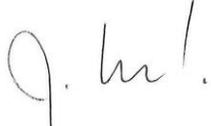


Leamington Mennonite Home
Long Term Care

**EMERGENCY MANAGEMENT
POLICY AND PROCEDURE**

CATEGORY: Code Orange – Community Disaster	SUBJECT: Community Disaster	SECTION: I POLICY: 1
DATE: June 27, 2022	Administrator's Signature: 	

COMMUNITY DISASTER

POLICY:

In the event of an external disaster, community utility failure, air exclusion event, severe weather events including weather watches and warnings, wildfire danger, or if the Home is requested to be a site to shelter an external group, a Code Orange will be called to alert staff, visitors, and residents and prompt an appropriate response in accordance with the Home's Code Orange Emergency Plan.

PROCEDURE:

EXTERNAL AIR EXCLUSION (CHEMICAL, BIOLOGICAL, RADIOLOGICAL, ETC.)

Any person who becomes aware of external air exclusion (chemical, biological, radiological, etc.) will inform the Administrator or Charge Nurse immediately.

The Administrator or Charge Nurse will:

- 1) Tune into local radio/television/internet for information and direction from provincial or community authorities.
- 2) Alert staff that an evacuation may be necessary.
- 3) If advised by provincial authorities to remain in the building, notify staff, residents, and visitors of the hazard and reasons to "shelter in place".
- 4) Seal building so contaminants cannot enter by:
 - a. Ensuring that all windows and doors are closed
 - b. Sealing gaps under doorways, windows, and other building openings (indicate where supplies will be kept)
 - c. Ensure that all heating, air conditioning, and ventilation systems remain off
 - d. Limit access to the building
- 5) Monitor radio/television/internet for further updates and remain in shelter until authorities indicate it is safe to come out.
- 6) Initiate Code Green evacuation procedure as required.

All staff will:

- 1) Close windows, doors, and other openings to the exterior.
- 2) Turn off air conditioning, vents, fans, and heating equipment.
- 3) Take direction from the Administrator.

SEVERE WEATHER/WILDFIRE

Thunderstorms, hail, tornadoes, blizzards, ice storms, high winds, heavy rain, wildfire, etc. Any of these may result in conditions that require evacuation of the building. Any person who receives communication that severe weather is being forecasted/wildfires are drawing near will inform the Administrator or Charge Nurse immediately.

The Administrator or Charge Nurse will:

- 1) Tune into their local radio station/television station/internet for updates on severe weather/wildfire warnings.
- 2) Advise staff, residents, and visitors of severe weather/wildfire warning.
- 3) Direct staff to move residents away from windows and close blinds and curtains as time allows, preventing window glass from shattering onto them or debris from entering through windows, etc.
- 4) Direct staff to have emergency supplies readily accessible.
- 5) Direct Maintenance staff to verify that the generator (as applicable) is adequately fuelled and in good working order.
- 6) Direct Maintenance staff to arrange for additional fuel onsite as required.
- 7) Initiate Code Green evacuation procedure as required.

EARTHQUAKE

During an earthquake, most injuries are caused by non-structural items falling and becoming projectiles. In most situations you will reduce your chance of injury if you: **DROP, COVER, and HOLD ON.**

- **DROP** down to your hands and knees (before the earthquake knocks you down). This position protects you from falling but allows you to still move if necessary.
- **COVER** your head and neck (and your entire body if possible) under a sturdy table or desk. If there is no shelter nearby, only then should you get down near an interior wall (or next to low-lying furniture that will not fall on you) and cover your head and neck with your arms and hands.
- **HOLD ON** to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around. Be aware of falling debris after the shaking stops.

In the event of an earthquake, all staff will:

- 1) Protect self – drop, cover, and hold on.
- 2) Not attempt to assist others until the shaking stops.
- 3) Stay covered until the shaking stops.
- 4) Stay away from windows, bookcases, and other hazards.
- 5) If inside, stay inside. Do not attempt to exit.
- 6) Crawl under a strong table, counter, or desk if possible and hold onto the legs.
- 7) Do not stand in a doorway.
- 8) If outside, stay outside.
 - a. Move away from the building and power lines
 - b. Avoid overhanging structures
 - c. Remain in location until the shaking stops

When the shaking stops:

- 1) Put out small fires quickly if it can be done without endangering themselves or other individuals. Fire is the most common hazard following earthquakes.

- 2) Alert residents, staff, and visitors to expect aftershocks.
- 3) Alert residents, staff, and visitors of fallen power lines and other hazards.
- 4) Attempt to continue operations onsite. Continue to provide essential care and service as much possible.
- 5) Check for hazards; floors may be covered with glass, spilled medications, and chemicals. Clean up flammable liquid spills as soon as possible.
- 6) Check the operating status of all telephones and replace receivers on the bases.
- 7) Check for injuries: assess if anyone is injured and provide medical assistance where required or call other staff for assistance.
- 8) Check for people who may be trapped: inspect residents' rooms, nursing/wellness stations, and other locations in your area. Leave doors to rooms open.
- 9) Instruct residents to remain calm and stay in an intact room or assemble residents in hallways until a detailed damage assessment is complete. Keep residents away from windows, exterior walls, and objects, which may fall.
- 10) Do not evacuate until advised by the DNPC or Administrator. Check exit routes for damage and debris if evacuation is required. Expect to clear corridors and doorways or navigate disabled stairways.
- 11) Do not consume or distribute food or water unless you are certain it is free from contamination.
- 12) Do not flush toilets – conserve water.
- 13) Assess the damage to your designated area and inform the DNPC. Use caution when opening doors to cupboards and rooms as objects may fall. Salvage and protect medications and required supplies. Post signs indicating dangerous areas and notify the DNPC of unsafe situations.
- 14) Report to the Administrator.

The Administrator will:

- 1) Alert residents, staff, and visitors that fire alarms and sprinklers may activate.
- 2) Instruct residents, staff, and visitors to not leave the building due to potential danger of falling objects.
- 3) Instruct residents, staff, and visitors to evacuate once shaking has stopped and move away from building; follow Code Green evacuation procedure as required.
- 4) Ensure all residents, staff, volunteers, and visitors present at the time of the earthquake are accounted for. If anyone is missing, either conduct an immediate search or await instruction from emergency services, depending on the condition of the building.
- 5) Contact emergency services, keeping in mind that the Home may not be the only facility requesting assistance.
- 6) Arrange for first aid to be administered as necessary. Seriously injured individuals should not be moved unless they are in immediate danger of further injury.
- 7) Take direction from Emergency Services personnel.
- 8) Arrange for the building to be inspected before residents and staff are re-admitted.

FLOOD (EXTERNAL I.E. DUE TO WEATHER)

In the event of an external flood that may affect the building.

The Administrator will:

- 1) Tune into local radio/television/internet for information and direction from provincial or community authorities.
- 2) Alert staff that an evacuation may be necessary.
- 3) If advised by provincial authorities to remain in the building, notify staff, residents, and

- visitors of the hazard and reasons to “shelter in place”.
- 4) Monitor radio/television/internet for further updates and remain in shelter until authorities indicate it is safe to come out.
 - 5) Initiate Code Green evacuation procedures as required.

In the event there is time and it is safe to do so, the Maintenance staff will:

- 1) Shut down/de-energize utilities not necessary for urgent resident care to reduce ignition sources and damage.
- 2) Raise and relocate valuable and easily moveable equipment, furniture, and vital records to a higher elevation/upper floor wherever possible.
- 3) Close emergency valves to sewer drains.
- 4) Check sump pumps to ensure they are operable.
- 5) Ensure backup power supplies (i.e. generators) are functional.
- 6) In the event building is damaged and evacuation has been initiated, arrange for building to be inspected before residents and staff are re-admitted.

COMMUNITY DISASTER/UTILITY FAILURE

Any person who becomes aware of a community-wide disaster and/or utility failure will inform the Administrator immediately.

The Administrator will:

- 1) Tune into local radio/television/internet for information and direction from provincial or community authorities.
- 2) Alert staff that an evacuation may be necessary.
- 3) If advised by provincial authorities to remain in the building, notify staff, residents, and visitors of the hazard and reasons to “shelter in place”.
- 4) Monitor radio/television/internet for further updates and remain in shelter until authorities indicate it is safe to come out.
- 5) Initiate Code Green evacuation procedure as required.