

Leamington Mennonite Home  
Long Term Care

**EMERGENCY MANAGEMENT  
POLICY AND PROCEDURE**

<b>CATEGORY:</b> Code Orange – Community Disaster	<b>SUBJECT:</b> Emergency Reception Plan	<b>SECTION:</b> 1
<b>DATE:</b> June 27, 2022	<b>Administrator's Signature:</b> 	<b>POLICY:</b> 2

**EMERGENCY RECEPTION PLAN**

**POLICY:**

The Home will provide support and act as an Emergency Reception site for other healthcare institutions/residences in crisis and in the event of certain community disasters.

**PROCEDURE:**

The staff who receives a request to use the location as an Emergency Reception site will notify the Administrator immediately.

The Administrator will:

- 1) Assess the type of persons the Home can receive and inform the caller if the Home can accept them if they are not a prearranged "reception partner".
- 2) Notify DNPC, leadership team, and Ministry of Health & Long-Term Care as appropriate.
- 3) Inform staff of the upcoming reception.
- 4) Determine the number of staff to be called back should additional staff be required to support the emergency.
- 5) Meet the evacuated public or residents in the main lobby upon their arrival.
- 6) Delegate staff to designated areas of the building where public/residents will be accommodated. The following two areas will need to be established:
  - a. Assessment Area
  - b. Holding Area
- 7) Appoint one staff to identify each individual or resident by placing a temporary identification bracelet on their wrist and completing the Emergency Reception Registration Log.
- 8) Appoint staff to escort individuals to the assessment, holding, and temporary accommodation areas.
- 9) Direct staff to provide beverages/light snack to evacuated public or residents.
- 10) Inform Director of Dietary Services to make necessary adjustments to eating times, meal numbers, and eating locations to accommodate extra individuals within the Home.
- 11) Direct care and support teams as applicable to provide supplies, comfort needs (blankets, pillow, bed, chair, personal – toothbrush, Kleenex, etc.).