



*Preserving care in our
community today and tomorrow*



Emergency Management Plan

Knollcrest Lodge

PRESERVING CARE IN OUR COMMUNITY
TODAY AND TOMORROW

Emergency Management Plan

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Introduction

The Emergency Management Plan is coordinated by the management and staff of Knollcrest Lodge to prepare the staff of Knollcrest Lodge in the event of an emergency event/disaster. As per the Fixing Long Term Care Act, this Emergency Plan will be evaluated and updated at least annually.

Scope and Purpose

The purpose of this Emergency Manual is to state the actions to be taken in an emergency so as to:

1. Maintain a current and continuous state of preparedness by our staff in the event of an emergency event,
2. Minimize any inconveniences to the residents and staff, and damage to the facility and its contents,
3. Protect the health and safety of our residents and staff, by preparing the staff with orientation and ongoing in-services in emergency measures, and to
4. Ensure continued operation as a long term care home, maintaining the responsibility to the community we service.

Requirements under the Fixing Long Term Act, 2021

General Requirements

Every licensee of a long term care home shall ensure that there are emergency plans in place for the home that comply with the regulations, including,

- (a) Measures for dealing with, responding to and preparing for emergencies, including, without being limited to, epidemics and pandemics; and
- (b) Procedures for evacuating and relocating the residents, and evacuating staff and others in case of an emergency.

Testing of Plans

Every licensee of a long-term care home shall ensure that the emergency plans are tested, evaluated, updated and reviewed with the staff of the home as provided for in the regulations.

Testing requirements of Emergency Codes are regulated in the Fixing Long Term Care Act, 2021, and will be followed accordingly (see below for set out schedule).

Emergency Codes

“An **Emergency Code** is a color-coded indicator used in health care facilities to alert all staff members of potential issues arising in the facility. These codes include unique prescribing criteria for how staff members should respond to a particular situation within the home” (NHCPS, 2017).

Emergency Codes used at Knollcrest Lodge:

Code	Emergency Description	Testing
RED	Fire	Monthly, Every Shift
GREEN	Evacuation	Annual – zone evacuation Q3 Years – total evacuation
BLUE	Medical Emergency	Annual
YELLOW	Missing Resident	Annual
WHITE	Physical Threat/Violence	Annual
PURPLE	Hostage Taking	No requirement – group with code white scenario
GREY	Critical Infrastructure Loss/Failure	Annual
ORANGE	External Disaster	Annual – flood, natural disaster, weather Q3 Years – Community Disasters
BROWN	Internal Emergency – Chemical Spill/Leak/Hazardous	Q3 Years
BLACK	Bomb Threat	Q3 Years

Staff will receive a hybrid education model on Emergency Codes to ensure sufficient training and preparedness is acquired and maintained. Education models utilized include a mixture of online surge learning modules, table-talks, silent drills, and active drills.

Drill checklists have been created for each Emergency Code, to thoroughly analyze and discuss what occurred during the drill/scenario, what went right, what can be improved upon or learned from the emergency event. All necessary actions will be taken to update and enhance the policies and procedures set out in the emergency plan to ensure resident and staff safety is maintained while reducing risk of damage to the facility.

Emergency Manuals: Can be located at each nursing station and in each department for employees to have direct access to in the event of an emergency. These manuals include all policies and procedures related to the Emergency Codes listed above. All Emergency Code policies can also be found on Surge Learning under Policy Professional, which is an online resource all employees have access to.

As an additional safety measure, Emergency Code charts have been placed at every fire extinguisher, pull station and fire panel throughout the home. All staff will receive an emergency code badge that they can wear, clip, or carry on their personnel.

Fire Safety: In our attempt to make our facility fire safe, we have complied with all current regulations contained within the legislative and municipal by-laws. In addition, we regularly check our fire suppression systems, conduct fire drills and provide in-service education to our staff. The approved Fire Safety Plan can be found at the front entrance and at each nursing station. A copy of the Fire Safety Plan can be provided upon request.

General procedures for visitors in the event of a fire:

- A) If the fire alarm sounds and the visitor is in a resident room:
 - 1. Remain with the resident
 - 2. Reassure the resident
 - 3. Keep the door of the room closed
 - 4. Follow instructions of staff
 - 5. Once staff arrive, leave the building by a safe route
 - 6. If possible/appropriate, assist the resident to their mobility device
- B) If the fire alarm sounds and the visitor is in a common area of the home:
 - 1. Leave the building by a safe route
 - 2. Go to the "Muster Point" until you are accounted for
- C) If you discover fire or smoke:
 - 1. Assist anyone in immediate danger to evacuate to a safe area
 - 2. Close all doors behind you and windows in order to confine smoke and fire
 - 3. Activate the fire alarm using the nearest pull station and/or alert staff
 - 4. Leave the fire area immediately
 - 5. Use exit stairwells to leave the building – do not use the elevator
 - 6. Follow instructions of staff

****Remember to remain calm – never attempt to extinguish a fire unless you are trained to do so. Never re-enter the building unless instructed by Emergency Responders to do so****

Elements of the Emergency Management Plan

Four key elements to be thoroughly considered in the Emergency Management Plan include: (1) Mitigation, (2) Preparedness, (3) Response, and (4) Recovery.

Mitigation: the action of reducing risk or consequences in the event of an emergency, or the act of preventing future emergencies collectively.

Preparedness: all necessary actions will be taken to prepare the residents and staff of the home in the event of an emergency event/disaster. This includes developing and updating emergency related policies and procedures, in-service education sessions, and drill practice.

Response: the implementation of the Emergency Management Plan, including any policies and procedures relating to the Fire Safety Plan and Emergency Codes. Actions will be taken to ensure resident and staff safety is maintained, and to reduce damage to the facility.

Recovery: all actions necessary taken to recover after an emergency has taken place. This includes any interventions and strategies incorporated into the emergency plan. All emergency events/disasters are to be thoroughly analyzed within 30 days of occurring, debriefing with staff, and necessary action items created to update and enhance the emergency plan.



References

NHCPS (2017). A Guide to Emergency Codes – Emergency Preparedness & Response in Health Care. Retrieved from: [A Definitive Guide To Emergency Codes Used In Health Care \(nhcps.com\)](https://www.nhcps.com/Definitive-Guide-To-Emergency-Codes-Used-In-Health-Care)

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