

EMERGENCY MANUAL

SECTION IV.

PREPAREDNESS

*Spruce Lodge
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SECTION: PREPAREDNESS	INDEX #: EM IV-1
TOPIC: Emergency Supplies: Dietary	ISSUED: Feb 2004
APPROVED BY: Administrator	REVIEWED/ REVISED: June 2022

**ITEMS ON HAND ON DISASTER SHELF AS MARKED IN KITCHEN STOREROOM--
---GROUND FLOOR**

Styrofoam cups---milk, juice, etc.	1 case
7oz plastic cups	1 case
Styrofoam bowls	1 cases
Dinner Plates	2 cases
Bread and Butter Plates	2 cases
Plastic cutlery	1 case each
Serviettes	1 case (by paper supplies)

(Paper products are kept on top shelf immediately across from disaster shelf and on disaster shelf)

Honey, 1kg	1 case	Individual Jam	2 cases
		**MORE Available on JAM SHELF	
Peanut Butter, 2kg	1 case		
Canned Tomatoes	1 case	Coffee, 1 lb.	1 case
Salmon	1 case	Pickled Beets	2 case
Sugar, packages	1 case	Tomato sauce	1 case
Applesauce	1 case	Pickles	2 case
Canned pudding	2 case		
Tea Bags(on shelf)	1 box	Soda Crackers	2 case
Juice(apple)	3 cases	Water	10 cases
**MORE Available on JUICE SHELF		Canned Soup	2 case
Tuna	1 case	Macaroni	1 case
Berry Mousse	1 case	Cheese sauce	1 case
Canned green beans	1 case	Spaghetti	1 case

OTHER SUPPLIES AVAILABLE FOR EMERGENCY

Bread	shelf in main kitchen
Butter/marg/cheese whiz	dairy fridge (#2)
Milk/yogurt	dairy fridge (#2)
Cookies+Snacks	shelf beside disaster shelf
Cold Cereal	shelf beside disaster shelf
Puree food	3 door freezer in main kitchen
Resource 2.0	storeroom
Supplements	supplement self above pop



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NUMBERS THAT CAN BE CALLED FOR EMERGENCY SUPPLIES

Sysco 1-855-373-4555 (order desk)
 McDonalds 273-3730 Flanagan's 519-748-2190

MENU 'A'

BREAKFAST: Juice and Milk
 Cold Cereal
 Bread, Butter and Jam
 Coffee and Tea
DINNER: Juice and Milk
 Canned Soup and Crackers
 Peanut Butter and Jam Sandwiches
 Pickles
 Applesauce
 Tea

SUPPER: Juice and Milk
 Salmon
 Canned Tomatoes
 Bread and Butter
 Pudding
 Coffee and Tea

MENU 'C'

BREAKFAST: Juice and Milk
 Cold Cereal
 Bread, Butter and Jam
 Coffee and Tea
DINNER: Juice and Milk
 Canned Soup and Crackers
 Tuna salad sandwich
 Pickles
 Berry Mousse
 Tea

SUPPER: Juice and Milk
 Macaroni and Cheese
 Pickled Beets
 Bread and butter
 Cookies (puree—pudding)
 Coffee and Tea

MENU 'B'

BREAKFAST:
 Juice and Milk
 Cold Cereal

DINNER:
 Milk and juice
 Canned Soup and Soda Biscuits
 Cheese Spread Sandwiches

SUPPER:
 Milk and juice
 Spaghetti & Tomato sauce
 Canned Green beans

 Toast and Jam
 Coffee and Tea

 Pudding
 Tea

 Bread and Butter
 Applesauce
 Tea and coffee

****Puree diets—Puree food is available****

DEPENDING ON NUMBER OF STAFF ABLE TO GET TO WORK, PAPER DISHES WOULD BE CONSIDERED.



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SECTION: PREPAREDNESS	INDEX #: EM IV-2
TOPIC: Nursing Supplies	ISSUED: Feb 2013
APPROVED BY: Administrator	REVIEWED/REVISED: June 2022

POLICY:

That Spruce Lodge will ensure that nursing supplies are available to provide for resident care in the case of an outbreak or other emergency, such that sufficient supply is on hand for a minimum of 30 days full outbreak.

PURPOSE:

To outline the supplies that are required for use during an outbreak or other emergency.

PROCEDURE:

<i>PPE and Isolation Carts</i>	Gowns, gloves, masks, isolation carts, garbage and linen bags, signage, hand sanitizers, goggles
<i>Other Care Supplies</i>	Supplies are available on a 30 day ordering cycle. Supplies for an emergency or in case of shortage are ordered and then can be available in less than 24 hours.



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SECTION: PREPAREDNESS	INDEX #: EM IV-3
TOPIC: Evacuation Designation Agreements	ISSUED: Feb 2004
APPROVED BY: Administrator	REVIEWED/REVISED: December 2022

POLICY:

That Spruce Lodge will ensure that reciprocal agreements are in place to provide safe and appropriate evacuation designations for residents.

PURPOSE:

To outline agreements are in place as designations for residents in case of a full evacuation.

PROCEDURE:

<i>Huron Perth Non-Profit Homes and Services for Seniors</i>	<p>Spruce Lodge is a member home of the Huron Perth Non-Profit Homes and Services for Seniors through its provincial association membership with AdvantAge Ontario. Not only will the home reach out to the provincial association in times of need, but also has a signed letter of understanding with the other member Huron Perth homes to proactively reach out to the Board of Directors of a member Home, should that Home find itself in an emergency situation, or without its senior leader, in order to assist the affected member Home as needed. In addition, member Homes have an understanding to respond to requests for support in the event of an emergency, which may involve some or all of the following,</p> <ul style="list-style-type: none"> • Serving temporarily where appropriate, where necessary and where possible as an emergency destination for an affected Home. Note that logistical arrangements will need to be made for sleeping arrangements. (eg. interim beds, short-stay beds, vacancies, red-cross emergency cots, etc.) • Providing emergency supplies and equipment to the affected member Home, at cost, if and as necessary. (eg, food or nursing supplies, portable generators, laptop computers,) • Explore seconding available staff to the affected member Home on a cost recovery basis. (eg, pastoral care, social work, maintenance, etc.) • Provide a mobility bus/van to the affected member home as needed and as available. <p>The following are the involved uron Perth not for profit Homes;</p> <ul style="list-style-type: none"> • Bluewater Rest Home 519-236-4373 • Huronview 519-482-3451
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	<ul style="list-style-type: none"> • Huronlea 519-887-9267 • Ritz Villa, 519-349-8612 • Knollcrest Lodge 519-595-8121 • Greenwood Court 519-273-4662 		
Huron Perth Facility Operators Group	<ul style="list-style-type: none"> • The Long Term Care homes of both Huron County and Perth County, meet on a routine basis to discuss matters of shared interest. There is a 		
Administrator's Responsibility	<ul style="list-style-type: none"> • Communicates and negotiates with community partners and other institutions regarding designation agreements in case of a full evacuation. • Ensure that those identified as designations have the capacity to meet the care needs of residents to the best of their abilities. • To keep any documentation related to these agreements. • To communicate the nature of these agreements with the Emergency Control Group as needed. • Note that given the unpredictable nature of such events, while accommodating evacuees from other Homes is ripe with logistical issues, Spruce Lodge will endeavor to support other LTC Homes in the County that require assistance in their time of need, and will cancel events and activities in the Griffith Auditorium, etc, in order to assist with meeting this need. As a member of the Huron Perth Facility Operators group, all Homes within both counties have a general understanding to support each other should the need arise. 		
REVIEWED:	Date/Initial Peter Bolland July 2017	Date/Initial Peter Bolland April 2019	Date/Initial Peter Bolland June 2022
REVIEWED:	Date/Initial Peter Bolland December 2022	Date/Initial	Date/Initial



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SECTION:PREPAREDNESS	INDEX #:IV - 4
TOPIC: Emergency Services Contacts	ISSUED: Feb 2004
APPROVED BY: Administrator	REVIEWED/REVISED: December 2022

POLICY:

Spruce Lodge will maintain an accurate and current emergency services contacts as well as a list of key staff and suppliers. -

PURPOSE:

To ensure that during an emergency, staff has accurate contact information for staff and suppliers.

CRISIS INTERVENTION & SUPPORT INTERVENTION

EMERGENCY SERVICES:

<i>Emergency Services: (911 for emergencies)</i>	Police: non-emergency line 519-271-4147, OPP Sebringville 888-310-1122 Fire: Non-Emergency line 519-271-3212 Ambulance: 519-273-7382		
<i>Perth District Health Unit</i>	Medical Officer of Health, 519-271-7600 ext 255		
<i>Perth County Emergency Management</i>	Emergency Management Coordinator 519-271-0531 ext 540		
<i>Red Cross</i>	Local: 519-273-0339, Crisis: 866-579-4357 e-mail: Stratford.huron.perth@redcross.ca		
<i>Transportation</i>	Stratford transit 519-271-0250 ext 264 Stratford parallel transit (mobility bus) 519-271-4100 Hoffman's/ Voyageur Patient Transfer 1-855-263-7163		
<i>Hospital</i>	Stratford General Hospital 519-272-8210 CEO ext 8202		
REVIEWED:	Date/Initial Peter Bolland July 2017	Date/Initial Peter Bolland April 2019	Date/Initial Peter Bolland December 2022



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SECTION:PREPAREDNESS	INDEX #:IV - 5
TOPIC: Pandemic Planning	ISSUED: Oct 2008
APPROVED BY: Administrator	REVIEWED/REVISED: December 2022

POLICY:

The Emergency Control Group (ECG) will follow the Pandemic Response process detailed in *A Guide to Influenza Pandemic Preparedness and Response in Long-Term Care Homes*. In activating the response process, the ECG will detail the pandemic phases and the response level that is required at each phase.

PURPOSE:

To detail the pandemic phases and the response level that is required at each phase.

PROCEDURE:

<i>Phase I</i>	<p><u>No Pandemic Activity in the Country, Province or Community</u></p> <p>During Phase I, an influenza pandemic has been declared elsewhere in the world, but there is no pandemic activity in the country, province or community. Spruce Lodge will continue to use a passive approach to surveillance, including:</p> <ul style="list-style-type: none"> ▪ Allowing family members and visitors to self-screen ▪ Looking for Influenza like Illness symptoms in residents while providing routine daily care and activities ▪ Staff reporting related symptoms to their supervisor
<i>Phase II</i>	<p><u>Pandemic Activity in the Country or Province, but NOT in the Community</u></p> <p>When there is pandemic activity in the country or province, Spruce Lodge will take a more active approach to surveillance, including:</p> <ul style="list-style-type: none"> ▪ Having a staff person or volunteer screen incoming staff, suppliers, contractors, renters, volunteers and visitors. ▪ Activate infection control plan for pandemic. (Entire continuum) ▪ Actively seeking out signs or symptoms in residents by, for example: <ul style="list-style-type: none"> ▪ Conducting unit rounds (taking resident temperatures daily) ▪ Reviewing unit reports for information on any elevated temperatures ▪ Reviewing physician/staff communication books ▪ Reviewing medical and/or nursing progress notes on the residents' charts



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	<ul style="list-style-type: none"> ▪ Reviewing pharmacy antibiotic utilization records ▪ Reviewing laboratory reports ▪ Asking unit staff for verbal reports, based on their clinical observations <p>The Emergency Control Group will review the surveillance data for any signs of the pandemic strain as necessary but no less than once each week. Normal reporting procedures to the Perth District Health Unit (PDHU) will continue.</p>
Phase III	<p><u>Pandemic Activity in the Community</u></p> <p>If the pandemic has spread into the community, the PDHU will notify. Spruce Lodge will:</p> <ul style="list-style-type: none"> ▪ Activate its pandemic plan ▪ Activate its emergency plan if appropriate (i.e. if there is a loss of essential community services) ▪ Maintain active surveillance, using outbreak reporting forms provided by PDHU
Phase IV	<p><u>Pandemic Activity in Spruce Lodge</u></p> <p>When an outbreak of the pandemic strain is suspected or confirmed in the Lodge, we will take the following steps:</p> <ol style="list-style-type: none"> 1. Notify the local Medical Officer of Health or designate 2. Notify the Ministry of Health and Long Term Care. (Compliance officer or other person(s) designated by the MOHLTC) 3. Intensify infection prevention and control measures 4. Notify the appropriate individuals (e.g. Board, staff, residents, tenants) 5. Hold an initial meeting of the ECG 6. Monitor the outbreak and continue ongoing surveillance 7. Implement control measures for residents 8. Implement control and support measures for staff and volunteers 9. Implement control measures for visitors 10. Distribute antivirals if available 11. Distribute vaccines if available



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	12. Investigate the outbreak 13. Review the outbreak Step 1 through 6 will happen simultaneously.
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Note:

More extensive policies and procedures related to Pandemic Planning are found in the next section entitled Outbreaks, Epidemics and Pandemics.

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