 10 Nadolny Sachs Private Ottawa, Ontario K2A 4G7	MANUAL: Emergency Preparedness and Response – Public Information	
	SECTION: Section 3 - Response	
	ORIGINAL July 2022	REVIEW: July 2023 REVIEW: July 2024
REVIEWER: Emergency Preparedness and Response Lead	APPROVER: CEO	
SUBJECT: 3.04 Emergency Recovery – Returning to the Site Post Evacuation		

1.0 POLICY

Following an evacuation event and prior to the return to the evacuation site, Hillel Lodge has developed a plan to ensure the safe and orderly return of residents and staff members to the evacuated site.

2.0 SCOPE

This procedure will be implemented as soon as the evacuation emergency has been declared over by the appropriate authorities (e.g Fire Department, police, provincial regulatory bodies, as applicable), that the location is deemed safe for residents and employees to return, and measures are in place to resume normal activities.

3.0 ACCOUNTABILITY/APPROVAL/EVALUATION

The Emergency Preparedness and Response Lead will have accountability in ensuring that this policy is reviewed after each occurrence in which an evacuation was deemed necessary and where this procedure was carried out. There will be an annual evaluation completed each calendar year. Reviews will be approved by the CEO.


4.0 COMMUNICATION/TRAINING

A review of the Emergency Preparedness and Response Manual will be completed by staff annually and upon orientation of any new hires. Any change to this policy that results in significant changes to the policy or procedure will be communicated to the staff.

5.0 PROCEDURE

Environmental Services Manager/designate will:

- i) Prior to the return to the location: Have the building inspected for re-entry by appropriate authorities (Fire department, police, provincial regulatory body as applicable).
- ii) Prior to the scheduled return and once safe to re-enter the location:
 - a) Check that all building equipment is operational.
 - b) Check that the building is environmentally comfortable, e.g. temperature is normal, no fumes/odours present, orderly and clean surroundings.
- iii) During the return:
 - a) Assign staff to assist in the moving and transportation of any equipment or supplies that are required to be returned to the site.
 - b) Remain on scene for the duration of the return and act as the primary point of contact

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for the Home for any issues that may arise.


- iv) Post return:
 - a) Summarize the expected cost of the evacuation including any inventory loss (linen, equipment, supplies, etc) and additional staffing costs.
 - b) Provide a summary of findings and recommendations for the CEO to assist with the debriefing.

The CEO will:

- i) Prior to the scheduled return and once safe to re-enter the location:
 - a) Hold a meeting with Department Leadership to determine re-entry date/time and ensure that re-entry procedures are carried out according to this plan.
 - b) Notify applicable external stakeholders of the plan for return to normal operations (e.g. Provincial regulatory body, etc.).
- ii) During return: Act as a point of contact for the Environmental Services Manager to ensure operational and/or communication needs are satisfied.
- iii) Post return:
 - a) Meet with each Department Leader to discuss the cost of evacuation, including inventory loss and additional staffing costs associated with emergency.
 - b) Plan a debriefing session for all staff members, participants, and EMS to evaluate the strengths and weaknesses and make recommendations to improve the evacuation procedures.

The Director of Care/designate will:

- i) Prior to the scheduled return and once safe to re-enter the location:
 - a) Assume responsibility for assisting *Public Information/Liaison Officer* in the development of communication to notify families of the estimated date and time of the return and the specific schedule for the return of their family member.
 - b) Notify the Medical Director and attending Physicians/Nurse Practitioner (as applicable) of the residents planned return,
- ii) During return:
 - a) Maintain close contact with staff members and residents to ensure orderly return to normal operations.
 - b) Assign staff members to check and identify returning residents as they disembark from various means of transportation.
- iii) Post return:
 - a) Assign Registered staff members to perform head to toe assessments on each resident,

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document findings and ensure the resident care plans are updated as needed.

- b) Ensure that all Resident information, equipment, medication and supplies are returned to their original location.

Director of Food Services will:

- i) Prior to return and once safe to re-enter the location:
 - a) Perform food inventory analysis to ensure that there is sufficient quantity of food on site. In the case of a rapid evacuation, ensure that all fridge contents are examined for possible expiration of products and dispose if necessary.
 - b) Re-establish External food service delivery.
 - c) Re-establish food service and meals to be in place for returning residents.
- ii) Ensure that each kitchen area is inspected and cleaned as necessary.

Resident Services Coordinator will:

- i) Prior to return to the location: Ensure that an up-to-date unit census is available to nursing staff to assist in the return to the evacuation site.
- ii) Post return: Ensure that all Resident evacuation tags are accounted for and updated as needed.

All staff members

- i) Upon communication from applicable Department Leader, assist as directed, in the safe return of residents and equipment, working together to re-establish normal routines as soon as possible.