

Emergency Plan

Subject:	Emergency Plan: Community Disasters Including Natural Disasters or Extreme Weather Events (e.g., earthquakes, tornadoes, drought) - Code Orange
Emergency Code:	Code Orange

Overview:	<p>St. Joseph's Continuing Care Centre has developed this <i>Disaster Plan</i> to provide for the care of residents and patients in the event of an external disaster.</p> <p>The objective is to outline a brief plan of action:</p> <ol style="list-style-type: none"> 1. For the efficient utilization of all service requirements should an external disaster occur. 2. To obtain the earliest possible response to an emergency call by all services that may be required. 3. To provide for controlled evacuation should the need arise. (See Code Green section.) 4. To participate as a receiving facility from other area facilities if and when an external disaster is declared.
Plan Activation:	<p>St. Joseph's Continuing Care Centre would act as a holding area for residents/patients being discharged from the acute care hospital and awaiting someone to take them home if a disaster occurred in the community. Available staff will be positioned at the main entrance to assist.</p>
Lines of Authority (Chains of Command):	<ul style="list-style-type: none"> ● The Executive Director or Administrator on Call ● Senior Management Team ● Medical Staff, Managers and Registered Nurses ● Environmental Services Supervisor ● Security
Communications Plan:	<ol style="list-style-type: none"> 1. When the External Disaster Plan has been put into effect, the Executive Director or Administrator on Call will notify the Switchboard Operator or Security to: <ul style="list-style-type: none"> - Page "CODE ORANGE - External Disaster Plan" three (3) times over the public address system. <p>In the case of an External Disaster Exercise, the words "CODE ORANGE - Disaster Plan Exercise" shall be paged three (3) times instead.</p>
Staff Roles and Responsibilities:	<p><u>BASIC POLICIES FOR DECLARED EXTERNAL DISASTER</u></p> <ol style="list-style-type: none"> 1. The Control Centre will be set up upon direction of the Executive Director. 2. Medical Staff, Managers and Registered Nurses will report to the Control Centre on Level 1, (Boardroom Room 1190).

3. The Executive Director or delegate will determine whether off-duty personnel will be recalled.
4. St. Joseph's Continuing Care Centre staff may be requested to work extended shifts during a declared disaster.
5. In all disaster situations, admissions will cease.
6. On-duty personnel who can be spared from the Nursing Unit(s) will report to the Control Centre to be available to help in emergency areas.
7. Visitors will be restricted while the Disaster Plan is in effect.
8. Job descriptions are outlined on the following pages.
9. All media inquires are to be referred to the Executive Director at the Control Centre (Room 1190), ext. 21190.

CHIEF NURSING EXECUTIVE

NURSING SERVICES

PURPOSE:

1. To provide emergency Nursing Services to a large number of casualties, patients or residents from surrounding Hospitals or Long-Term Care Homes.

DUTIES:

1. To assign a Charge Nurse (RN) to the receiving area.
2. To use the emergency contact system to bring in all available Nursing Staff as required. To meet with all available Nursing Staff and create Nursing Teams to work the receiving area.
3. To create a list of nursing supplies and send the order to the Stores Department.
4. To have professional staff do a physical assessment once the residents or patients are inside the receiving area.
5. To give the Command Centre (Boardroom on Level 1, Room 1190, ext. 21190).updates every thirty (30) minutes as we are accepting these people.

Plan for Recovery:

DIRECTOR OF THERAPEUTIC SERVICES

PURPOSE:

1. To provide emergency equipment and Therapy Services to a large number of casualties, patients or residents from surrounding Hospitals or Long-Term Care Homes.

DUTIES:

1. To meet with all available Therapies Staff and have them do a current inventory of all equipment that may be needed (e.g. wheelchairs, recliners, etc.).
2. To have staff ready at the front doors to assess what type of equipment will be required in the short-term for the arriving people.
3. To have professional staff do a more in-depth assessment once the new arrivals are inside the receiving area.
4. To give the Command Centre (Boardroom on Level 1, Room 1190, ext. 21190).updates every thirty (30) minutes as we are accepting these people.

CHAPLAIN SERVICES

PURPOSE:

1. To administer the Sacrament of the Sick to the dying.
2. To provide spiritual help and comfort to the dying and also to the members of their families.

DUTIES:

1. rotate to the various treatment areas and Nursing Units to respond to the needs that arise.
2. Have volunteers to answer telephone and relay messages to the Chaplain or delegates.
3. Have a guide to escort any Minister, Priest or Chaplain to the Casualty Area which requires spiritual help.
4. Comfort the families and relatives.
5. Respond to areas where needed. If St. Joseph's Continuing Care Centre (the Centre) has received residents/patients from other facilities (awaiting pick up by their families), they will be placed in Jeanne Mance Hall.

SPIRITUAL HEALTH SPECIALIST

DUTIES:

1. Respond to areas where needed. If any resident/patient is very ill/dying, provide spiritual help and comfort.

2. Comfort residents, patients and families who are frightened and anxious.
3. Have a member of staff (from the staff pool) escort any minister, priest or relative to the Nursing Units when necessary.
4. Have regular reports for relatives of up-to-date information regarding residents, patients, and/or casualties.

ENVIRONMENTAL SERVICES

PURPOSE:

1. To control flow of traffic through the Main Entrance in the event Security is unable to do so.
2. To assist incoming residents and patients.
3. To have all services readily available, in working order (heat, water, ventilation).
4. To have extra equipment available, as needed.

DUTIES:

1. Go to the Control Centre.
2. Proceed to the Main Entrance, and man the entrance as *required.
 *Main/Front Door: Someone familiar with the Centre staff and who can turn away unauthorized persons, visitors, etc.
3. Delegate a person to control parking, if necessary.
4. Have portable barricades available wherever needed in the parking area.
5. Designate three (3) people to operate the elevators, as required.
6. Report back to the Control Centre for further orders.

FOOD SERVICE MANAGER

FOOD SERVICES

PURPOSE:

To provide emergency food services to a large number of residents, patients, casualties, Centre personnel and volunteers.

DUTIES:

1. Utilize the existing cafeteria facilities to feed the Centre personnel and volunteer workers on a three (3) shift basis, if necessary.
2. Utilize the mobile electric food cart and plastic utensils and disposable dishes to

feed casualties in designated areas.

3. Notify the Control Centre of urgent needs.

LINEN AND HOUSEKEEPING SERVICES

PURPOSE:

1. To maintain essential housekeeping services throughout the Centre.
2. To provide assistance to Food Services and Nursing Service as required.
3. To establish a system for procuring extra supplies.
4. To ensure there is sufficient linen in all emergency areas as well as the regular areas throughout the Centre.

DUTIES:

1. Proceed with Housekeeping procedures, keeping in mind the priority of the emergency areas.
2. Contact the Supervisor of Environmental Services in the event of disruption of water supply and/or waste disposal system.
3. Prepare to introduce substitute methods and procedures for Housekeeping duties in the event of disruption of water supply and/or waste disposal system.
4. Maintain linen supplies, as needed. If more linen is required, please contact:

Ottawa Regional Linen Services
 1-613-842-3051
 or
 1-613-842-3061

RESPONSIBILITIES OF THE VOLUNTEERS

(AND SECURITY IF AFTER HOURS)

PURPOSE:

1. Screens and directs all volunteers to help in the various areas throughout the facility.
2. Communicates with the Command Centre (Boardroom on Level 1, Room 1190, ext. 21190).

DUTIES: (IF DISASTER OCCURS DURING WORKING HOURS)

1. Screens all volunteers entering the facility and has them sign in.
2. Directs all volunteers (as appropriate) to the respective areas which have requested help.
3. Maintains a list of all available volunteers and the area to which they have been

assigned.

4. Directs relatives of injured to Jeanne Mance Hall and contacts the Spiritual Health Specialist.

PLEASE NOTE: (IF DISASTER OCCURS AFTER REGULAR WORKING HOURS)

1. Security will:

- a) Direct all Managers to the Control Centre (Boardroom on Level 1, Room 1190).
- b) Maintain a list of all available personnel and volunteers and the area to which they have been assigned.
- c) Stop unnecessary pedestrian traffic from entering the building.

SWITCHBOARD OPERATOR

HOURS OF DUTY: 0800-1600 HOURS, MONDAY TO FRIDAY

PURPOSE:

1. To make any announcement as delegated by the Executive Director/Delegate.
2. To handle the flow of incoming calls.

DUTIES:

1. When an emergency or disaster telephone call arrives, notify the Executive Director or Delegate (Administrator on Call).
2. On the direction of the Executive Director/Delegate, page "Code Orange" or "Code Orange Exercise" three (3) times.
3. Direct all incoming calls regarding the casualties to the Control Centre (Boardroom on Level 1, Room 1190, ext. 21190).
4. Direct all incoming calls from the press, radio and television to the Control Centre (ext. 21190).
5. Any other information regarding the emergency will be directed to the Executive Director/Delegate at the Control Centre (ext. 21190).

UPON ANNOUNCEMENT OF "CODE GREEN - STAT" OR NOTIFICATION OF EVACUATION:

1. The Switchboard Operator, upon notification, shall record the name of the resident/patient being discharged, address, phone number and location to which he/she is being sent.
2. The Switchboard Operator shall receive from the Charge Nurse on the floors a list of non-ambulatory residents/patients to be transferred to other facilities.

TEMPORARY MORGUE (STORES DEPARTMENT, NEAR LOADING DOCK)

PURPOSE: To receive and hold bodies of residents, patients and casualties who die at St.

Joseph's Continuing Care Centre (SJCCC).

THE EXECUTIVE DIRECTOR/DELEGATE WILL DETERMINE WHO TO ASSIGN THESE DUTIES TO:

1. Identify the body initially and tag it.
2. Do not remove clothing or valuables from the body.
3. Each casualty must be officially identified by the relatives to the SJCCC official with a Police Officer in attendance. The Police Officer should be requested through the Control Centre.
4. Record the date, time, identification of body and person who identified body, along with relationship to the deceased.
5. Notify the Control Centre of urgent needs.
6. Release the body to the Undertaker after the Coroner has authorized the release.
7. The Undertaker must sign for each body (at Switchboard) before he removes the body from the premises.