

DEARNESS HOME POLICIES AND PROCEDURES

MANUAL: Emergency Management Plan	INDEX NO: A05		
SECTION: Appendix 'A' - Emergency Reports and Required Actions	PAGE 1 of 2		
SUBJECT: Code Grey Building Emergency - Loss of Electricity Required Actions Checklist	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 Surge Learning.</i>			

LOSS OF ELECTRICITY REQUIRED ACTIONS CHECKLIST

The following checklist was developed to assist the Chief Warden in determining the actions required to be taken. Additional actions may be required as dictated by the circumstances of the emergency, subsequently some actions may not be required.

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Required Actions Checklist		
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Action to be Taken	Required		Person Assigned	Confirmed by:
	Yes	No		
Initiate emergency fan out system (see EMP-Emergency Contacts)				
Initiate Protocol for Urgent Maintenance Services				
Identify residents requiring O2				
Identify residents with air mattresses				
Emergency supplies distributed (flashlights, extension cords are in 2 bins in the fire panel room by the loading dock)				
Contact utility (see EMP-Emergency Contacts)				
Calling in of extra staff <ul style="list-style-type: none"> • Are additional Nursing staff required to be called in • Are additional Housekeeping staff required to be called in • Are additional Dietary staff required to be called in 				
Verify fire alarm operational				
Verify nurse call operational				
Verify door security operational				
Assign head count every 15 minutes				
Assign staff to monitor doors				
Assign staff to monitor fuel levels and generator operations including portables				
Fire watch initiated				
Extra blankets distributed				
Verify medication fridges on backup power and operational				
Verify dietary equipment on emergency power and operational				
Notification of Fire Department				
Notification of staff/residents/visitors/families i.e. Disruption of Service Protocol				
Notification of Public Health- if extended period				
Notification of Ministry of Long Term Care- if extended period				
Notification of service providers i.e. Adult Day Programs, hair salon,				
Paper service required for meal times				