



## Villa Colombo Homes for the Aged Inc.

<b>MANUAL:</b> Emergency Management	<b>DOCUMENT NUMBER</b> EM-10-2011
<b>SECTION:</b> Emergency Management Plan	<b>DATE:</b> July 2003 <b>REVISED:</b> July 2022
<b>SUBJECT:</b> Emergency Planning	Page 1 of 3

### PURPOSE

The Emergency Management Plan is designed to be a basic guide to providing a response system to any emergency situation at Villa Colombo that could cause death, serious injury, disrupt operations, or cause physical or environmental damage.

Emergency Management Plans must be in place and in compliance with Section 90 of Fixing Long Term Care Act regulations 2021, Sections 268-273 of the Regulations. Attestation on Emergency Planning will be prepared and submitted to the Director annually as required in Section 270 of the regulations.

### DEFINITIONS

For the purpose of this standard, an emergency or a crisis is an event that:

- Is unforeseen with immediate hazardous consequences;
- Threatens to cause or has caused substantial property damaged, personal injury or distress at Villa Colombo;
- Requires all staff at the Villa to be quickly and properly informed about the event, and
- May disrupt in a substantive manner the normal operations of Villa Colombo.

### Emergency Preparedness Committee

The Emergency Preparedness Committee is responsible for ensuring that emergency plans are current and in compliance with the legislation. The committee's work is guided by established terms of reference. The committee meets annually to review and revise the Emergency Management Plan as necessary, as well as coordinate communication and training related to the Plan.

### Emergency Management Plan

The emergency plans for the home are in writing.

In developing the plans, the licensee shall,

- Consult with the relevant community agencies, partner facilities and resources that will be involved in responding to the emergency; and
- Ensure that hazards and risks that may give rise to an emergency impacting the home are identified and assessed, whether the hazards and risks arise within the home or in the surrounding vicinity or community.
- Perform an evacuation of the home, which includes a system to account for the whereabouts of all residents in the event that it is necessary to evacuate

- Relocate residents and evacuate staff and others in case of an emergency.
- Ensure resources, supplies and equipment vital for the emergency response are being set aside and ready available at the home.
- Identify the community agencies, partner facilities and resources that will be involved in responding to the emergency.
  
- The emergency plan addresses the following components:
  - Plan activation
  - Line of authority
  - Communication plan
  - Specific staff roles and responsibilities
  
- The emergency plans for the home are evaluated and updated at least annually, including the updating of all emergency contact information.
- The emergency plans are tested on an annual basis, including the arrangements with the community agencies, partner facilities and resources that will be involved in responding to an emergency;
- A planned evacuation is conducted at least once every three years;
- All arrangements with community agencies, partner facilities and resources that will be involved in responding to emergencies are in writing.

**Emergency Codes**

The following emergency types have been assigned an alerting code and procedure at Villa Colombo Toronto:

- |  |               |
|--|---------------|
| • Fire   | (Code Red)    |
| • Building Evacuation (horizontal, vertical, or total) | (Code Green)  |
| • Violent Resident, Staff, Volunteer or Visitor        | (Code White)  |
| • Missing Resident or Community Program Participant    | (Code Yellow) |
| • Chemical Spill                                       | (Code Brown)  |
| • Bomb Threat  | (Code Black)  |
| • External Disaster                                    | (Code Orange) |
| • Air Exclusion  | (Code Grey)   |
| • Hostage Situation                                    | (Code Purple) |
| • Medical Emergency                                    | (Code 99)     |
| • Active Assailant                                     | (Code Silver) |

### **Communication and Training**

- New procedures or changes to current procedures will be communicated to staff on a regular basis through the Occupational Health and Safety bulletin boards, emails, newsletters, and general meetings.
- Departmental staff meetings, posters, and pay stub attachments will be used as the communication means to reach all staff members.
- A general overview of emergency standards and procedures will be reviewed at the General staff meetings and orientation for all new hires. Training for department specific duties during emergencies will be reviewed with new employees by the area manager/director/supervisor during the job specific orientation/training.
- All staff is responsible for attending annual mandatory Fire and Evacuation training.
- Monthly fire drills for all shifts will be conducted, and records will be maintained.
- Comments obtained at the debriefing meetings will be used to modify the system as necessary.