


Leamington Mennonite Home
Long Term Care

**EMERGENCY MANAGEMENT
POLICY AND PROCEDURE**

CATEGORY: General	SUBJECT: Emergency Response Team	SECTION: A
DATE: June 27, 2022	Administrator's Signature: 	POLICY: 2

EMERGENCY RESPONSE TEAM

POLICY:

There will be an established Emergency Response Team (ERT) that follows the Emergency Response approach for any emergency. The Home will follow the Emergency Response Team structure approach in any response to an emergency. The Administrator is responsible for the official declaration of an Emergency at the Home in consultation with the Director of Nursing & Personal Care and other ERT members.

Response to emergencies will first focus on life safety; when life safety has been addressed, the ERT model will be implemented to organize the scene and ensure necessary actions are taken, including:

- Protecting the health and safety of residents and staff
- Minimizing damage to the building
- Ensuring continued operations
- Minimizing inconvenience to residents and staff
- Acknowledging our responsibility to the community

Staff will be assigned to ERT Units prior to the occurrence of an emergency. At the time of an emergency, the Director of Nursing & Personal Care (DNPC) will, in the absence of pre-designated staff, assign available staff to ERT positions to handle the immediate emergency.

PROCEDURE:

The Administrator will:

- Establish an internal Emergency Response Team, including backups for every position where possible.
- Report regularly as required to ERT designated leads the status of specific concerns and any issues arising at the site level related to emergency response.
- Ensure all staff attend mandatory in-service and training drills as scheduled by the Home.
- Ensure all staff are familiar with their role and responsibility should an emergency occur.
- Ensure rollout of Emergency Response Plan resources and procedures where applicable.
- Liaise with provincial regulatory authorities as required during all emergency phases.

In an emergency, the DNPC will:

- Update external Emergency Services on the situation upon their arrival and take direction from them once they take over the scene.

- Notify the Administrator and other ERT members as required, and request assistance as needed.
- Seek assistance of other locations as needed.
- Apprise staff, residents, family members, and volunteers of the situation.
- Notify provincial regulatory authorities as required.

ERT meetings should be held daily during a prolonged emergency at a minimum or at the call of the Administrator or designate.

- Minutes of all meetings to be posted and stored in an accessible area for all staff to read and filed electronically by the Communications Team Lead.
- Meetings should have an agenda decided beforehand or on the meeting date (see attached template).