

MANUAL: HEALTH & SAFETY	HOME SPECIFIC NAME: <input type="radio"/> Fairfield Park <input checked="" type="radio"/> Brouillette Manor <input type="radio"/> LaPointe-Fisher Nursing Home <input type="radio"/> Corporate
TITLE: CODE GREY – LOSS OF ESSENTIAL SERVICES – (HYDRO DISRUPTION) EMERGENCY PLAN	SECTION: EMERGENCY PREPAREDNESS
	PAGES: 5

EFFECTIVE DATE: MAY 2000

REVISED: DEC 2019, JUNE 2022

POLICY:

The home shall have an emergency plan for loss of one or more essential services in the home. The emergency code denoting this situation shall be “Code Grey”.

DEFINITIONS:

Plan Leader – individual in command of the emergency and defined as the most senior staff person in the building in the following order:

- a) Administrator
- b) Director of Care
- c) RN Supervisor

PROCEDURES:

TRAINING & EDUCATION

Staff shall be trained on this plan upon hire and provided with refresher education annually thereafter.

Residents and/or their legal representative shall be provided with a copy of this plan upon admission

Review date:	June 2022					
Signature:	M Conisly					

TESTING OF PLAN

This plan shall be tested annually.

ACTIVATION OF PLAN

Everyone shall be alerted to the hydro disruption.

The Plan Leader or designate will use the overhead paging system to alert everyone of the loss of hydro services and repeat the announcement 3 times.

“Attention everyone - code grey – loss of hydro”.

PROCEDURE

Some steps must be taken immediately and others may need to be taken if the hydro is out for an extended period of time, as noted below:

- 1. Delegate someone to distribute flashlights and door stops to each home area**
RESIDENT CHECK. There is an emergency kit at the nurses’ station under the desk with flashlights and door stops. These will be distributed to the staff. Doors will be temporarily opened with door stops (found in emergency box); this will allow staff to do an immediate visual check of the residents. All residents should be accounted for. Additional batteries are located in this emergency box and in the medication room. Flashlights can be placed in hall bathrooms down south west areas to light the bathrooms for independent residents. Curtains will be opened in resident rooms to allow light from the sun to come into the room during the day.
- 2. Exit Doors:** The disruption of hydro will automatically release all secure doors in the facility, therefore the Supervisor will need to:
 - Delegate a staff member to advise staff that all exit doors connected to the mag lock are no longer secure. Staff must monitor all exits to the outside. The RN or designate will activate the battery alarm on the exit doors to the ON position, these alarms will sound when the doors are opened. The supervisor will instruct staff member to listen for the door alarms to ensure residents do not elope. Wandering residents will be monitored closely.
- 3. All rooms with bed check units/sensor pads must be monitored closely.** Bed check alarms will not continue to ring as a result of the power outage; thus if the residents are in bed, they will need to be monitored closely as these residents have been identified as high risk for getting out of bed & potentially falling.
- 4. Call the Maintenance Manager and Administrator to report outage.** Portable backup generators may be utilized for essential services (filling O2 tanks, kitchen equipment etc.)

Review date:	June 2022					
Signature:	[Signature]					

5. **Replace air loss mattresses in resident rooms.** Extra mattresses are located in the Storage room in the basement (Male Bathroom). The **air mattresses will be unplugged** and the standard mattress will be placed over top of the air mattress. Once the power is restored the standard mattress will be removed and the air mattress will be plugged back in.
6. **Battery backup for the electric beds** in order to raise and lower the beds is located in the west wing utility room. The plug to utilize the battery is at the underside of the bed, on the left side.
7. **All medications and vaccines must be removed from the fridges in the drug rooms.** The RN will take the medications and vaccines and put them in the cooler bag with ice packs. The vaccine thermometer probe should be put in the back with the vaccines and the temperature monitored every 2 hours. If when monitoring the temperature it is not within the appropriate temperature (2-8 degrees) more ice or ice packs will be added as needed, wrap vaccines in towel and place in insulated bag filled with at least 6 ice bags. The vaccines should be on the top of the ice packs and the temperature probe should be left in the empty vaccine box and placed in the bag with the vaccines.
8. **Battery operated Radio is found in the Medication Room.** A local station should be tuned in so that information regarding the loss of service can be obtained.
9. **Phone the MOHLTC,** Provincial Operations Centre (POC) and ask to speak with a “duty officer”. Advise them that we are experiencing a power interruption which has resulted in us using our generator. They may be able to assist in securing emergency fuel (if necessary) and emergency generators, if needed (See attached memo).

1. Compliance Advisor or Program Consultant
(519) 675-7680 or call (800) 663-3775

2. If situation occurs **after** regular business hours Mon-Fri 8:30-5, call (800) 268-6060

IN THE EVENT OF A PROLONGED DISRUPTION OF HYDRO SERVICE:

10. **Refer to Heat Risk Policy (if applicable) and follow steps accordingly.** This policy can be found in the Nursing Manual located in the Nursing office, under the section labeled “H”. It refers to criteria and procedures for staff that may be susceptible to hot weather-related illnesses during periods of hot weather or while performing hot work.

Review date:	June 2022					
Signature:	M. Conistay					

11. **All furnaces must be shut down.** Each of these breakers in the North Hall Utility Room should be turned off to prevent damage from power surges when the power is restored.
Only once power has been fully restored should you switch furnaces back on

12. **Refer to policy re “Disruption of Water Supply”.** As a precaution, tubs should be filled with water and the tub room doors kept locked. Tub baths should be cancelled until service is restored. Toilets should not be flushed unless it is an absolute necessity due to the odour (i.e. bowel movements). Based upon direction from municipality regarding any potential disruption to our water supply i.e. radio/news reports, the remaining steps may need to be followed.

13. **If the hydro is off for longer than an hour,** the following checks must be initiated (SEE FORM).
 - Check the fire panel to ensure it is monitoring the building, if not, Hourly fire checks of the building and the basement of the home must be done to look for smoke / fire (see attached checklist).
 - Hourly checks of the temperature of the building, choosing different hallways
 - Hourly checks of the residents (if not more frequent for those at risk of wandering).

14. **Charge all mechanical lifts.** Batteries for the mechanical lifts should be on the charging stations in the utility rooms when not in use so they are ready to use in the case of a power outage. Floor lifts will need to be utilized for all residents during the power outage.

15. **All televisions in the lounges and resident rooms should be unplugged (if able).**

16. **All computers (if accessible) should be unplugged.**

Once Hydro has been restored (Can be delegated to Maintenance if available);

- Reset the Mag lock key at the Nurses desk once the Hydro has been resumed. This will automatically reset all unlocked doors. The battery sensors on the exterior doors will be turned to the off position. Doors must be checked to ensure that they have been reset.

- Collect all of the door stops and flashlights and return them to the emergency box and return the box to the area under the nurse’s desk.

Review date:	<i>June 20 22</i>					
Signature:	<i>K. Kestey</i>					

- Mattresses can be removed from on top of the air mattresses. Air mattresses should be plugged back in to electrical source to reinflate.
- Return residents Oxygen supply to the concentrators in their rooms.
- Return vaccines to the appropriate fridge and continue to monitor temperature.
- Ensure air exchange is functioning; breakers for furnace should be in on position.
- Assess residents to ensure there are no ill effects of the power outage and document any findings.

Review date:	June 2022					
Signature:	<i>N. Christy</i>					

CHECKLIST: EQUIPMENT & SUPPLIES

FLASHLIGHTS There are flashlights stored in the hairdressing room, in the unlocked cupboard, as well as a supply of batteries. Some of these flashlights can clip on to the workstation, etc. If removed, account for where they are distributed so that they can be collected / returned when power comes back on

DISPOSABLE WIPES are available in the oxygen room to distribute and use until the power is restored.

BATTERY BACKUP UNITS are attached to each computer, with the exception of in the Activation Office. Thus, all computers should continue to work throughout the hydro disruption.

PORTABLE GENERATOR - There are two kept in the outdoor storage shed and can be set up in the parking lot with extension cords plugged in and run through various windows into the home.

POWER/EXTENSION CORDS can be found in the outdoor storage shed to plug urgent equipment/supplies into the generator (i.e. battery charger for mechanical lifts).

INSULATED VACCINE BAG is kept in the oxygen room and labelled "Vaccines". Directions on how to pack the bag are inside it.

ICE PACKS – These can be found in the freezer in the medication room.

RADIO – Radios are located throughout the home & in some of the offices. A local station should be tuned in so that information regarding the loss of service can be obtained.

BATTERIES can be found in the hairdressing room. There are a variety of types.

PHONES should not be disrupted as the system is plugged into a battery backup. If there is a disruption, employees shall be permitted to utilize their cell phones due to this emergency. Any long distance charges related to job duties will be reimbursed.

MAG LOCKS / SECURITY SYSTEM - When the hydro is lost, every exit door shall have a manual sound alarm attached to it that is to go across the door. These are located on every exit door, and extras can be found at the nursing station and on the wall outside the medication room. When hydro service is returned, the mag lock/security system must be manually reset.

To reset the mag lock:

1. Obtain key from nurses station (key is inside key lock at desk)
2. Take key and insert it into Mag Lock key hole at nurses station
3. Turn key to the right, holding it for a couple of seconds before releasing.

Note: It may take a few minutes to reset; thus be sure to monitor doors & check them. A green light should be on to indicate they are secure. If they have not reset within 5 minutes, repeat process.

