

DEARNESS HOME POLICIES AND PROCEDURES

MANUAL: Emergency Management Plan	INDEX NO: EMP06.1-001		
SECTION: Code Grey Building Emergency - Loss of Heat	PAGE 1 of 2		
SUBJECT: Code Grey Building Emergency - Loss of Heat Emergency Response Plan	Implemented M / D / Y 07 01 22	Reviewed M / D / Y	Revised M / D / Y
APPROVED BY:			
DOCUMENT APPLIES TO: All Staff			
<i>A printed copy of this document may not reflect the current policy. Refer to the electronic version located in the Emergency Management Plan on Surge Learning.</i>			

POLICY

To ensure the safety and continued provision of services for residents a LTCH will follow the Code Grey - Building Emergency Loss of Heat Response Plan procedures located below and in Appendix 'B' if a LTCH experiences a loss of heat.

DESCRIPTION

The loss or interruption of heat for a LTCH can affect the safety and provision of care/services for the residents of a home.

LOSS OF ALL HEATING SYSTEMS

1. In the event that the heating system is not functional, immediate steps must be taken to conserve and preserve body heat.

2. All residents and staff should congregate in one area of the home (if possible), close all doors to other areas, and use all available blankets and bed clothing for warmth.

3. Develop a contingency plan to deal with a prolong shortage of heat on each unit.

EMERGENCY OPERATIONS CENTER (EOC)

Immediately upon implementation of a Code Grey-Building Emergency, an Emergency Operations Centre (EOC) will be established by the Chief Warden. The reception area of the home will serve as the default location for the EOC.

DOCUMENTATION

All real and simulated emergency events shall be documented on the Emergency Drill Report located in Appendix 'A'.

All formal activations of Emergency Response Plans shall include a formal debrief and review of the response plans within 30 days of the conclusion of the emergency. This debrief shall be documented separately from the original emergency response.

Completed Emergency Drill Reports shall be logged in the Testing of Emergency Plans binder for a period of 2 years.

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SUBJECT: Code Grey Building Emergency - Loss of Heat Emergency Response Plan	INDEX NO: EMP06.1-001	PAGE: 2 of 2
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REPORTING

Every licensee of a LTCH shall ensure that the Director is informed in as much detail as is possible under the following timelines and in the associated circumstances;

No Later than One Business Day

1. An environmental hazard that affects the provision of care or the safety, security or well-being of one or more residents for a period greater than six hours, including;
 - a. a breakdown or failure of the security system,
 - b. a breakdown of major equipment or a system in the home,
 - c. a loss of essential services

Report Submission

Where a licensee is required to make a report immediately as identified above and it is after normal business hours, the licensee shall make the report using the Ministry's method for after-hours emergency contact. Contact information can be found in Appendix 'C' Communication Plan – Call in List