PROCEDURE			
MANUAL:	Emergency Planning and Management	**INDEX:**	EPM1- O10.06
SECTION:	Emergency Response Codes	**EFFECTIVE DATE:**	January 13, 2025
DESCRIPTION:	Natural Disasters and Extreme Weather Events	**REVIEWED DATE:**	January 6, 2025
APPROVED BY:	Senior Director, Corporate Quality and Risk	**MODIFIED DATE:**	

POLICY

Emergency Response Codes

PROCEDURE

Prepare

The Administrator/Executive Director/Designate will:

- ☐ Monitor for local extreme weather alerts or advisories to ensure timely communication with residents and staff.
- ☐ Do not select another nearby Extendicare home as your home's only evacuation site as they are likely to be affected by the same disaster.
- ☐ Know where staff live and where the nearest hotels are located in the event the weather event or disaster will require staff to stay nearby.

Respond

- ☐ Announce the occurring or impending event or disaster.
- ☐ The Administrator/Executive Director/Designate and Incident Manager will use their designated Natural Disasters and Extreme Weather Job Action Checklists when responding to any natural disaster or extreme weather event such as a winter storm, tornado, flood, forest fire, earthquake or hot weather advisory.
- ☐ All staff will follow instructions provided by the Incident Manager.
- ☐ All staff will refer to the Natural Disasters and Extreme Weather Events Information to understand what to do during a Tornado or Earthquake.
- ☐ Refer to policy/procedure, Preventing Heat-Related Illnesses when managing heat-related events.
- ☐ Refer to policy/procedure, Preventing Cold-Related Illnesses when managing cold-related events.

TOOLS

1. Natural Disasters and Extreme Weather Incident Manager Job Action Checklist
2. Natural Disasters and Extreme Weather Administrator/Executive Director/Designate Job Action Checklist
3. Natural Disaster and Extreme Weather Events Information Sheet
4. Natural Disaster and Extreme Weather Events Poster

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Natural Disasters and Extreme Weather Events
Incident Manager Job Action Checklist

Date: _____ Incident Manager: _____

**Note, you may edit this job action checklist to be home-specific.*

Respond

Impending Winter Storm, Tornado, Flood or Forest Fire:

Time ***Record the time action was initiated***

_____ Notification received from: _____

_____ Agency: _____

_____ Contact Information: _____

_____ Known information: _____

If your local weather service issues a weather warning indicating a high likelihood of extremely bad road conditions or danger:

_____ Contact the Administrator/ Executive Director/ Designate if not already aware.

_____ Shelter in place until the weather event has passed.

_____ Close all outside windows and doors.

_____ Move residents and instruct residents and visitors to move away from windows and doors.

_____ Conduct a meeting with staff, residents and visitors to inform of the extreme weather event and what safety precautions have been put in place.

_____ Have staff stay at nearby hotels to ensure they can get to work.

_____ Ensure staff are available to stay past their shift end time in the event the next shift cannot arrive on time.

_____ Call in extra staff if ability to get to work will be severely compromised.

_____ Modify the menu or find another source of food in the event food delivery cannot arrive on time.

_____ Escalate to your Regional Director if extra assistance is required.

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Natural Disasters and Extreme Weather
Administrator/ Executive Director/ Designate
Job Action Checklist

**Note, you may edit this job action checklist to be home-specific.*

Respond

_____ Notify and update the Regional Director/Operations.

_____ Follow instructions from the Incident Manager.

Recover

_____ Notify your Regional Director/ Regional Director of Operations.

_____ Ensure all incident documentation has been completed and any outside organizations have been notified as required.

_____ Notify the regulatory body and/or provincial health authority as applicable, Health and Safety Committee and government labour authorities (e.g., Ministry of Labour) if any staff suffers a critical injury (as defined by the Occupational Health and Safety Act). Engage corporate Health and Safety department for support.

_____ Send communications regarding the incident to residents, families and staff as required.

_____ Arrange for staff support as needed (EAP, etc.)

_____ Participate in the analysis and debriefing session.

_____ Upload completed Analysis and Debrief Report in the Quality and Operations Reporting Team.

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Natural Disasters and Extreme Weather Events Information Sheet

What to Do During a Tornado



- Know who the Incident Manager is and escalate concerns as needed.
- Ensure residents, visitors and staff are away from windows and doors. Move them into rooms without windows and exterior walls if possible.
- Close doors of rooms with windows and exterior walls.
- Instruct and assist residents, visitors and staff to crouch close to the floor away from any heavy and unrestrained equipment. If there is a sturdy table or countertop, crouch underneath it.
- Instruct and assist residents, visitors and staff to cover their head with their arms, pillows, blankets and mattresses if available. If a resident cannot be removed from a bed, cover them with a blanket.
- Ensure no one moves until confirmation is received that the tornado has passed.
- Do not attempt to remove individuals trapped by fallen debris. Call 9-1-1 and wait for assistance.

What to Do During an Earthquake



- As soon as the shake is felt, ensure anyone who is able drops to their knees and crawls.
- Ensure residents and visitors are away from windows and doors. Move them into rooms without windows and exterior walls if possible.
- Instruct and assist residents, visitors, and staff to crouch close to the floor away from any heavy and unrestrained equipment.
- Instruct and assist residents, visitors, and staff to hide underneath a sturdy table or countertop (if there is one) and hold on.
- Assist residents who use walkers to put on their walker brake, sit on their walker, lean forward, and put their arms and hands over their neck and head. Place a blanket or pillow for protection if possible.
- Assist residents in wheelchairs to put on the brake, lean forward and put their arms and hands over their neck and head. Place a blanket or pillow for protection if possible.
- Assist residents who cannot be removed from beds to roll into their stomach and cover their back, neck and head with pillows and blankets.
- Ensure no one moves until the shaking stops. There may continue to be aftershocks; instruct staff, residents, and visitors to crawl on the floor, stay down, cover themselves and hold onto a sturdy object as before.
- Do not attempt to remove individuals trapped by fallen debris. Call 9-1-1 and wait for assistance.

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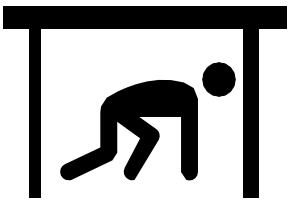
NATURAL DISASTERS AND EXTREME WEATHER EVENTS

Emergency Response

What does it mean?

Natural Disasters and Extreme Weather are natural events that occur in the environment that may be dangerous and have the potential of incurring negative effects. This includes, earthquakes, floods, tornados or hurricanes, dangerously high or low temperatures, or storms causing large snow accumulations or high winds.



What do I do?

- Shelter in place until the disaster/event has passed
- Close all open outside windows and doors
- Instruct and help residents and visitors to move away from outside windows and doors
- Do not leave until it has been confirmed by a legitimate source that the disaster/event has ended
- Be prepared to evacuate if necessary

Tornado/ Hurricane or Earthquake:

- Crouch close to the floor away from any heavy and unrestrained equipment. If there is a sturdy table or countertop, crouch underneath it. Assist residents and visitors to do the same.
- Cover your head with your arms, pillows, blankets and mattresses if available. Assist residents and visitors to do the same. If a resident cannot be removed from a bed, cover them with a blanket.
- Assist residents in wheelchairs or walkers to put on the brake, sit on their walker/ wheelchair, lean forward and put their arms and hands over their neck and head. Place a blanket or pillow for protection if possible.
- Assist residents who cannot be removed from beds to roll into their stomach if possible and cover their back, neck and head with pillows and blankets.
- If there is fallen debris and you or anyone is trapped, do not attempt to move/remove them, call 9-1-1 and wait for assistance.



Review it before you need it:

- Refer to your home's Emergency Planning and Management Manual Natural Disasters and Extreme Weather Events
- Review the Natural Disasters and Extreme Weather Events plan that describes your area's role if an event occurs.

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