions and locations, providing a uniform system that can be understood regardless of where a person is.
- iii) **Efficiency in Communication:** In high-stress situations, it's easier to communicate and understand short, standardized codes rather than detailed explanations.
- iv) **Training and Drills:** Colour codes can be incorporated into regular training and emergency drills, making it easier for staff to remember and respond correctly during actual emergencies.

**For a complete list of these Colour Codes used at Hillel Lodge, please see Section 4 – Education and Training**

#### **4. Natural Disasters and Extreme Weather Events**


Natural disasters and extreme weather events can be catastrophic events caused by environmental factors as well as external factors, such as accidents. These events can cause significant damage, loss of life, and disruption to communities and economies. Natural disasters and extreme weather events have been identified during the completion of Hillel Lodge’s HIRA and include:

- Tornado; Earthquakes; flooding;
- Extreme Heat; Electrical Storms/Hail;
- Winter Storms/Freezing Rain;
- Explosions (surrounding businesses such as gas stations/body shops);
- Site contamination due to chemical spills;
- Transportation corridors - Highway 417/Queensway accidents (causing fire, explosions/chemical spills); and
- Outside disruptions such as protests, riots, etc.

Hillel Lodge’s emergency response plan utilizes the colour Code system to identify each of the above to ensure response plans are created and can be executed upon notification and/or announcement of an emergency event such as extreme weather or natural disaster.

#### **5. Pandemics**

A pandemic is an outbreak of a disease that occurs on a global scale, affecting a large number of people across multiple countries or continents. It differs from an epidemic, which is localized to a specific region or population. Pandemics typically involve new, infectious diseases to which

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people have little or no immunity, leading to widespread illness and, often, significant mortality. Key factors in the spread of a pandemic include human-to-human transmission, the movement of people, and the global interconnectedness of societies.

- Hillel Lodge has developed a site-specific Outbreak Plan as well as COVID-19 Outbreak Plan in keeping with municipal, provincial and federal agency directives. It forms part of the Infection Prevention and Control Manual (IPAC) and the practices undertaken at Hillel Lodge. The IPAC Lead at Hillel Lodge is responsible for liaising with Ottawa Public Health medical officer of health/designate to ensure that directives are in place relating to a home outbreak and/or provincial directives. The home keeps infection control supplies and equipment on hand to address any sudden outbreak or pandemic announcement.

***The following definitions have been prepared and provided by Extencicare Canada Inc:***

#### **MITIGATION/PREVENTION**

Mitigation/Prevention is the phase where organizations explore the potential impact of a Pandemic and the development, where possible, of corrective measures or action plans that either prevent the Pandemic from occurring, or more likely, minimize the impact if it does occur. For example, influenza immunization, education related to respiratory hygiene, not attending work when ill, handwashing, etc.

#### **PREPAREDNESS**


Preparedness is the phase where organizations implement measures to ensure that they are able to cope with the Pandemic. For example, stockpiling of PPEs, training staff in emergency preparedness, the development of a Pandemic plan, integrating planning efforts with those in the community, i.e. provincial ministries of health, local public health, etc. are strategies homes are to be working on during the preparedness phase.

#### **RESPONSE**

Response is the phase where organizations are required to deal with an actual Pandemic based on the forecasted impact on the health care system and society in general. For example, efforts to deal with an increased need for and receipt of information/direction, supplies, staff shortages, illness or death of colleagues, etc. are all challenges faced in the Response Phase.

#### **RECOVERY**

Recovery is the phase where organizations work towards a return to normal functioning. For example, the return of client services to normal volumes, staffing, the filing of claims to

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government departments, recognition and support to staff, etc. are activities happening during this phase.<sup>3</sup>

## 6. CONTINGENCY PLANS AND BUSINESS CONTINUITY PLANS

Contingency plans and continuity plans are vital components of any ERP. During emergencies, which at times may involve the temporary or long-term disruption to our infrastructure (eg. power, water, IT/communication, life safety systems), it is important for Hillel Lodge to be prepared to address these types of situations swiftly with consideration to the services we provide.

Hillel Lodge has contingency and continuity plans related to communications, nutrition, nursing, staffing, and supplies which include, but are not limited to, emergency equipment and repair contact numbers, staffing call-backs alerts, back up Resident e-information, communication protocols and IT support plans. In the event of relocation during an evacuation, although disruptive, transportable emergency equipment and necessary resident supplies and equipment can be reallocated and moved as necessary.

## Resources

Fixing Long-Term Care Act, 2021, S.O. 2021, c. 39, Sched. 1 (ontario.ca) Reg 90 (1)  
 Extendicare Canada Inc. Emergency Preparedness and Response Manual

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<sup>3</sup> Extendicare Canada Inc. Emergency Preparedness and Response Manual - Pandemic Management