



Team Name: Disaster Management Team Lead: Regional Officer – Disaster Management Approved by: Executive Director - North	Reference Number: ORG.1210.PL.001 Program Area: Disaster Management Policy Section: General
Issue Date: January 7, 2015 Review Date: Revision Date: July 7, 2022	Subject: Emergency Preparedness

Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

POLICY SUBJECT:

Emergency Preparedness

PURPOSE:

- To inform staff of emergency preparedness plans for all sites and programs in Southern Health-Santé Sud.
- To confirm the expectation that sites and programs are to adapt task sheets for their specific use.
- To verify education and training is provided for all staff to ensure they have the awareness, knowledge, skills and ability to respond regarding emergency plans.
- To review the response to emergencies, identify gaps and improve our mitigation and preparedness from the lessons learned.

BOARD POLICY REFERENCE:

Executive Limitation (EL-1) – Global Executive Restraint & Risk Management
 Executive Limitation (EL-2) – Treatment of Clients
 Executive Limitation (EL-3) – Treatment of Staff
 Executive Limitation (EL-7) – Corporate Risk

POLICY:

Emergency plans are developed by Disaster Management based on information obtained from Hazard, Risk and Vulnerability Assessments (HRVA) and Business Impact Analyses (BIA).
 Emergency plans addresses all hazards identified by the HRVAs and BIA.

Our Emergency plans consist multiple plans, documents and resources. Some of these are:

- Regional Incident Command Emergency Plan
- Site Leadership Disaster Management Responsibilities

- Emergency Plans for Bomb Threats, Chemical Spills, Evacuations, External Air Exclusion, Mass Casualties, Infant/Child Abduction, Fire, Violence, Missing Clients, Tornado, Flood, Epidemic/Pandemic, and Loss of Services. The emergency plans include task sheets that are edited by site staff to be specific to the site to develop a coordinated and efficient response to a disaster event.
- The above mentioned resources are housed on the Portal, under the Admin Library on the Disaster Management page. [Portal>Admin Library> Disaster Management](#)
- Southern Health-Santé Sud and affiliate Long Term Care sites are to use the Provincial Long-Term Care/ Personal Care Home Pandemic Plan. Site specific information included in this document is routinely updated. The Provincial Plan can be found on the [Portal>Admin Library> Disaster Management>Epidemic/Pandemic Emergency Plans](#). The facility plans, once updated with the site information can be found under [Portal>Admin Library> Disaster Management>Site Emergency Plans and Information](#)
- Staff is directed to use the [provincial pandemic website](#) and [LTC/PCH webpage](#) as their main 'single source of truth' for pandemic information. Links to the website/webpages are to be easily accessed on the Southern Health-Santé Sud Health Provider's Site.

Staff are to review information on Disaster Management as a part of Regional Orientation. Staff in leadership roles are to review the Site Leadership Disaster Management Responsibilities document (ORG.1210.PL.001.SD.01) upon hiring and annually.

Sites are required to complete the following training:

- Community and corporate offices – one fire drill per year.
- Acute and long term care facilities:
 - One fire drill on a monthly basis. Long term care facilities must have every employee participate in a minimum of one drill per year.
 - An annual evacuation drill to be held for every shift.
 - One part of the emergency plans exercised per quarter
 - Long term care facilities are required to also:
 - Have exercise(s) over a period of three years testing all components of the Disaster Management Program.
 - SDO management and managers in all PCH sites that your SDO operates or funds take IMS training to be better prepared for the next emergency impacting a PCH.
 - There is to be education and training of the Provincial LTC/PCH Pandemic Plan through annual Incident Management System (IMS) tabletop exercises for all PCH sites that your SDO operates or funds utilizing the Pandemic Plan as the tabletop.

Sites are requested to complete yearly education on the emergency plans and codes as per the Emergency Plan Training Schedule.

Southern Health-Santé Sud emergency plans and training requirements are in accordance with the Emergency Measures Act, Canadian Standards Association standard CSA Z1600-14, and adheres to the standards of Accreditation Canada and the Manitoba Health, Seniors and Active Living, Personal Care Home Standards.

Site leads are required to submit a report to their supervisor on completed fire drills, evacuation drills, tabletop exercises and mock disasters every quarter using a standard template.

When there is an event or a code is called, the Site Incident Manager is to complete the Disaster Management After Action Report (ORG.1210.PL.001.FORM.01) within 5 days. The information gathered by this is used to identify lessons learned and any changes needed to the site's equipment, education, processes or the emergency plans to ensure best practice and foster a learning organization. The implementation of recommendations for the site is the responsibility of the site lead. The revisions required to emergency plans are the responsibility of the lead for Disaster Management.

The After Action Report is to be completed for all of the following situations:

- When the site had an event that had a code called, such as but not limited to code yellow, code red, or code green and required a response
- When the code was called or Senior Leader/Senior Leader On-Call was notified of a code but it didn't require the full response of the emergency plan
- When a code wasn't called, but the site did have a response to an event that could have been considered a code or event
- When there is a response to an event that does not have a colour code such as power outage, supply shortage, person of interest
- A response to a threat

PROCEDURE:

EMERGENCY PLANS

1. Disaster Management develops the emergency plans and task sheet templates and uploads to Disaster Management page on the Portal under the Colour Code or Emergency Plan section.
2. Sites edit designated sections of the task sheets to be specific to their site, and forward to the site lead for approval. Once approved, the site lead forwards to the lead for Disaster Management.
3. The lead of Disaster Management reviews the edited task sheets for consistency and alignment with emergency plans, and then uploads to the Disaster Management page of the Portal under Site Information.
4. The site lead verifies the plans are printed and ready to be used at the site.

DISASTER MANAGEMENT TRAINING AND EDUCATION

1. Drill and training exercise participation is sent to Quadrant Human Resources (QHR) by the staff leading the education or drill for entry and tracking.
2. A debrief of the training is completed after each exercise.
3. The disaster management exercises are reported to the responsible senior lead quarterly (March, June, September, December), using the format provided by Disaster Management. The responsible senior leader or designate forwards the quarterly report to the lead of Disaster Management.
4. The site lead is to confirm that the required training is completed.

The Emergency Plan Training Schedule is followed to ensure that all emergency plans are reviewed yearly by each site or program.

Emergency Plan Training Schedule

* Fire extinguisher training rotates through sites. Code Red tabletop and/or education is to be completed at this time.

Month	Emergency Response Color Code
January	Code Red – Fire Drill; Code Grey – External Air Exclusion
February	Code Red – Fire Drill; Code Green – Evacuation
March	Code Red – Fire Drill; Code Orange – Mass Casualty Incident
April	Code Red – Fire Drill; Code White – Violence/Hostage Taking/Active Shooter and De-escalation Techniques
May	Code Red – Fire Drill; Tornado Emergency Plan
June	Code Red – Fire Drill; Site Leadership Disaster Management Responsibilities
July	Code Red – Fire Drill
August	Code Red – Fire Drill
September	Code Red – Fire Drill; Code Brown – Chemical Spill
October	Code Red – Fire Drill; Code Yellow – Missing Client; Business Continuity Plan/Loss of Services Emergency Plan
November	Code Red – Fire Drill; Code Black – Bomb Threat;
December	Code Red – Fire Drill; Code Pink – Missing/Abducted Child/Infant

EMPLOYEE ACCESSIBILITY PLAN FOR EMERGENCIES

1. Ask employees if they face barriers in the event of an emergency. To promote a safer workplace, talk to employees about efforts to create accessibility and to keep employees safe during an emergency. Invite employees to notify you confidentially about their accessibility needs during an emergency. The standard requires that the information employees share with you remains confidential and shared only with their permission and with someone who is designated to help them in an emergency
2. Engage affected employees in preparing for emergencies - employees who face barriers are the experts on how best to remove these barriers, including during an emergency. In addition to talking with affected employees, record relevant information to assist current and future management. Use Employee Accessibility Plan for Emergencies (ORG.1210.PL.001.FORM.02), Part A.

3. Individual emergency response information - the information collected in the Employee Accessibility Plan for Emergencies from an employee with a disability is helpful in creating the individualized emergency response. Meet with employee to discuss the information and available options. Ask employees who require assistance during an emergency for permission to share information with individuals who agree to help. Manager is to complete Employee Accessibility Plan for Emergencies (ORG.1210.PL.001.FORM.02), Part B.

SUPPORTING DOCUMENTS:

ORG.1210.PL.001.FORM.01	Disaster Management After Action Report
ORG.1210.PL.001.FORM.02	Employee Accessibility Plan for Emergencies
ORG.1210.PL.001.SD.01	Site Leadership Disaster Management Responsibilities

REFERENCES:

Accreditation Canada, *Emergency and Disaster Preparedness*, July 1, 2019

Accessibility Employment Standard Regulations, The Accessibility for Manitoban's Act, July 3, 2020

Canadian Standards Association *CSA Z-1600 Emergency Management and Business Continuity*, 2017

Manitoba Fire Code, *The Fires Prevention and Emergency Response Act*, June 30, 2020

Manitoba Health, Seniors and Active Living, *Personal Care Home Standard 20: Disaster Management*