Hôpital général de Nipissing Ouest
West Nipissing General Hospital

# *Interim Long Term Care Department*
# Emergency Preparedness Contingency Plan

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# Introduction

The *Interim Long Term Care (ILTC) Department P*reparedness Contingency Plan is site-specific, designed to address regulatory requirements and to ultimately ensure a safe and effective response to emergencies.

The plan provides overarching principles and operational guidelines used to coordinate an effective response and address all-hazards and all types of emergencies that may affect staff, residents and the facility, which may require the coordinated effort and resources of other departments.

## Purpose & Scope

- Maintains a continuous state of readiness to manage a response to a disaster
- Minimizes the actual or potential danger to individuals, residents, staff, or visitors.
- Ensures the continuity of operations to the highest degree possible.

## Objectives

- Provide direction and outline processes for the management of personnel, equipment of the ILTC, and resources during an emergency.
- Minimize the impacts of an emergency by maintaining a standard of operational readiness, awareness and preparedness.
- Ensure the well-being of residents, staff and all others on site in the event of an emergency or disaster.
- Provide a basis on which training and exercises relate to emergency management.

## Preparedness

- Hazard Risk Vulnerability Analysis
- Department Hazard Assessment
- Communications
- Emergency Preparedness Supplies

## Mitigation

Mitigation is a key component of your emergency management program. Preventing or lessening the impact of emergencies and disasters starts with knowing what hazards are likely to impact the ILTC and understanding how they can impact your unique situation.

## Hazard Risk Vulnerability Analysis

A Hazard Risk Vulnerability Analysis (HRVA) will enable you to identify and prioritize all potential risks to the ILTC staff, residents. You may consult with our Occupational Health & Safety and Emergency Response Committees to identify the most likely

hazards that will affect the ILTC and the most common outcomes or consequences of that hazard. Once your hazards are identified, consider how they may affect the ILTC, operations and staff and include this information in this emergency plan using the following HRVA tool.

| Hazard | Consequences | Vulnerabilities | Resources |
|---|---|---|---|
| **Guidelines** | | | |
| Criminal – bomb threats, hostage, shooting<br>Fire<br>Flooding<br>Hazardous Material event<br>Utility outages | Damage to critical infrastructure* - Energy & Utilities, and Information.<br>Business Disruption | Consider the impact the hazards and associated consequences will have on your:<br>ED<br>Families<br>Immediate environment<br>Residents<br>Operations<br>Staff | List the mitigation and preparedness strategies and resources in place to prevent or manage the response to these hazards, such as:<br>Emergency Plan & applicable Preparedness Contingency procedures<br>Related education, training & exercises<br>Resources & supplies<br>Contingency plans |

***In the event that the ILTC needs to be evacuated, the department would be relocated to the ILTC dining room or the Endoscopy/Ambucare Department and the NCU* areas per our code Orange and Green Emergency Plan**

## Procedure:

## ILTC Lateral Evacuation initiation

In the event that an evacuation is ordered for the ILTC department, the following would occur:

I. The Manager/delegate would notify senior administration.
II. The Senior Administration would initiate and coordinate the lateral evacuation order.
III. The Manager/delegate would notify Admitting to announce over the PA system “Code Green ILTC” X3 in English and in French.
IV. The Manager /delegate will notify other departments as needed

## LTC residents will be relocated as follows:

I. Medically unstable residents to NCU.

II. Residents to ILTC dining room and/or to Endoscopy/Ambulatory Care unit.
III. Any additional residents (overflow) will go to NCU.
IV. Other areas will be determined as need occurs by the nursing manager/delegate.

# Clerks

Clerks will notify admitting of location of all residents once move is completed.

## Physicians

Physicians will be notified by senior administration. Physicians will be assigned to different areas if need arises.

| **Equipment relocate to Endoscopy/Ambucare/ ILTC Dining Room** | | | |
|---|---|---|---|
| | Medication carts | | Computer on Wheels |
| | Patient Charts | | Glucometer |
| | V/S equipment | | |

### Supplies

***Note: Runners will be assigned to access store and CSR for supplies as needed.***

## Documentation

I. Nurses to continue with paper process for all stat DI, LAB, RT or ECG requests.
II. Computer on wheels and computer in other departments are to be utilized for all other non-urgent documentation and requests.
III. Laptop computers will be brought from ILTC and relocated to departments where needed. IT will add Point Click Care program to computers as needed.

***Note: Once the department is evacuated no one is to return to the ILTC Department without approval of Senior Administration or police/fire.***

**Note: All press-related questions or calls will be directed to the CEO/Delegate.**

## Communication

To ensure alternative modes of communication are deployable should one system fail during an emergency, the following equipment or communication systems can be used:

- 2 analogue lines dedicated in the event the one system is down.
  - 1 in ER
  - 1 in Health records
- Walkie-talkies located in the administration area (channel 1).
- Personal cell phones.

# RESPONSE PROCEDURES

### Emergency Colour Codes

Emergency colour codes are used in hospitals and other health care centres worldwide to denote to staff various kinds of emergencies. The use of codes is intended to convey essential information quickly and with minimal misunderstandings to appropriate personnel. They enable a concise means of ensuring all personnel receive a common message; signaling the need for an urgent response without unnecessarily alerting or alarming residents or visitors.

In 2011, the Ontario Ministry of Health and Long-Term Care (MoHLTC) issued a policy that standardizes these colour codes in acute care facility across Ontario. The intent is to ensure consistency in colour codes used across the province. This need for standardized codes is underscored by the mobility of the health care workforce.

### General Response Procedures

This section pro esponse procedures about emergen licy. Below is a list of the emergency wing pages.

| | |
|---|---|
| CODE RED | FIRE |
| CODE ORANGE | EXTERNAL DISASTER |
| CODE BROWN | HAZARDOUS SPILL- WNGH<br>HAZARDOUS SPILL- CBRN |
| CODE BLACK | BOMB THREAT |
| CODE BLUE | CARDIAC ARREST- ADULT |
| CODE PINK | CARDIAC ARREST- PEDIATRIC |
| CODE GREEN | EVACUATION |
| CODE YELLOW | MISSING PERSON |
| CODE AMBER | MISSING INFANT/CHILD |
| CODE WHITE | VIOLENT BEHAVIOR |
| CODE PURPLE | HOSTAGE TAKING |
| CODE GREY | AIR EXCLUSION |
| CODE SILVER | WEAPON |

## TRAINING AND EXERCISE

Training and exercising plans are essential components of an emergency management program. The requirement to train and exercise is established in the Long-Term Care Licensing Regulation, the Accreditation Canada standards, and provincial legislation governing emergency management. The goal is to provide staff with opportunities to further their understanding of the ILTC emergency plan and procedures, enhance their familiarity, confidence and capacity to carry out their role in an emergency.

The following types of exercises provide a practical approach to staff training and an opportunity to test and evaluate the effectiveness of your emergency plan and procedures. Use a combination of the various types of exercises depending on your needs and objectives.

| Type of Exercise | Description | Characteristics |
|---|---|---|
| Orientation | A basic familiarization with a specific plan, procedure, or piece of equipment; discussion-based | Information discussion |
| Drill | A coordinated, supervised exercise to test or practice a single specific function<br>Examples: test of communications equipment and call back procedures | Actual ILTC response<br>Use of actual equipment |

Reference “Code Orange”.