

Leamington Mennonite Home
Long Term Care

**EMERGENCY MANAGEMENT
POLICY AND PROCEDURE**

CATEGORY: Code Green - Emergency Evacuation	SUBJECT: Return to Evacuated Site	SECTION: E POLICY: 3
DATE: June 27, 2022	Administrator's Signature: 	

RETURN TO EVACUATED SITE

POLICY:

Following an evacuation event and prior to return to an evacuated site, the Home will develop a plan to ensure the safe and orderly return of residents and staff to the evacuated site.

PROCEDURE:

The Administrator or designate will:

- 1) Have the building/site inspected for re-entry by appropriate authorities (fire department, police, provincial regulatory body as applicable).
- 2) Check that all building equipment is operational.
- 3) Check that the building/site is environmentally comfortable, e.g. temperature normal, no fumes/odours present, clean.
- 4) Notify (as appropriate) the plan for return to normal operations: Emergency Response Team, Ministry of Health and Long-Term Care, etc.
- 5) Summarize the total cost of evacuation, including inventory loss (linen, equipment, supplies, etc.) and additional staffing costs (including travel expenses, etc.).
- 6) Plan a debriefing session for all staff, participants, and EMS to evaluate the strengths and weaknesses and make recommendations to improve the evacuation process.

The Director of Nursing & Personal Care will:

- 1) Assume responsibility or direct staff to notify families regarding the time and date of return and the specific schedule for return of their family member.
- 2) Notify the Medical Director and attending physicians/nurse practitioners of resident's return.
- 3) Maintain close contact with staff and residents to ensure orderly return to normal operations.
- 4) Maintain lists of residents and equipment and ensure safe return.

- 5) Assign staff to check and identify returning residents as they disembark from various means of transportation.

The Director of Dietary Services will:

- 1) Reschedule food service and meals to be in place for returning residents.

All staff will:

- 1) Assist, as directed, in the safe return of residents and equipment, working together to re-establish normal routines as soon as possible.