

**SUMMARIZED EMERGENCY PREPAREDNESS PLAN**  
**SANDFIELD PLACE**

July 2022

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## 1.1 Contacts

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## 1.2 CODES AND MEANING

-  Code Red: FIRE
-  Code Blue: MEDICAL EMERGENCY
-  Code White: VIOLENT OUTBURST
-  Code Yellow: MISSING PERSON
-  Code Brown: HAZARDOUS SPILL
-  Code Orange: COMMUNITY DISASTERS
-  Code Black: BOMB THREAT
-  Code Green: EVACUATION
-  Code Grey: LOSS OF ESSENTIAL SERVICES

### 1.3 CODE RED – FIRE

#### Upon Discovery of Fire:

- 1) Visitor – All occupants leave the room immediately and close the door. Staff, evacuate all residents by activating the nearest pull station.
- 2) Sound the fire alarm system
- 3) Visitors: leave the building by the nearest exit. Staff: Report to nursing station for further directions. Follow instructions from nurse-in-charge
- 4) Call 9-1-1
- 5) Staff, begin evacuation of adjacent rooms, closing and opening the “evacucheck” on doors.

#### Upon Hearing the alarm:

- 1) Visitors, close the door. Staff member will come to assist.
- 2) Staff, report to nursing station for further direction. Follow instructions from nurse-in-charge.

NOTE: If smoke is heavy on the corridor, it may be safer for occupants to stay in their room. Close the door and place a wet towel at the base of the door.

\*Sandfield Place Offers further details in the Fire Safety Plan and the Emergency Disaster Plan Binder located at Sandfield Place, 220 Emma Avenue, Cornwall, ON.

## 1.4 CODE BLUE- MEDICAL EMERGENCY

TWO TYPES OF SITUATIONS MAY OCCUR:

### 1) Cardiac Arrest

- Stay with individual
- Call physician on call or call 9-1-1 for ambulance dependent on severity.
- Remain calm.
- Be prepared for the following questions: Name of residence, address, location of incident, DOB of individual, medical status of individual.
- Notify emergency department and contact physician after resident is transferred. Notify POA.

### 2) Unexpected Death

- Call 9-1-1 if applicable
- Check vital signs. If no DNR is ordered, perform CPR until emergency response team has attended.
- Notify attending physician. Physician may request a coroner to be notified.
- Leave the body undisturbed until seen by a physician.
- Resident may be transferred to hospital by Emergency Response personnel when condition is stabilized, if applicable.
- Notify POA
- Notify DOC / Administrator
- Lock room, no unauthorized person allowed in.
- Document in nursing notes. Complete incident report.

\*Sandfield Place Offers further details in the Emergency Disaster Plan Binder located at Sandfield Place, 220 Emma Avenue, Cornwall, ON.

## 1.5 CODE WHITE – VIOLENT OUTBURSTS

Dealing with Aggression / violent offenders.

- 1) Call for help at the first sign of violence or threat, and if offender is armed, call 9-1-1 immediately. Do not attempt to handle situation yourself.
- 2) If offender is inside the building:
  - Remove all persons in danger zone and try to create safe distance.
  - Remain alert for seemingly harmless objects that could be used as weapons.
  - Search area for items. And confiscate and store in safe area. Document as such.
- 3) If offender is outside the building:
  - Lock down all points of entry/ exits
  - Using paging system, announce lock down mode to residents and staff three times.
  - Monitor presence of the offender from a safe distance without antagonizing the situation.
  - Obtain descriptive information as available to report to the authorities.
- 4) Complete incident report. Treat any injuries and seek outside medical attention as necessary. Interview staff and residents. Report to MOH.

\*Sandfield Place Offers further details in the Emergency Disaster Plan Binder located at Sandfield Place, 220 Emma Avenue, Cornwall, ON.

## 1.6 CODE YELLOW – MISSING RESIDENT

Procedure to ensure all residents are present:

- 1) Pictures on medication cart. Physical descriptions in nursing care plan.
- 2) Outside doors are kept locked. Keypad touch for exits.
- 3) Known wanderers are closely monitored.
- 4) Each resident is accounted for at each meal.
- 5) Bed checks will be done at least once during the night.
- 6) All LTC residents must be signed in or out.

Procedure when resident is missing:

- 1) Report to nurse in charge. Nurse in charge will initiate search.
- 2) Contact family members.
- 3) Notify Staff on duty of missing resident.
- 4) Search all rooms, bathrooms, tub rooms, lounges, kitchen, staff rooms, closets, all areas, etc.
- 5) Check grounds surrounding building.
- 6) Assign staff to search resident area.
- 7) Have registration form and photo ID available to identification.
- 8) If not found, call 9-1-1.
- 9) Give police description of resident.
- 10) Inform Family, Administrator, and DOC, MOH (1-877-779-5559 ext 30 if resident missing for more than one hour)
- 11) Incident Report

\*Sandfield Place Offers further details in the Emergency Disaster Plan Binder located at Sandfield Place, 220 Emma Avenue, Cornwall, ON.



## 1.7 CODE BROWN – HAZARDOUS SPILL

Two Types: Non-threatening – little or no hazard that can be safely cleaned with Chemical Clean Kit.

Threatening – Chemical spills that involve evacuation and notification of emergency authorities. Gas leak would be considered in this category.

Non- Threatening:

- 1) Report spill to supervisor
- 2) Supervisor will notify the appropriate staff member to clean the area using the emergency spill kit.

Threatening: (Gas leak would be considered in this category)

- 1) Report spill supervisor/ administrator/ manager on call.
- 2) Administrator to report spill to 9-1-1 emergency services.
- 3) If spill (or leak) is on property, begin evacuation process (see code green)
- 4) If chemical spill is outside the residence, take direction from Emergency Services.

\*Sandfield Place Offers further details in the Emergency Disaster Plan Binder located at Sandfield Place, 220 Emma Avenue, Cornwall, ON.

## 1.8 CODE ORANGE – COMMUNITY DISASTERS

### Different Types of Community Disasters

- 1) Weather – Tornado, flood, ice storm, including power outages. Natural disasters and extreme weather condition would be in this category.
- 2) Train Derailment
- 3) Multi-vehicle crash
- 4) Pandemic/ Epidemic – community outbreak
- 5) Boil water Advisories

#### 1) Weather:

- Monitor warnings from local authorities when weather conditions are present.
- If flash flooding is known, move residents and staff to higher ground.
- Be prepared to evacuate and implement code green.

#### EQUIPMENT FAILURE:

- Remove residents, staff and visitors from immediate danger.
- Turn off water supply to equipment that is failing.
- Turn off all electrical and mechanical equipment in the area.
- Restrict access to the area.
- Maintenance department to determine with the Administrator to make arrangements for cleanup of the area.
- Document.

#### 2) Train Derailment:

- Contact local authorities (9-1-1) and take direction.
- Prepare for Code Green, evacuation.

#### 3) Multi-vehicle Crash:

- Contact local authorities (9-1-1) and take direction.
- Prepare for Code Green, evacuation.

#### 4) Pandemic/ Epidemic – community outbreak:

- Ensure proper PPE is adequate for facility. Ensure use of hand hygiene. Educate staff and review with PPE. Wear proper PPE as necessary and as directed.

- Contact EOHU for further guidance regarding illness.
- Separate residents and staff as much as possible. Those who share rooms should be at least 1 metre apart.
- Transportation to and from their rooms are for essential purposes only.
- Encourage use of proper PPE with residents as necessary.
- Ensure all staff and volunteers are N95 fit tested and ensure proper masks are used according to the sizing of masks.
- Limit number of visitors as much as possible.
- Ensure proper signage is put up.
- Promote co-horting as much as possible.
- Staff should change into work wear when they come to work.
- No one with symptoms should be permitted into the facility.
- Refer to infection control manual for further information.

5) Boil Water Advisories:

- Contact Proper authorities for water precaution and take directions – EOHU.
- Notify all staff of directions and water precautions.
- Ensure residents are safe and do not drink water.
- Boil water before using as per EOHU recommendations.
- Notify physician and family members.
- Notify MOH.

\*Sandfield Place Offers further details in the Emergency Disaster Plan Binder and infection control binder located at Sandfield Place, 220 Emma Avenue, Cornwall, ON.

## 1.9 CODE BLACK – BOMB THREAT

### Bomb threat by telephone:

- 1) Remain calm.
- 2) Keep caller on the line
- 3) Notify nearby staff and have them call 9-1-1
- 4) Take note of the following: Gender, accent, trying to disguise voice, background noise, caller from inside or outside, specific details ie, demands.

### Bomb threat by mail or e-mail:

- 1) For mail, minimize handling of letter and envelope to protect for fingerprints.
- 2) Leave letter where it was discovered.
- 3) Nurse supervisor to notify police, administrator, DOC.

### Unidentified object is found:

- 1) If a suspicious package or explosive device is discovered, DO NOT TOUCH.
- 2) Immediately notify nurse in charge.
- 3) Cordon off area and evacuate residents and staff from immediate and adjacent area.

### Evacuation:

- 1) Wait for police and administrator to direct evacuation. If no time, nurse-in charge can initiate evacuation based on circumstances.
- 2) Follow code Green.

\*Sandfield Place Offers further details in the Emergency Disaster Plan Binder located at Sandfield Place, 220 Emma Avenue, Cornwall, ON.

## 1.10 CODE GREEN – EVACUATION

### Procedure:

- 1) Direct and assist residents to evacuate the residence to your designated meeting point outside the residence. RN will decide at this point.
- 2) Remove residents closest to the danger zone first.
- 3) Ensure staff is assigned to stay with the evacuees.
- 4) Ambulatory residents should be moved first, followed by wheelchair residents, bed ridden residents, then resistive residents.
- 5) Retrieve laptop, medications, E-MARs.
- 6) Ensure all residents receive identification name tag and indicate the residence name.
- 7) Once the residence has been evacuated, complete a resident and staff count.
- 8) If necessary, to relocate residents, implement relocation plan.

\*Sandfield Place Offers further details in the Emergency Disaster Plan Binder located at Sandfield Place, 220 Emma Avenue, Cornwall, ON.

## 1.11 CODE GREY – LOSS OF ESSENTIAL SERVICES

Different types:

- 1) Loss of Heating. 2) Loss of Cooling. 3) Power outage. 4) Total loss of water.
- 5) Major food shortage.

Loss of heating:

- 1) If loss of heating is due to power failure, refer to power outage policy.
- 2) If related to heating system, charge nurse will contact maintenance staff, who will contact the service provider and investigate and restore heating system.
- 3) Until heating system is restored, ensure all windows and exterior doors are closed, provide additional blankets to keep residents warm, keep vacant room doors closed. In the event the residence temperature is less than 10 degrees Celsius, and will not have the heating system, the senior management may initiate evacuation if necessary.
- 4) Document.

Loss of cooling:

- 1) If loss of cooling is due to power failure, refer to power outage policy.
- 2) If related to cooling system, the charge nurse will contact the maintenance staff to call the contracted service and investigate and restore cooling system.
- 3) Until the cooling system is restored, the procedures listed in the “loss of heating” will be initiated. If hot weather, and not able to get cooling system working, senior management will determine if evacuation is necessary.
- 4) Document.

Power Outage:

- 1) Trouble alarm will signal in the event of a power failure.

- 2) In the event of total loss of power, charge nurse will contact Cornwall Electric and determine the anticipated duration of the power loss.
- 3) Charge nurse will implement power failure checklist. They can also initiate evacuation if necessary.
- 4) Have telephone available that can be plugged into telephone outlet to allow outgoing calls during a power failure. If phones not operational, use walkie talkies, or fully charged cell phone.
- 5) Charge nurse will notify the fire department that power is off, and a fire safety patrol to monitor resident's rooms every ½ hour. \*see list in fire safety manual.
- 6) If power supply will not be restored for an extended period of time, charge nurse to notify administrator or DOC and Cornwall Electric and prepare for building evacuation if required.
- 7) Should be noted that the home may count on the support of a backup generator for the supply of lights throughout the building and heat the dining rooms indefinitely if necessary. The generator is to be refueled by contacting Ultramar Ltd.
- 8) Should the power failure not affect the environment but still affect other areas cooking, etc., other plans such as food storage or other improvisational plans, may be enacted the discretion of the Administrator or delegate.
- 9) Gas fireplaces will continue to provide heat in the living rooms of the LTC and RH components.
- 10) Our back-up generator will be used to power the walk-in refrigerator and freezer located in the main kitchen.
- 11) Document all procedures.

#### Total Loss of Water

- 1) Charge nurse to contact Cornwall Water Works and determine the anticipated duration of the loss of water.
- 2) Contact the maintenance staff.
- 3) Charge nurse will determine if necessary to implement procedures for emergency water supply, including contacting supplier with whom the

residence has agreements to supply emergency water and the equipment necessary.

4) Document all procedures implemented.

#### Major Food shortage

1) In the event of a shortage of food from supplier, the residence may initiate the following steps under the direction of the executive director:

- Purchase food supplies from a local grocery store
- Enact memoranda of understanding with community partners, if applicable
- Arrange with local restaurants to provide meals
- In the event food supplies are not available within the community, the administrator may order an evacuation.

\*Sandfield Place Offers further details in the Emergency Disaster Plan Binder located at Sandfield Place, 220 Emma Avenue, Cornwall, ON.