


Leamington Mennonite Home  
Long Term Care

**EMERGENCY MANAGEMENT  
POLICY AND PROCEDURE**

<b>CATEGORY:</b> Education	<b>SUBJECT:</b> Emergency Code Education	<b>SECTION:</b> C
<b>DATE:</b> June 27, 2022	<b>Administrator's Signature:</b> 	<b>POLICY:</b> 2

**EMERGENCY CODE EDUCATION**

**POLICY:**

An integrated program of orientation and re-education will be maintained to ensure the Emergency Management Plan, Code Procedures, and staff knowledge is current and appropriate.

All staff and students will receive specific orientation and ongoing education as required on all Emergency Code roles and responsibilities.

**PROCEDURE:**

The Administrator or designate will:

- 1) Ensure all staff and students receive an orientation to the Emergency Management Plan as per onboarding process of the Home so that they are prepared to respond to an emergency in accordance with their role.
- 2) Ensure all staff and students are re-trained on their potential roles and responsibilities in the event of an emergency on an annual basis.
- 3) Ensure all supervisory staff receive specific orientation and training on all Emergency Code roles and responsibilities specific to the supervisory role.
- 4) Ensure that all non-supervisory staff and students receive specific orientation and training on all Emergency Code roles and responsibilities specific to their role.
- 5) Place a copy of completed Emergency Code Orientation Checklists in personnel file.