Emergency Plan

Overview

Legislative Overview

Since 2010, long-term care homes have been required to have written emergency plans for specified emergencies. Emergency planning requirements were expanded in O. Reg. 246/22, under the *Fixing Long-Term Care Act, 2021*, due to the covid-19 pandemic, third party reviews and increasing frequency of extreme weather. It is noted the Fire Safety planning continues to be required under the *Ontario Fire Code*.

Statutory documents provide a framework of legislation, regulation and standards which offer the processes for emergency management activities.

Key applicable legislation includes:
> *Fixing Long-Term Care Act, 2021*
> *Health Protection and Promotion Act, 1990*
> *Emergency Management and Civil Protection Act, 1990*
> *O. Reg. 380/04: STANDARDS*
> *Occupational Health and Safety Act, 1990*
> *Fire Protection and Prevention Act, 1997*

Emergency Management Process

Emergency is defined by the Ontario Emergency Management Glossary of Terms as a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

Emergency Management is defined as organized activities undertaken to prevent, mitigate, prepare for, respond to and recover from actual or potential emergencies.

An emergency management process includes identifying and avoiding or reducing risks; preparing for those that cannot be avoided; activating an emergency plan to respond to an emergency; and returning to normal functioning.

The Fairview / Parkwood emergency plan is based on the Emergency Management Framework for Ontario 2021.

This framework reflects the five components of emergency management including:

1. Prevention: actions taken to stop an emergency or disaster from occurring.

2. Mitigation: actions taken to reduce the adverse impacts of an emergency or disaster that cannot be reasonably prevented.

3. Preparedness: actions done in advance to ensure the organization is ready to manage a disaster should it arise.

4. Response: measures taken immediately before, during and immediately after an emergency for the purpose of management the consequences.

5. Recovery: the process of restoring an affected community to a pre-disaster or higher level of functioning.

Consultation with Stakeholders

Internal stakeholders

Fairview Parkwood Communities maintains contact lists with key individuals representing the disciplines within the home. These individuals are responsible for providing essential services which operate the home, such as food services, staff capacity, clinical services including pharmacy, environmental management, Residents' Council and Family Council.

External stakeholders

Fairview Parkwood Communities maintains contact lists with stakeholders outside of the organization who provide services essential to the home. Service agreements are in place to ensure 24/7 service by qualified professionals to ensure timely response.

Partnerships with agencies are maintained through continuing conversations, participation on committees and audits (evaluations).

Partnerships with other long-term care homes are consulted through committees and one-to-one conversations.
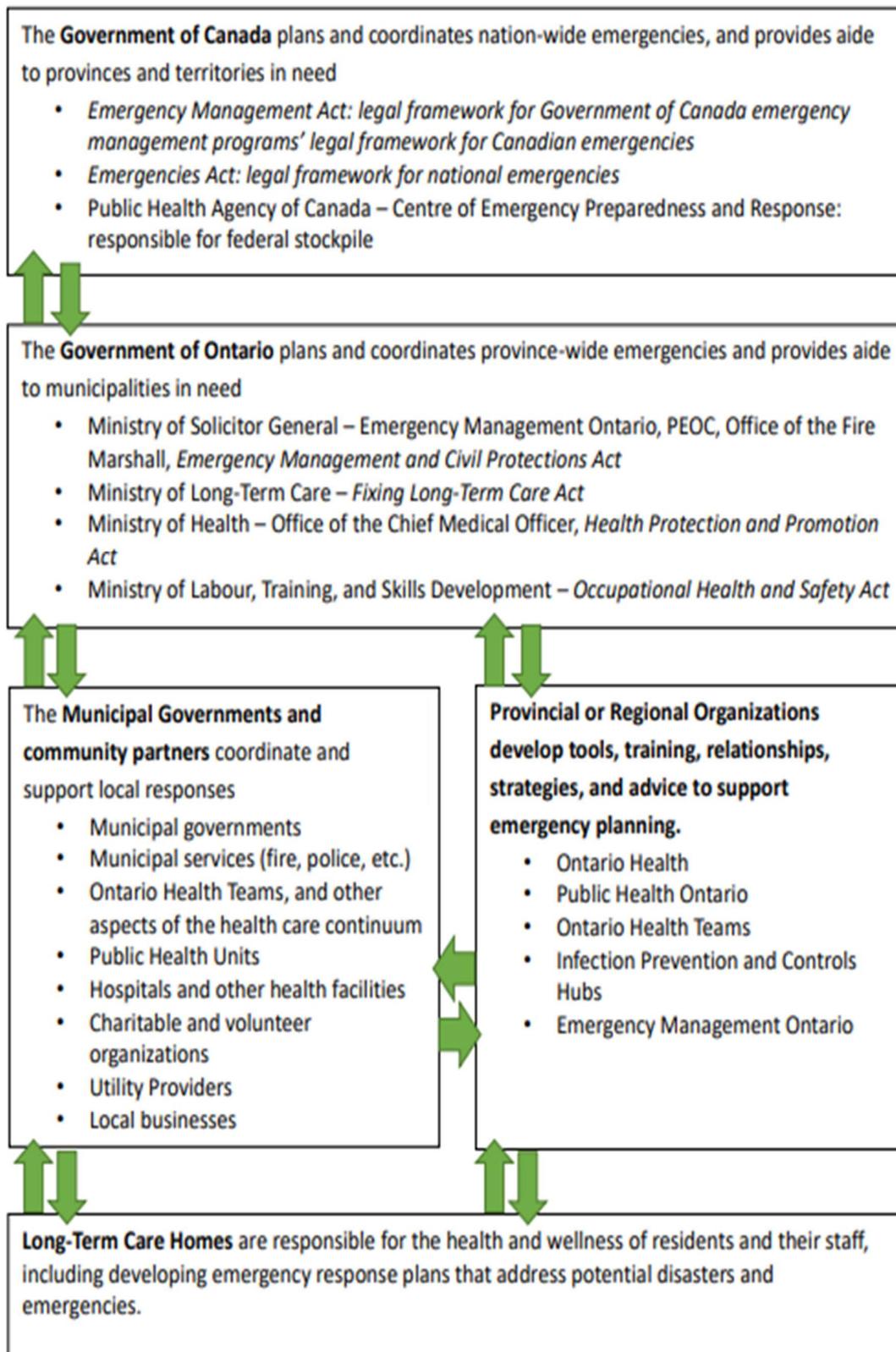
Hazard Identification and Risk

Fairview Parkwood Communities has developed and implemented plans based on hazard and vulnerability assessment.

Roles and Responsibilities

Government

The diagram below indicates the roles and responsibilities of key partners in emergency management. The green arrows indicate relationships where aid or assistance can be requested and received.

The **Government of Canada** plans and coordinates nation-wide emergencies, and provides aide to provinces and territories in need

- *Emergency Management Act: legal framework for Government of Canada emergency management programs' legal framework for Canadian emergencies*
- *Emergencies Act: legal framework for national emergencies*
- Public Health Agency of Canada – Centre of Emergency Preparedness and Response: responsible for federal stockpile

The **Government of Ontario** plans and coordinates province-wide emergencies and provides aide to municipalities in need

- Ministry of Solicitor General – Emergency Management Ontario, PEOC, Office of the Fire Marshall, *Emergency Management and Civil Protections Act*
- Ministry of Long-Term Care – *Fixing Long-Term Care Act*
- Ministry of Health – Office of the Chief Medical Officer, *Health Protection and Promotion Act*
- Ministry of Labour, Training, and Skills Development – *Occupational Health and Safety Act*

The **Municipal Governments and community partners** coordinate and support local responses

- Municipal governments
- Municipal services (fire, police, etc.)
- Ontario Health Teams, and other aspects of the health care continuum
- Public Health Units
- Hospitals and other health facilities
- Charitable and volunteer organizations
- Utility Providers
- Local businesses

Provincial or Regional Organizations develop tools, training, relationships, strategies, and advice to support emergency planning.

- Ontario Health
- Public Health Ontario
- Ontario Health Teams
- Infection Prevention and Controls Hubs
- Emergency Management Ontario

Long-Term Care Homes are responsible for the health and wellness of residents and their staff, including developing emergency response plans that address potential disasters and emergencies.

Emergency Plan Components

1. Plan activation

Each emergency plan identifies criteria of plan activation. Criteria determines: when an emergency must be initiated and who determines when the criteria has been met. Criteria further identifies when an emergency is escalated.

2. Lines of authority

Each emergency plan outlines the delegation of authority, including who can determine when criteria has been met and declare an emergency and who is responsible for the emergency. It is important to note this may change to include outside stakeholders as an emergency progresses.

Roles and responsibilities are based on positions within the organization, and not individuals and procedures are based on the least number of team members in the home.

Training regarding the emergency plan is provided.

3. Communication Plan

Communication Policy

Fairview Parkwood Communities maintains a comprehensive communication policy with the purpose and outline of communication for: emergencies, safety and security; education; changes within the internal community; and social engagements related to the internal community.

Crisis Communication Plan

In the event of an emergency, Fairview Parkwood Communities is committed to providing accurate and timely information to team members, residents, families, government officials, partners, media and general public using the most appropriate platform.

Internal Communications

Fairview Parkwood Communities maintains an internal listing of key individuals, including CEO, Resource Team, Finance Team and Department Directors (Administration, Environmental Services, Food Services, Nursing and Programs).

If there is a significant event in the home or an emergency, employees will be kept informed of the status, as per the Crisis Communication Plan.

The Communication Plan provides frequent and ongoing communication, initiated at the beginning of the emergency, when there is a significant status change and when the emergency is over.

External Communications

Fairview Parkwood Communities is committed to providing accurate updates to the public. Information is disseminated through a variety of media including website and social media.

Communication will be frequent and ongoing communication, initiated at the beginning of the emergency, when there is a significant status change and when the emergency is over.

Media Centre

The Director, Policy Legislation Strategy is responsible for establishing a media centre where all press releases, media briefings and press conferences are coordinated.

Media Inquiries

All media requests for information shall be referred to the Director, Policy Legislation Strategy, who will arrange all media opportunities with the designated spokesperson(s).

4. Staffing roles and responsibilities

Roles and responsibilities are assigned by position, not individual members.

Roles are identified in each emergency plan; plans are based on minimal staffing.

5. Plans for recovery

Recovery involves strategies that are appropriate to the emergency situation and includes all actions taken to recover. While strategies are incorporated into emergency plans, additional strategies may be necessary and may extend beyond pending the circumstances.

With restoration after the emergency is declared over, the home will return to a state of normal.

It is important to recognize that support for those in distress will be offered including counselling, education and additional support as required.

Debriefing

A debriefing will be conducted each time an emergency is tested or triggered. The debriefing will include staff, residents, Residents' Council, Family Council, visitors, service providers and community partners.

Reference: Recovery Plan Policy and Recovery Checklist.

Testing and Evaluation of Emergency Plans

Plans are tested and evaluated by utilising the following:
Real time drills
Simulation
Table top exercise
Discussion based exercises

The frequency of testing is indicated in each emergency plan. Written documentation of the testing and recommendations / action plans will be kept.

Evaluation

The evaluation of emergency plans will be conducted annually, or as required, if the emergency is not activated. Emergency plans may need to be updated based on new or different systems, technology, hazards or risks, partnerships or changes / updates in the physical building.

If an emergency is triggered, an evaluation will be conducted within 30 days following the emergency being declared over.

Reference: Evaluation of Emergency Plans

Access to Information

Fairview Parkwood Communities will provide access to information. Information is posted in the main entrance of the home. 911 is to be called in the case of an emergency.

Information on Website

The current emergency plan will be posted on the Fairview Mennonite Homes and Parkwood Mennonite Home Inc. website.

Additional information posted on the website includes the direct contact information, including phone number and email address that are regularly monitored for:

- The licensee or senior officer of the licensee
- The Executive Director
- The Director of Care
- The Infection Prevention and Control lead

Training and Orientation

Fairview Parkwood Communities has developed and initiated a Mandatory Education Policy. Orientation and training are mandatory for all team members and volunteers. Orientation checklists and records are kept.

Attestation

Attestation is submitted annually by the Executive Director to the Director named in the Regulation 246/22.

Attestation includes:
- The licensee's legal name
- The name of the home
- The date of the attestation
- The full name and title of the person attesting
- A statement attesting that the requirements under s. 90 of the Act and S. 269 and 270 under this regulation are complied with
- A statement attesting that all the information and answers provided in the attestation are complete, true and correct
- A statement attesting that the licensee understands that any misrepresentation, falsification or omission of any material facts may render the attestation void.

Emergency Plans

List of plans
Air or Weather Hazard (code grey)
Bomb Threat (code black)
Chemical Spill (code brown)
Evacuation, partial or full (code green)
Fire (code red)
Explosion (code orange)
Flood (code orange)
Gas Leak (code orange)
Loss of Sanitation (code orange)
Loss of Water / Boil Water Advisory (code orange)
Explosion (code orange)
Natural Disaster and Severe Weather (code orange)
Intruder or Hostage Situation (code purple)
Medical Emergency (code blue)
Missing Resident (code yellow)
Person with a Weapon (code silver)
Violent or Aggressive Behaviour (code white)

Evacuation (code green)

Fairview Parkwood Communities has developed and implemented an evacuation plan.

The plan includes a safe evacuation location close to the home and transportation plan to reach this destination. Furthermore, it includes a plan for the transportation of equipment, supplies and medications.

The plan also lays out a system to identify residents, and track their whereabouts in the case of an evacuation.

The plan has been developed in collaboration with residents, family members, team members and community partners.

Reference: Code Green - Evacuation.

Outbreak Management

Fairview Parkwood Communities maintains an outbreak management plan and pandemic plan.

Reference: Outbreak Management

Reference: Pandemic plan

Appendices

a. Emergency menu

b. Emergency contracts

      i. Fairview to Parkwood

      ii. Parkwood to Fairview

      iii. Pharmacy (Care Rx)

      iv. Food provider

      v. Oxygen

      vi. Medical supplier

      vii. Agency staffing contract

c. Resource stockpile inventory

d. Staffing contingency plan

e. Emergency contact list