

Leamington Mennonite Home
Long Term Care

**EMERGENCY MANAGEMENT
POLICY AND PROCEDURE**

CATEGORY: Communication	SUBJECT: Staff Fan Out	SECTION: B POLICY: 2
DATE: June 27, 2022	Administrator's Signature: 	

STAFF FAN OUT

POLICY:

The Home's Staff Fan Out will be activated as required to contact staff in an organized fashion in the event of an emergency. A current Staff Fan Out List will be maintained in a location accessible to all leaders for immediate access in the event of an emergency.

PROCEDURE:

- 1) The Staff Fan Out list will be organized based on job classification and distance from the Home.
- 2) Test Procedure:
 - a. The Administrator will test the Emergency Call Back System annually at minimum; all staff are expected to participate.
 - b. All managers and staff who are responsible to call back staff (phone fan out) will keep a current phone list at work and at their home.

Activation of Procedure:

The Director of Nursing & Personal Care will:

- 1) Determine the need for emergency fan out and implement as required per the scope of the emergency.

Staff responsible for phone fan out will:

- 1) Call staff according to fan out procedures.
- 2) Leave voicemail (where no immediate answer) and ask staff not to call back but to report to work if available.
- 3) Provide the following information to staff who are to return to duty:
 - 4) Status and nature of emergency event
 - 5) Who to report to
 - 6) Assignment upon return
 - 7) Any special instructions (i.e., bring an extra change of clothes)
- 8) Document all calls on Staff Call-Back Record Sheet.

The Director of Nursing & Personal Care will:

- 1) Establish a “check-in station” for each staff to report to upon arrival.
- 2) Delegate job responsibilities to each staff returning to work.
- 3) Delegate a staff to make any necessary calls to volunteers in the event of an emergency.
- 4) Be prepared to locate additional qualified temporary personnel as required to fill gaps in staff coverage (consider sourcing from sister communities, temporary staffing agency).