

LaPointe-Fisher Nursing Home Ltd. 	Health and Safety Manual	
Disaster Plan Communications	Section 5	Page 11

POLICY

The Home shall have a plan in place to communicate with residents, staff, volunteers, substitute decision makers, caregivers, residents' council and the family council on the emergency in the home. The following procedure is applicable for all disaster plans and emergency codes in sections 4, 5 and 6 of the H&S Manual unless the communication procedure is detailed in that policy in which case that procedure will prevail.

Procedure

The Charge Nurse will notify the manager on call or speak directly with their manager if the emergency occurs during business hours.

The Management team shall communicate to applicable residents, substitute decision-makers, if any, staff, volunteers, students, caregivers, the Residents' Council and the Family Council, if any, on the emergency in the home

- at the beginning of the emergency,
- when there is a significant change throughout the course of the emergency
- when the emergency is declared over

The management team may delegate some communication duties to other employees if required. Please note that not every emergency will require notification of all staff and family members and this will depend on the scope of the emergency. For example, unaffected staff and family members may not be notified about a "code yellow" affecting one single resident but would be notified of a facility-wide evacuation.

The home may utilize an automated calling/emailing software for efficiency of notifying resident Powers of Attorney or Substitute Decision Makers.

Management Authorization		Effective Date: July 8, 2022	
 Dahlia Burt-Gerrans Internal Approval	Administrator Title	Revised Date:	
		Review	Dates