

Resources, PPE, Supplies and Equipment Emergency Plan (Policy and Procedures)

Program	Emergency Plans – Module 1	Policy Number	EM-01.05 (v. 5.2)
Applies to	Administrators, Contracts and Procurement, Dietary Services staff, Education and Wellness, Emergency and Contingency Planning Specialist, Environmental Services Team Lead, IPAC Practitioner, Joint Health & Safety Committee, Manager of Production & Support Services, Nursing Clerk, Registered Nursing staff, and Supervisor of LTC Maintenance and Security		
Effective Date	November 10, 2022	Replaces	N/A

PURPOSE: This plan provides guidance to ensure resources, personal protective equipment (PPE), supplies and equipment vital for an emergency response are set aside and readily available at the Homes.

DEFINITIONS:

Resource Stockpile	<p>Resources, supplies, personal protective equipment and equipment vital for emergency response. At minimum, the stockpile must include hand hygiene products and cleaning supplies.</p> <p>Resources may include materials such as food, drugs, and sanitation products, as well as non-material resources, such as staff, transportation, funding and information required for implementation of emergency plans.</p> <p>For this plan, the resource stockpile includes all resources within the emergency kits and the Emergency Planning Resources List.</p>
--------------------	--

POLICY: The key requirements of this policy are as follows:

1. **Resource Stockpile:** The Homes identify, maintain and set aside a resource stockpile vital for each emergency response plan
2. **Managing the Stockpile:** The Homes must manage their resource stockpile and have a process to ensure that required items are prevented from expiry
3. **Stockpile Distribution:** The Homes must have a plan for supply distribution of the stockpile including location and how to access the resources

PROCEDURES: This section contains procedures for the following:

- A. Identifying the components of the Homes' resource stockpile**
- B. Managing the resource stockpile**
- C. Stockpile distribution and access**

A. Identifying the components of the Homes' resource stockpile

The Administrator and Emergency and Contingency Planning Specialist will:

- Evaluate all emergency plans, including related resources, at least annually. See **Appendix A: Emergency Planning Resources List, Appendix B: General Emergency Response Kit Checklist** and the **Annual Program Evaluation Policy and Procedures**
- Identify and confirm:
 - **The contents** of the resource stockpile, including consideration of any additional resource requirements identified as part of debrief and evaluation processes
 - **The location** of the emergency kits and other resources
 - **How staff will access** resources in an emergency
 - **Any additional resources or implementation actions** that are required for emergency plans at the Home

Contracts and Procurement will:

- Include identified emergency preparedness requirements in service agreements and contracts. See **Appendix A: Emergency Planning Resources List**

B. Managing the resource stockpile

1. Audits of resource stockpiles are completed as follows:

- **Medical Cart:**
 - **Nursing Clerk** will complete **Medical Emergency (CODE BLUE) Response Checklist**. Checklist to be stored within each kit
 - **Registered Nursing staff** will maintain equipment such as suction unit and vital signs machine. See **Medical Emergencies Emergency Plan – CODE BLUE (Policies and Procedures)**
- **General Emergency Response Kit:**

- **Nursing Clerk** will complete **General Emergency Response Kit Checklist**. Checklist to be stored within each kit. See **Appendix B: General Emergency Response Kit Checklist**
 - **Spill Kit:**
 - **Joint Health and Safety Committee** will confirm spill kit seal is intact monthly. If seal is broken, inform Environmental Services Team
 - **Environmental Services Team Lead will:**
 - Audit spill kit contents if seal is broken
 - Audit contents based on expiry dates as recommended by spill kit manufacturer
 - Replace seals after all contents confirmed
 - **Production and Support Services Manager will:**
 - Review SDS sheets and update as required. See **Chemical Spills Emergency Plan – CODE BROWN (Policy and Procedures), Appendix A: Spill Response Plan**
 - **Infectious Diseases Kit**
 - **IPAC Practitioner** will complete **Infectious Diseases Kit Checklist** with support from Program Manager, CQI & Compliance (or designate) for resources stored off-site. See **Outbreak Preparedness and Management Plan** and **Epidemic and Pandemic Preparedness and Management Plan**
 - **Emergency Planning Resources List**
 - **Administrator (or designate)** will review annually as part of program evaluation. See **Appendix A: Emergency Planning Resources List**
- Note: The Emergency and Contingency Planning Specialist** will complete additional audits of resource kits as part of emergency exercises and tests
- 2. Post-emergency resource kit maintenance:** All resources used during any emergency will immediately be replaced or cleaned as follows:
- **Registered Nursing staff** is responsible for the Medical Carts
 - **Environmental Services Team** is responsible for the Spill Kit
 - **IPAC Practitioner** is responsible for the Infectious Diseases Kit
 - **Administrator (or designate)** is responsible for the General Emergency Response Kit and the **Emergency Planning Resources List** resources

C. Stockpile distribution and access

All staff will:

- Access emergency kit resources maintained on site as needed during any emergency

Dietary Services Staff will:

- Deliver food and fluid resources as requested. See **Appendix A: Emergency Planning Resources List**

Long-Term Care Management/designate will:

- Support access and delivery of **Emergency Planning Resources List** resources and Infectious Diseases Kit resources that are stored off-site

ROLES AND RESPONSIBILITIES:

Role	Responsibilities
Administrator	<ul style="list-style-type: none"> • Confirm emergency preparedness and response resource requirements and ensure all resources are available
Contracts and Procurement	<ul style="list-style-type: none"> • Develop and maintain contracts with identified emergency preparedness requirements
Dietary Services Staff	<ul style="list-style-type: none"> • Support maintenance and delivery of food and fluid resources
Education and Wellness	<ul style="list-style-type: none"> • Maintain staff records of education and training
Emergency and Contingency Planning Specialist	<ul style="list-style-type: none"> • Support evaluation and implementation of emergency resource requirements • Provide education and training on Emergency Plans • Audit emergency kits and resources during exercises and tests
Environmental Services Team Lead	<ul style="list-style-type: none"> • Audit and maintain the Spill Kit to maintain contents and prevent expiry
IPAC Practitioner	<ul style="list-style-type: none"> • Audit and maintain the Infectious Disease Kit to maintain contents and prevent expiry



**COMMUNITY AND HEALTH SERVICES DEPARTMENT
PARAMEDIC AND SENIORS SERVICES BRANCH
Long-Term Care**

Joint Health and Safety Committee	<ul style="list-style-type: none"> • Monitor Spill Kit seal
Manager, Production & Support Services	<ul style="list-style-type: none"> • Support evaluation, monitoring and distribution of emergency resources as required by Emergency Plans
Nursing Clerk	<ul style="list-style-type: none"> • Audit the Medical Emergency Response Checklist to maintain contents and prevent expiry • Audit the General Emergency Response Kit Checklist to maintain contents and prevent expiry
Registered Nursing staff	<ul style="list-style-type: none"> • Clean and/or replace all Medical Cart resources after each emergency • Maintain Medical Cart equipment
Supervisor, LTC Maintenance and Security	<ul style="list-style-type: none"> • Maintain equipment as needed

Authority	<i>Fixing Long-Term Care Act, 2021, s.90; Ontario Regulation 246/22 s.268(4)(12); and s.273; CARF Aging Services Standards; and York Region Seniors Services Administration</i>		
Related Resources	<ul style="list-style-type: none"> • Appendix A: Emergency Planning Resources List • Appendix B: General Emergency Response Kit Checklist • Related Home Policies: Emergency Planning Policies and Procedures; and Annual Program Evaluation Policy and Procedures • Guidelines for Pandemic Stockpile Use (v1.0 August 24, 2022) • LTC Emergency Preparedness Manual 		
Policy Contact	Senior Program Analyst	Review Period	Annually