



POLICY FOR:

EMERGENCY PLANNING

L'CHAIM RETIREMENT HOME – Emergency Planning

Overview

Goal

The Emergency Plan has been prepared to facilitate a controlled and coordinated response to an emergency or perceived emergency occurring within or affecting L'chaim Retirement Home. The goal is to protect the health, safety and welfare of the residents of L'chaim Retirement Home when faced with an emergency.

The Emergency Plan outlines the responsibilities of L'chaim Retirement Home and the various Community Partners which would respond in emergency situations.

Under the Retirement Homes Act, 2010 (the Act) and Ontario Regulation 166/11 (the Regulation), every

retirement residence must ensure there is an emergency plan in place and that the emergency plan

meets the legislative requirements. The Act and Regulation require all licensed to be prepared to

respond to emergencies effectively, with resident safety a priority.

To support retirement residences to receive compliance essential to resident safety, this sample

Emergency Plan will set out the following:

- A retirement residence's obligation related to the preparation and maintenance of an emergency plan
- What needs to be in an emergency plan
- Customizing a plan to each retirement residence
- Training, testing and record keeping requirements
- Helpful resources available for learning in this area

L'CHAIM RETIREMENT HOME – Emergency Planning

It is important to note that a retirement residence's emergency plan is not the same as a Fire Safety Plan.

A retirement residence must have an Approved Fire Safety Plan. An emergency plan is a separate

document. An Emergency Plan must include emergency situations that must be addressed. For example,

evacuations, violent outbursts, a missing resident, loss of essential services or medical emergencies,

epidemics and pandemics, fires, community disasters, chemical spills and bomb threats must also be

addressed as applicable.

Key Elements:

Emergency plan compliance encompasses how a retirement residence:

- Creates the retirement residence's emergency plan
- Collaborates with community agencies and partner facilities; and
- Trains staff and volunteers
- Tests and updates plan

Resources:

- Red Cross Canada / Canadian Emergency Assistance - <https://www.redcross.ca/how-wehelp/emergencies-and-disasters-in-canada>

Office of the Fire Marshall Fire Safety Planning Guidelines for Residential Care Facilities

https://www.mcscs.jus.gov.on.ca/english/FireMarshal/Legislation/TechnicalGuidelinesandReports/Residential_care_guideline.html

RHRA CAM – Emergency Planning - <https://www.rhra.ca/en/cams/>

ORCA Tutorial – Fire and Emergency Preparedness

L'CHAIM RETIREMENT HOME – Emergency Planning

Emergency Planning Requirements

The Emergency Plan for L'chaim Retirement Home incorporates all aspects of O.Reg 166/11, s. 24, and s. 25 (if more than 10 residents).

L'chaim Retirement Home Details

L'chaim Retirement Home
718 Sheppard Avenue West
North York, Ontario, M3H 2S6
Phone: (416) 398-7898
Fax: (416) 398-3909
Email: info@lchaimretirement.ca

Administrator of L'chaim Retirement Home
Name: Judy Cohen
Phone: (416) 398-7898 ext. 1
Cell: (416) 617-1445

Environmental Manager of L'chaim Retirement Home
Name: Judy Cohen

Roles and Responsibilities

All employees are responsible for participating in training of the Emergency Plan

Emergency Designate

- Assess the situation and determine the appropriate action and code
- Designate a Command Post
- Obtain and copy of the Emergency Plan and have it available at the Command Post.

L'CHAIM RETIREMENT HOME – Emergency Planning

- Contact Emergency Services, 911
- Contact corporate office, if applicable
- Contact Community Partners if applicable.
- Follow procedures for the appropriate emergency code.
- As necessary, solve problems.
- At the All Clear, record how the plan worked, note areas that need revisions and updating.

Managers/Staff

- Responsibilities as assigned by Emergency Designate.
- Adhere to safe work practices in an emergency.
- Report to their supervisor any known hazardous situation that may result in the course of an emergency.
- Communicating effectiveness of Emergency Plan at the end of all clear

L'CHAIM RETIREMENT HOME – Emergency Planning

L'chaim Retirement Home Census – as of July 2024

Total Number of Suites: 30

Total Capacity: 30

Room #	Resident Name	Mobility(i.e. independent, vision loss, hearing loss, wheelchair, walker)
301		
206	Phyllis Brull	Mobile/dementia
305	Brenda Panofsky	Mobile/Dementia
314	Ida Frank	Mobile /Dementia
212	Seraya Dan	Walker/dementia
205	David Cole	walker
207	Rhoda Satin	Mobile /Dementia
209	Carol Kahn	Wheelchair bound
309	Gloria Feinberg	Walker /Dementia
201	Joyce Rouben	Wheelchair bound
306	Estelle Bigman	Walker/dementia
312		
308	Ruth Steinhart	Wheelchair bound
203	Vera Price	Walker/dementia
213	Henry Goldbach	Walker/Dementia
313	Marilyn Weinper	Walker/dementia
310	Regina Cohen	Wheelchair bound
311	Marion Waldman	Wheelchair bound

L'CHAIM RETIREMENT HOME – Emergency Planning

202	Sharon Tenhouse	Dementia/walker
302	Gilda Shindman	Wheelchair bound / Dementia
303	Sonia Hendler	Wheelchair bound
215	Sylvia Goodman	Walker/dementia
208	Elaine Berman	Mobile/dementia
304	Dorit Najgolberg	Wheelchair bound
211	Paul Franklin	Walker
307	Louis Devor	Walker/Dementia
214	Doris Olin	Wheelchair
315	Ethel Landis	Wheelchair
204	Sheila Groffman	Wheelchair bound

L'CHAIM RETIREMENT HOME – Emergency Planning

Partnerships

Community Partners

L'chaim Retirement Home has arrangements with Community Partners to assist in the event of an emergency within L'chaim Retirement Home and consults with the Community Partners to ensure that their services match the needs of L'chaim Retirement Home and are available to the licensee during an emergency.

Agreements and memoranda of understanding documents will be negotiated regularly with Community Partners, both private and public, and will be included.

Community Partners will ensure appropriate plans and implementation procedures are developed for carrying out their roles and tasks. Community Partners will ensure that the health, safety and welfare of the residents of L'chaim Retirement Home considered when developing and implementing plans and procedures.

List of Community Partners:

Relocation Location: Peak Healthcare College (416-756-4846)

Pharmacy: 3M Pharmacy at Lawrence 416-782-3333

Food Suppliers: Avron (905)761-9752, Deluxe Fruit and Vegetables (905)553-5006, Natrel 1-800-501-1150, Kosher City (416) 782-6788

L'CHAIM RETIREMENT HOME – Emergency Planning

Definitions

Universal Codes

Code **Red** – Fire

Code **Blue** – Medical Emergency

Code **White** – Violent Outbursts

Code **Yellow** – Missing Resident

Code **Brown** - Hazardous Spill

Code **Orange** – Community Disasters

Code **Black** – Bomb Threat

Code **Green** – Evacuation

Code **Grey** – Loss of Essential Services

No Code Colour – Epidemic & Pandemic

L'CHAIM RETIREMENT HOME – Emergency Planning

L'CHAIM RETIREMENT HOME – Emergency Planning

Memoranda of Understanding

Between

L'chaim Retirement Home
And
Peak Healthcare Collage

Peak Healthcare College located at 1140 Sheppard Avenue West is committed to assisting L'chaim Retirement Home during emergencies affecting the residents of L'chaim Retirement Home.

Peak Healthcare College agrees to provide L'chaim Retirement Home the following:

Before emergency: this would be supplies/services/personnel to have on hand for use during an emergency and shelter.

During emergency: this would be supplies/services/personnel to access during an emergency. Immediate meals can be prepared from the **Peak Healthcare College** kitchen.

After emergency: this would be supplies/services/personnel to use following an emergency.

L'chaim Retirement Home agrees to provide **Peak Healthcare College** with the following:

Any expenses incurred for the emergency .

This Memoranda of Understanding, MoU, begins on the date signed and is valid for a period of 5 years. This MoU can be cancelled by either party with 90 days' written notice.

Name and address of contact at **Peak Healthcare College**

Name and address of contact at L'chaim Retirement Home

L'chaim Retirement Home
Contact

Peak Healthcare College

Signature

Signature

Date

Date

L'CHAIM RETIREMENT HOME – Emergency Planning

Guidelines

Code Grey - Loss of Essential Services

Our goal is to provide a safe and secure environment for all residents, staff and visitors. Code Grey policies will be implemented based on:

Loss of Heating System

Loss of Cooling System

Power Outage

Total Loss of Water

Major Food Shortage

Flood

Elevator Entrapment

At least annually, the Loss of Essential Services policies will be tested based on the Emergency Plan and including Community Partners, O.Reg. 166/11, s. 24 (5)(a)(i).

L'CHAIM RETIREMENT HOME – Emergency Planning

Failure of the Heating System

During Extreme Cold Weather

Policy:

Staff to be familiar with procedures to follow in the event of failure of the heating system.

Purpose:

To ensure the appropriate measure are taken to protect residents during extreme cold weather.

Procedure:

1. If the failure of the heating system is due to a power failure refer to the power failure policy.
2. If the failure is only related to the heating system, the charge person will contact the environmental staff person on duty, or on call, who will contact the contracted service provider for the heating system to come to the residence and investigate and restore the heating system.
3. **Call Heating Company: A Budget (416) 703-0571 Or Spire Construction (Erich Bukenburger) 416-797-2986**
4. Until the heating system is restored, the following procedures should be followed:
 - Ensure all windows and exterior doors are closed
 - Make available additional blankets to keep residents warm
 - Keep vacant room doors closed
 - In the event the temperature in the residence drops below acceptable level and/or the heating system will not be restored for an extended period of time, initiate evacuation.
5. Document all procedures implemented.

Failure of the Heating System Checklist

Date of Heating System failure:		Initials of Staff
Check thermostat to ensure it is set for heat		
Contact environmental staff on duty to contact contracted service provider		
Implement additional procedures found in the Failure of the Heating System Policy		
Charge person to consult with GM/Corporate office to		

L'CHAIM RETIREMENT HOME – Emergency Planning

determine if the residence will need to be evacuated.		
---	--	--

Failure of the Cooling System

During Extreme Hot Weather

Policy:

Staff be familiar with procedures to follow in the event of failure of the cooling system.

Purpose:

To ensure the appropriate measures are taken to protect residents during extremely hot weather conditions.

Procedure:

1. If the failure of the cooling system is due to a power failure refer to the power failure policy.
2. If the failure is only related to the cooling system, the charge person will contact the environmental staff person on duty, or on call, who will contact the contracted service provider for the cooling system to come to the residence and investigate and restore the cooling system.
Air Conditioning Company: A Budget (416) 703-0571 or Spire Construction (Erich Bukenburger) 416-797-2986
3. Until the cooling system is restored, the procedures listed above for Extreme Hot Weather are to be followed.
4. If the cooling system cannot be restored for an extended period of time and the extreme hot weather is expected to continue the General Manager will consult with the corporate office/owner to determine if the residence will need to be evacuated.
5. Document all procedures implemented

Failure of Cooling System Checklist

Date of Cooling System failure and/or Hot weather:		Initials of Staff
Check thermostat to ensure it is set for Air Conditioning (if applicable)		
Contact environmental staff on duty to contact contracted service provider		
Begin procedures to reduce temperature in the building (air conditioning, fans, attic ventilation)		
Implement additional procedures found in the Extreme Hot		

L'CHAIM RETIREMENT HOME – Emergency Planning

Weather Policy		
Charge person to consult with GM/Corporate office to determine if the residence will need to be evacuated.		

Power Outage

Policy:

All staff should be aware of procedure to follow during a power outage.

Purpose:

To ensure residents are kept comfortable during a power outage.

Procedure:

1. The trouble alarm will signal in the event of a power failure.
2. In the event of total loss of power, the designated charge person will contact Power Company and determine the anticipated duration of the power loss.
3. **Power Company: Zerem (416) 749-5666**
4. The charge person will implement the power failure checklist to ensure all appropriate measures are taken.
5. Have a telephone available that can be plugged into a telephone outlet to allow outgoing calls during a power failure if phones are not operational and use walkie talkies for communication within the building or personal cell phones.
6. The designated charge person will notify the fire department that the power is off and a fire safety patrol to monitor residents' rooms, corridors, common areas, service areas for potential fire safety hazards every ½ hour.
7. If the power supply will not be restored for an extended period of time, the charge person to consult with the Administrator and Power Company to determine and prepare for a total building evacuation if required.
8. Document all procedures implemented.

L'CHAIM RETIREMENT HOME – Emergency Planning

Total Loss of Water

Policy:

All staff should be aware of procedure to follow in the event of total loss of water.

Purpose:

To ensure residents are hydrated and provided with the water necessary for proper hygiene and provision for food service.

Procedure:

1. In the event of a total loss of water, the designated charge person will charge will contact the Water Company/Region and determine the anticipated duration of the loss of water.
2. Contact the environment staff person on duty, or on call for direction.
3. The charge person will determine if necessary to implement procedures for Emergency Water Supply – including contacting supplier with whom the residence has agreements to supply emergency water and the equipment necessary.
4. Document all procedures implemented.

L'CHAIM RETIREMENT HOME – Emergency Planning

Major Food Shortage

Policy:

To ensure food supplies are available in the event of a supply chain breakdown occurs.

Purpose:

To ensure residents health is not jeopardized by a significant breakdown in food supplies by the contracted supply chain.

Procedure:

In the event of a shortage of food from supplier the residence may initiate the following steps under the direction of the Executive Director:

- Purchase food supplies from a local grocery store
- Enact Memoranda of Understanding with Community Partners, if applicable
- Arrange with local restaurants to provide meals

In the event food supplies are not available within the community the Executive Director may order an evacuation.

L'CHAIM RETIREMENT HOME – Emergency Planning

Flood

Policy:

All staff should be aware of the procedure to follow in the event of a flood in the retirement residence.

Purpose:

To ensure proper procedures are followed to prevent harm to residents, staff and visitors and to prevent damage to the retirement residence

Procedure:

In the event of a flood, determine if the flood is related to equipment failure or weather.

Equipment Failure:

1. Remove residents, staff and visitors from immediate danger
2. Shut off water supply to the equipment that is failing
3. Turn off all electrical and mechanical equipment in the area
4. Restrict access to the area
5. Environmental department to determine with the General Manager arrangements for the cleanup of the area. This may involve the environmental department performing the cleanup or a contractor.
6. Document all procedures implemented.

Weather Related:

1. Monitor warnings from local authorities when weather conditions are present that may trigger a flood.

L'CHAIM RETIREMENT HOME – Emergency Planning

Elevator Entrapment

Policy:

Staff to take the necessary steps to ensure any person(s) trapped in an elevator remains calm and is removed safely and as soon as possible.

Purpose:

To have any person(s) trapped in an elevator removed as quickly and safely as possible.

Procedure:

1. Contact the elevator company responsible for service
2. **Elevator Company: Kone (416) 979-3538**
3. Determine the timeframe for the contractor to correct the issue.
4. If necessary, contact emergency services at 911
5. Provide regular communication with person(s) trapped in the elevator
6. Make arrangements for transporting residents and services

If a staff person is alone on shift and becomes trapped in the elevator:

1. Using the emergency phone located in the elevator contact emergency services.
2. Contact the General Manager and advise of the situation

L'CHAIM RETIREMENT HOME – Emergency Planning

Code Yellow – Missing Resident

Our goal is to provide a safe and secure environment for all residents, staff and visitors. Code Yellow policies will be implemented when a resident is deemed missing.

At least annually, a test of the Missing Resident policy based on the Emergency Plan and including Community Partners, O. Reg. 166-/11, s. 24 (5)(a)(ii).

L'CHAIM RETIREMENT HOME – Emergency Planning

Missing Resident

Resident Presence and Well Being

Policy:

All staff should be made aware of procedures for identifying and locating lost/missing residents.

Purpose:

To identify residents at risk of wandering and to provide a systematic search for lost/missing residents.

Procedure to ensure all residents are present:

1. Each resident will be accounted for at each meal or as policy states
2. Bed checks will be done at least once during the night.
3. All residents must sign in/out at the book located at the front desk.

Procedure when a resident is identified as lost/missing:

1. Check to ascertain if the resident left the residence with a responsible person/family member.
2. Notify all staff on duty a resident is missing.
3. Search all rooms in the building including bedrooms, bathrooms, basement, lounges, kitchen, staff rooms, closets, maintenance office, treatment room etc.
4. Check the grounds surrounding the building.
5. Assign a staff member to make an in care search of the area.
6. Have Resident File and photo I.D available for identification.
7. If the resident cannot be found, notify the local police department.
8. Give the police a complete and concise description of the resident, i.e what the resident was wearing, age, height and any other pertinent facts.
9. Inform family/substitute decision maker.
10. Complete Incident Report and file in Resident's File.

Ensure to advise police and family/substitute decision maker when the resident has been found.

L'CHAIM RETIREMENT HOME – Emergency Planning

Code Blue – Medical Emergencies

Our goal is to provide a safe and secure environment for all residents, staff and visitors. Code Blue policies will be implemented when a medical emergency is identified based on the following criteria:

Cardiac Arrest/Respiratory Arrest/ Respiratory Distress & Chest Pains

Unexpected Death

At least annually, a test of the Medical Emergency policy based on the Emergency Plan and including Community Partners, O. Reg. 166-/11, s. 24 (5)(a)(iii).

L'CHAIM RETIREMENT HOME – Emergency Planning

Code Blue- Medical Emergency

Policy:

All staff and volunteers should be familiar with the procedures to follow if a medical emergency occurs.

Purpose:

To ensure the health and well being of residents L'chaim Retirement Home has developed a policy for dealing with a medical emergency.

Procedure:

A Code Blue is initiated by a staff member in the event that a resident/ visitor/ staff is exposed to a life threatening situation.

- Stay with the individual in distress until medical assistance arrives
- Reassure the person in distress
- In the event that a resident's physician, or the physician on call, cannot be reached, and a resident requires immediate emergency medical attention, the resident must be transferred STAT via ambulance to the closest hospital.

When contacting emergency services (911):

- Remain calm
- Be prepared to respond to the following questions:
 - name of Retirement Community
 - Street Address
 - Location of the incident (i.e. dining room, resident's room etc.)
 - Date of birth of the individual if available
 - Medical status of the individual (i.e. breathing/not breathing, stable/not stable, pulse/ no pulse etc.)
- Notify the emergency department and contact physician after the resident has been transferred
- If the resident is transferred to hospital without a physician's order, the Charge Nurse/ designated staff will document the Physicians Progress and Order sheet, "Resident transferred to hospital via ambulance. **Dr. Zuzana Gross** notified/ Nurses signature, Reg. N./ Designated staff member."

L'CHAIM RETIREMENT HOME – Emergency Planning

Sudden Unexpected Death

Policy:

To ensure that the death is properly handled and that the residents present are not made of aware of situation as to not cause them undue stress.

Procedure:

In the event of a sudden unexpected death at L'chaim Retirement Home:

1. Upon discovery, the nurse on duty should be called to assess the resident.
2. If the resident is in an area where other residents are present, staff should carefully move the resident to be assessed in a different location.
3. If the resident is DNR, the Home's doctor will be called to come and confirm death.
4. If the resident is not DNR, 911 should be called.
5. After calling the doctor or 911, the resident's family should be called and notified of the situation.
6. If applicable, prepare all appropriate information for hospital.
7. Management should be made aware of the situation.
8. Complete an Incident Report and file it in both the Incident Report File and the Resident's file.

L'CHAIM RETIREMENT HOME – Emergency Planning

Code White – Violent Outburst

The goal of L'chaim Retirement Home is to provide a safe and secure environment for all residents, staff and visitors. The Code White policy is to be implemented when an actual or potential aggressive or violent offender is located in the residence or on the property.

Dealing with Aggression/ Violent Offenders

Policy:

All staff and volunteers should be familiar with the procedures to follow if an act/threat of violence or aggression occurs.

Purpose:

To ensure the safety and well being of both residents and staff in the event of a violent outburst L'chaim Retirement has developed a policy for dealing with aggression/ violent offenders.

Procedure:

The procedure will apply to all staff once the announcement of a **CODE WHITE** is made, in the event any person on the property presents a threat to the safety of others.

Call for help at the first sign of violence or threat of violence, and if the offender is armed, i.e. knife or other weapon, call the 911 immediately to handle the situation and do not attempt to handle it yourself.

- If the offender is inside the building:
 - Immediately remove all persons from the danger zone and if possible lock down the area if a safe distance is able to be maintained.
 - Remain alert for seemingly harmless objects that can be used against you, i.e. pens, chairs, kitchen utensils etc.
 - Search the area for any weapons or other objects that could endanger others and confiscate and store all items in a safe place. Document items confiscated.
- If the offender is exterior to the building:
 - Lock down all points of entry/exit to the building (doors, windows, fire exits etc.) to prevent entry/departures
 - Using the paging system announce lock down mode to residents and staff three times

L'CHAIM RETIREMENT HOME – Emergency Planning

- Monitor presence of the offender from a safe distance without antagonizing the situation
- Obtain descriptive information as available (i.e. name of the offender, relationship, physical description) to report to authorities

Complete an incident report and other required forms. Treat any injuries sustained during the threat, or seek outside medical attention if necessary. Interview any staff or residents who may have observed the incident and document their responses.

L'CHAIM RETIREMENT HOME – Emergency Planning

Code Red - Fire

The Fire Plan approved by Toronto Fire Department is located in the Fire Safety Plan Binder. Staff and residents are trained on the implementation of the fire plan including participation of staff and residents in monthly fire drills.

L'CHAIM RETIREMENT HOME – Emergency Planning

Code Orange – Community Disasters

Our goal is to provide a safe and secure environment for residents, staff and visitors. Code Orange policies will be implemented based on the following criteria:

Weather – Flood, tornado, ice storm, including power outages due to weather

Train derailment – if located near a rail line, including chemical spill

Multi vehicle crash – within the community or nearby highway, including chemical spill

Nuclear power plant – leak

Pandemic - community outbreak

Capacity Increase – housing members of the community through a community based disaster

*note: each residence should list the potential community disaster that may impact their residence based on their location.

L'CHAIM RETIREMENT HOME – Emergency Planning

Flood

Policy:

All staff should be aware of the procedure to follow in the event of a flood in L'chaim Retirement Home.

Purpose:

To ensure proper procedures are followed to prevent harm to residents, staff and visitors and to prevent damage to the retirement residence

Procedure:

In the event of a flood, determine if the flood is related to equipment failure or weather.

Equipment Failure:

1. Remove residents, staff and visitors from immediate danger
2. Shut off water supply to the equipment that is failing
3. Turn off all electrical and mechanical equipment in the area
4. Restrict access to the area
5. Environmental department to determine with the General Manager arrangements for the cleanup of the area. This may involve the environmental department performing the cleanup or a contractor.
6. Document all procedures implemented.

Weather Related:

- Monitor warnings from local authorities when weather conditions are present that may trigger a flood.
- If flash flooding is known in your area and a warning has been issued, move residents, staff and visitors to higher ground.
- Be prepared to evacuate and implement a CODE GREEN if instructed by Emergency Personnel.

Code Black - Bomb Threats

Our goal is to provide a safe and secure environment for residents, staff and visitors. Code Black policies will be implemented when a bomb threat is received.

L'CHAIM RETIREMENT HOME – Emergency Planning

Bomb Threat

Policy:

All staff and volunteers should be familiar with the procedures to follow if a bomb threat is received.

Purpose:

L'chaim has developed a policy for dealing with the possibility of a bomb threat and how to properly handle it.

Procedure:

Bomb Threat received by Telephone:

- Remain calm
- Keep the caller on the line
- Notify nearby staff and have them contact 911, **using a land line**
- Try to take note of the following:
 - Gender of the caller
 - Does the caller have an accent
 - Is the caller attempting to disguise their voice
 - Background noise (e.g. traffic, voices, train, office equipment)
 - Is the caller calling from inside or outside
 - Specific details provided by the caller (e.g. demands)

Bomb Threat received by mail or email:

- For letter (mail), minimize the handling of the letter and envelope.
- Leave the letter where it was discovered – may have been found at front door, elevator etc.

Secure the residence and only allow emergency personnel to enter or leave the residence. All residents and visitors are to remain in the suites.

L'CHAIM RETIREMENT HOME – Emergency Planning

Code Brown - Chemical Spills

Our goal is to provide a safe and secure environment for all residents, staff and visitors. Code Brown policy will be implemented when a chemical spill occurs and will be classified as either:

Non-threatening chemical spills present little or no hazard to the residents/staff/visitors or the property. These spills can be safely cleaned using a Chemical Clean Kit.

or

Threatening chemical spills within the residence involve the immediate evacuation of the residence and notification of emergency authorities.

L'CHAIM RETIREMENT HOME – Emergency Planning

Chemical Spill

Policy:

All staff should be aware of the procedures for identifying a chemical spill.

Purpose:

All staff should be aware of a minor spill and a major spill and the procedures to follow if a chemical spill is detected.

Non-Threatening (Minor) Chemical Spill:

This type of spill possess little to no hazard to the residents/staff or building. A minor spill can usually be contained and cleaned using an emergency spill kit.

1. Report spill to supervisor
2. Supervisor will notify the appropriate staff member to clean the area using the emergency spill kit.

Threatening (Major) Chemical Spill:

This type of spill may cause a health hazard and cannot be contained safely with an emergency spill kit or threatens to enter the sewer system or move off the property.

This type of spill is to be reported immediately.

1. Report spill to Administrator/Manager on Staff
2. Administrator to report spill to 911 Emergency Services
3. If chemical spill in the residence, begin evacuation procedures
4. If chemical spill outside the residence, take direction from Emergency Services

L'CHAIM RETIREMENT HOME – Emergency Planning

Code Green - Evacuation

Our goal is to provide a safe and secure environment for residents, staff and visitors. Code Green policies will be implemented at the order of the Administrator or Community Based Emergency Personnel.

Written Evacuation Plans should include: Levels of authority, designated meeting point outside the residence, transportation of residents, notification of family, resident count, staff count, relocation of residents, resident identification and a method of obtaining medical records and medications. Also, included is a re-entry plan outlining who is responsible for authorizing the re-entry.

A planned evacuation of the residence is required at least once every two years, O. Reg. 166-11, s.24 (5)(b). In addition, a written record of the planned evacuation along with any changes made to improve the Evacuation Plan, O. Reg. 166/11 s. 24 (5)(c).

L'CHAIM RETIREMENT HOME – Emergency Planning

Evacuation Procedures

Policy:

All staff and volunteers should be familiar with the procedures to follow to evacuate the residence as authorized by Administrator or Emergency Personnel or any other responder to emergency (i.e. plumber- in the event of a flood). A total evacuation for NON FIRE emergency will be conducted every 2 years.

Purpose:

To evacuate L'chaim Retirement Home in the event of an emergency that requires all residents, staff and volunteers to exit the residence.

Procedure:

1. Staff should direct and assist residents to evacuate the residence to your designated meeting point outside the residence.
2. Remove residents closest to the danger zone first..
3. Ensure staff is assigned to stay with evacuees.
4. If possible, residents should be moved horizontally, only if necessary, a vertical move should take place.
5. When a vertical move is required, residents should be moved to the ground floor then outside.
6. Ambulatory residents should be moved first, followed by wheelchair residents, bed ridden residents then resistive residents.
7. If possible, the Emergency Designate or Administrator should retrieve residents' charts, medication, MARS.
8. Ensure all residents receive identification Name Tag and indicate the Residence Name.
9. Once the residence has been evacuated complete a resident and staff count. Resident Count can be done using Census.
10. Notify residents' families of evacuation using Emergency Contact List.
11. After emergency personnel or company responding to situation that caused evacuation authorizes that it is safe to re-enter residence and at the instruction of Administrator, staff will re-enter Home in same order as residents were evacuated (see step 6).

In the event of an evacuation we will call Royal Taxi 416 777 9222 for regular and wheelchair taxis to transport the residence

L'CHAIM RETIREMENT HOME – Emergency Planning

Emergency Supplies List

1. Residents name tags
2. Flash lights
3. Blankets
4. First aid kit
5. Pens and paper

In the event of an emergency, a labelled emergency box will be located at the nursing station on the main floor with the above supplies.

L'CHAIM RETIREMENT HOME – Emergency Planning

Plan Maintenance, Testing and Revisions

Plan Maintenance

A review and evaluation of the complete Emergency Plan will be conducted annually. At the annual review and evaluation of the Emergency Plan contact information for Community Partners and all person(s) or companies involved in the responding to any part of the Emergency Plan must be updated. As well, all Fire Drill Reports and Incident Reports must be reviewed and changes should be made to improve and update plans. A record of the testing of the emergency plans and modifications made to improve the plans should be written.

Testing and Revisions

The following sections of the Emergency Plan will be tested at least annually:

- (i) Loss of essential services
- (ii) Situations involving a missing resident
- (iii) Medical emergencies
- (iv) Violent outbursts

L'CHAIM RETIREMENT HOME – Emergency Planning

Communication Plan

Emergency Communications

One staff position is designated as the person in charge for L'chaim Retirement Home. All staff/volunteers and community partners will receive communication from this designated person. The designated staff position is:

In order of shift presence

1. Judy Cohen
2. Deborah Rothenberg
3. Evelyn Aradanas
4. Ofelia Atienza

Media

One person is designated to speak on behalf of L'chaim Retirement Home. The designated person is: 1. Deborah Rothenberg 2. Judy Cohen

All communication from media directed to L'chaim Retirement Home. If employees are questioned by media their response will be:

L'chaim Retirement Home is doing everything to protect the residents and staff. To protect their privacy, please direct all inquiries to Deborah Rothenberg.