Natural Disaster and Extreme Weather Events Thunder / Snow / Rain / Tornado / Earthquake		Policy Manual Section: **Section 4—Emergency Management Planning**
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Act/Regs: FLTC Act, 2021 Ont. Reg 246/22, RH Act, 2010		**Page: 1 of 7**

PURPOSE

The purpose of the natural disaster and extreme weather emergency procedures is to provide a management system that organizes the functions, tasks, and staff to systematically respond when there is suspected or actual event. This plan promotes communication and coordinates and provides staff with direction as to who is in charge including staff roles and responsibilities.

PROCEDURE

Bay Haven's activation plan criteria to initiate a natural disaster or extreme weather emergency occurs when,

- Monitored warnings from local authorities indicate weather conditions are present that may trigger a tornado, snowstorm, or other extreme weather event.
- Monitored flash flooding warning has been issued, that will initiate Bay Haven to be on stand-by to move residents, staff, and visitors to higher ground.
- Monitored local radio/TV station makes a public announcement that a natural disaster has occurred.

Any of these pre-emergency events will put Bay Have on notice to be prepared to evacuate and implement a CODE GREEN, evacuation exercise, if instructed by Emergency Personnel.

Severe weather conditions are monitored by Environment Canada 24 hours a day, 7 days a week. If a severe storm is on the horizon, the weather service issues a "Weather Watch" and then, if more severe, a "Weather Warning".

Weather Watch: broad category issued up to six hours in advance to alert public for a specified forecast region of Ontario that there is a high potential for dangerous thunderstorm weather, which may be accompanied by winds, hail and/or a tornado.

Weather Warning: dangerous winds, severe thunderstorms with the possibility of tornado imminent which could cause injury to life and property (i.e. severe thunderstorm is in progress or expected to occur within two hours).

If Environment Canada had confirmation of a Tornado, they would issue a "TORNADO WARNING".

Natural Disaster or Weather Emergency Effecting Equipment Failure or Building Damage

1. Remove residents, staff, and visitors from immediate danger.
2. Identify and designate the best internal protective areas within the home if it is a tornado or other high wind weather event. The safest areas are usually internal central hallways away from windows and flying debris.
3. Shut off water supply to the equipment that has failed or is leaking water.
4. Terminate electrical power to any areas where water is pooling and or areas where residents and staff may enter.
5. Restrict access to the area by locking out the area, using signage, clearly marking, or taping around the area to create a barrier to prevent residents and staff from entry.
6. Environment Services department to determine arrangements for the clean-up of the area. This may involve the environmental department performing the clean-up or hiring a professional plumber, electrician, or disaster recovery contractor.
7. Document all procedures implemented.

In the event of a plumbing malfunction, the Environmental Services Manager, or delegate will shut off the main water supply valve located in the Mechanical Room and notify the plumber. All toilets, sinks and tubs are equipped with isolation shut off valves that can be closed in the event of an isolated pipe rupture.

In the event of an electrical malfunction the Environmental Services Manager or delegate will shut off the appropriate electrical breaker and or the main electrical power supply switch located in the Mechanical Room and notify the electrician.

If the Director of Support Services is not on duty, the Charge Nurse or delegate will be instructed to shut off the appropriate valves and electrical breakers. The Environmental Services Manager will be notified, and he/she will take remedial action. Below is a list of flood related clean-up equipment that maintenance staff can be gathered to address a small internal flood.

Wet Floor Signs
Caution Tape
Floor Squeegees
Mop and bucket
Towels
Wet Vacuum
Sump Pump
Garbage Bags

Remedial Action

All available staff will assist in remedial actions to contain and control any rising waters or snow accumulation using towels and other absorbent material to contain the internal flood waters and prevent further migration. Use wet floor signs and caution tape to prevent residents and staff from entering the flooded area. Use floor squeegees, mops and the wet vac to absorb the flood waters. Remove and or unplug all electrical appliances in the flooded area.

A portable sump pump is available if flood waters are deep enough to warrant the use of a sump pump. A portable sump pump located in the courtyard pond during the summer months is easily transportable to the effected flood site. During the winter months the sump pump is stored in the maintenance office on the storage shelves.

Plumbers Telephone Number **Jerry Millar (705) 444-3428.**
Electrician Telephone Number **Wayne Spear (705) 445-1364**

Sheltering In Place
Severe weather events and natural disasters like earthquakes can be catastrophic because it is impossible to predict the impact they will have and how long the event will last. The Administrator, Director of Nursing in conjunction with local authorities will determine based upon the severity of the extreme weather event or natural disaster and the ability to provide subsistence needs at the current location whether to shelter in place, or to evacuate the building. During the sheltering in place period, the focus will be to manage the current situation and anticipate and prepare for the likely hood that residents may have to be evacuated.

Meeting Subsistence Needs
If decided to shelter in place, inventory levels of food, water, medical supplies, pharmaceuticals, and generator diesel will be determined and how long resources are expected to last. Staff by department will conduct inventory audits of available supplies to determine resource levels Management will arrange for additional resources and how to properly re-allocate as conditions change.

Plan for Power
Determine generator current fuel levels. Call fuel delivery company to top up diesel storage tank and return within 24 hours to keep fuel levels high**. Collingwood Fuels Limited Tel: (705) 445 4430**. Check fuel levels, temperature and belts to ensure generator is functioning properly. If you suspect something is unusual call generator company to schedule a repair appointment and or a second portable generator. **Sommers Generator Systems Tel: (519) 655 -2396**, or (1-800-690-2396).

Maintain Safe and Sanitary Conditions
Review policies and procedures that address emergency lighting, fire detection and extinguishing, managing waste, including solid waste, recyclables, biomedical waste and wastewater. Make necessary arrangements and precautions to protect residents and staff during the emergency.

Keep Track of Residents and Staff and Families – Initiate Fan Out Procedure
Manage human resources by setting up a Command Centre utilizing the Staff Telephone List to reach out to all staff and put them on notice that their services may be required. Review the Fan Out procedures and distribute the Staff Telephone list to all managers. Share information with resident families and friends and volunteers keeping them abreast of the situation and the possible need to send residents home if needed. Review the Command Communication Centre policies so quick decisions and deployment of resources can be implemented quickly.

Records Preserve and Share Resident

Staff must have ready access to resident records to maintain continuity of care, especially when a resident is transferred to another facility. Check that the emergency box has the necessary supplies and that resident records can be transported safely if evacuation is required.

Collaborate with Community Partners

Reach out to area health care facilities, emergency management agencies, nursing homes, retirement homes, hotels, churches and other community facilities and put them on notice that Bay Haven might evacuate residents if the order is given by local authorities. Notify transportation company that their services may be required too. Communicate with the MOHLTC, LHIN, CCAC, elected and appointed officials and Public Health.

Evacuate

The decision to evacuate the building due to flooding will be a joint decision of the Administrator, Director of Nursing and the local law and emergency authorities. If it is determined to evacuate the building, follow the evacuation procedures located in the emergency policy section.

General Staff Roles and Responsibilities

For Staff:

1. Stay calm and do not run outdoors.
2. Move residents to the corridor or to a room (away from the outer walls of the building).
3. Keep at least 15 feet away from windows to avoid flying glass.
4. Take shelter under beds, desks, in shower stalls, or other areas that offer protection against flying glass and debris.
5. Protect your face and head with your arms.
6. Stay under cover until the severe weather condition has subsided.
7. Identify people with injuries and provide medical assistance as appropriate.

For Administration/Charge Nurse:

If you receive information from weather forecasters that a severe weather condition is imminent, you will make the decision to:

1. Close the building to non-essential personnel.
2. Notify Day Program and other facility users to move everyone in their area away from windows and outside doors.
3. Close doors to all rooms with outside walls.
4. Stay low and protect your head with a pillow or blanket.
5. Provide safe accommodation for staff that are on duty and cannot leave.
6. If the building is affected by a severe weather condition:
    a. Identify people with injuries and provide medical assistance.

b. Check exit stairwells to ensure they are safe and available to use in the event of an evacuation.

ROLES AND RESPONSIBILITES OF SPECIFIC STAFF

Charge Nurse- Nursing Home:

The Charge Nurse becomes the Incident Manager during a natural disaster or extreme weather event will notify all staff on duty of the emergency by announcing Code Green (**evacuation**) Code Orange (external disaster) or Code Purple (internal disaster) three times over the P.A. system. All staff to report to the Nursing Station and await further instructions as indicated below by category of staff. Charge Nurse to ensure key personnel are equipped with walkie-talkies for communicating with the Incident Manager. After the emergency, document and complete the Critical Incident Report. (LTC only). Conduct debriefing exercise and modify resident care plan with strategies, if necessary.

Charge Nurse- Retirement Home:

The Retirement Home Charge Nurse report to the Nursing Home Charge Nurse and assist the Nursing Home Charge Nurse if required. Retirement Home Manager will notify RHRA once the natural disaster or extreme weather event has been declared over.

Retirement Home Staff:

The Retirement Home staff will report to the Nursing Home Charge Nurse and follow directions to evacuate residents or to assist as required.

Nursing Department Staff:

The Nursing staff will report to the Charge Nurse and follow directions to evacuate residents or assist and support as required.

Administrator:

The Administrator will meet with the Incident Manager, the Director of Nursing, and the Director of Support Services for a briefing of the incident. The Administrator working with the Charge Nurse, the Director of Nursing and the Director of Support Services will assist evacuation residents or performing other duties as required. The Administrator will ensure that the natural disaster or extreme weather event is conducted with a minimum of publicity. Only the Administrator will communicate with the media referencing the Communication Plan for Incident Management. See Emergency Communication Plan for further details.

Director of Nursing:

The Director of Nursing will work closely with the Incident Manager and the Director of Support Services and assist and support as necessary.

Dietary Department Staff:

The Dietary staff will report to the Charge Nurse and follow directions to evacuate residents or to assist and support as necessary.

Laundry Department Staff:
The Laundry staff will report to the Charge Nurse and follow directions to evacuate residents or assist and support as necessary. Will ensure adequate supplies of sheets and blankets are available.

Housekeeping Department Staff:
The Housekeeping staff will report to the Charge Nurse and follow directions to evacuate residents or assist and support as necessary.

Dietary/Housekeeping Aide Retirement Home:
The Dietary/Housekeeping Aides in the Retirement Home will report to the Charge Nurse and follow directions to evacuate residents or assist and support as necessary.

Environmental Services Manager (ESS):
The Director will report to the Charge Nurse and follow directions to evacuate residents and follow directions and assist and support as necessary. Will assemble supplies and tools to make building safe, including closing vents, windows, gas and water valves and other devises as required. If fire monitoring system is down, will conduct regular fire monitoring checks of the building.

Maintenance Staff:
The Maintenance staff report to the Charge Nurse and follow directions to evacuate residents and follow directions and assist and support as necessary. Will assemble supplies and tools to make building safe, including closing vents, windows, gas and water valves and other devises as required.

Recreation Department Staff:
The Activity staff will report to the Charge Nurse and follow directions to evacuate residents or assist and support as necessary.

Human Resources and Information Manager:
The Human Resources Information Manager will report to the Charge Nurse and follow directions to evacuate residents or assist and support as required.

Volunteers /Visitors:
Visitors:
Will remain with the resident with whom they are visiting and follow the instructions of the Charge Nurse.

Post Event – What to do After a Natural Disaster / Extreme Weather Event

- Listen for news reports to learn whether the community water supply is safe to drink. If the water is not safe to use, follow instructions by local authorities to use boiled water or an alternate water supply such as bottled water for cooking or preparing food, washing dishes, brushing teeth or bathing.
- Avoid flood waters; water maybe contaminated by oil, gasoline or sewage. Water may also be electronically charged from underground or downed power lines.
- Clean and disinfect everything that got wet. Mud left from flood waters can contain sewage and chemicals.
- Food may not be safe to eat. Throw away any food that has been contaminated or encounter the flood waters. Throw away all meets, fish, poultry, fresh fruits and vegetables.
- Only food in sealed, airtight metal cans is entirely safe, however the cans must be cleaned by washing them in a detergent and bleach solution.
- Disinfect all equipment, wood or plastic cutting boards, counter tops with a mild bleach solution. Allow all disinfected equipment and surfaces to air dry.
- Contact Insurance Company and arrange for remedial emergency service and restoration services if necessary.

Conduct Debriefing Meeting / Plan for Recovery:
The purpose of the debriefing meeting is to ensure all appropriate parties have been notified and that corrective measures have been taken. This includes a debrief for residents, substitute decision makers, staff, volunteers, and students. The debriefing exercise also provides an opportunity to evaluate and revise policy, listen to concerns, document lessons learned and support those who might be experiencing distress due to the emergency including referral to Employee Assistance Programs. Residents will be monitored for signs of distress/trauma and if required referral can be made to appropriate counselling.

The Plan of Recovery process will be unique to each emergency event. The objective is to reduce risk and incorporate prevention and mitigation components that result in a higher level of preparedness. Recovery plans can be for short-term and long-term priorities for restoration of functions, services, resources, facilities, and infrastructure. Short-term recovery plans could include repairs to damaged infrastructure (damaged windows or vents) and working with staff to compensate them for overtime wages. Long-term recovery plans might include installation of new safety equipment.

REFERENCES
Fixing Long-Term Care Act, 2021 General
Retirement Home Act, 2010
Long-Term Care and Seniors Services Emergency Response Plan, 2022

https://www.simcoe.ca/LongTermCare/Documents/Emergency%20Response%20Plan%2C%20July%202022.pdf