

LaPointe-Fisher Nursing Home Ltd. 	Health and Safety Manual	
<p style="text-align: center;">Disaster Plan Complete Evacuation Post Disaster (Administrator checklist)</p>	Section <p style="text-align: center;">5</p>	Page <p style="text-align: center;">7</p>

POLICY

The home shall have a plan in place for post disaster tasks to evaluate the event and improve on any of the challenges everyone involved had faced during the disaster.

Procedure

- The Administrator and Management team shall ensure that their respective departments are in full operation and back to normal.
- Any issues preventing normal operation of any department resulting from the disaster shall be investigated and communicated to the Administrator for a resolution.
- The Administrator shall plan to thank all people involved in the evacuation and disaster response. Perhaps taking out an advertisement in the many media outlets or hold a thank you event for the community. The following are examples of who should be thanked;
 - Residents
 - Families
 - Staff
 - Volunteers
 - Media
 - Fire department
 - Ambulance services
 - Transportation services used
 - Community partners
 - Receiving Centers

- Notify the MOHLTC of residents who went home for an extended time.
- Take linen inventory to assess any loss
- Take equipment inventory to assess any loss
- Establish additional staffing costs during event.
- Reimburse staff for expenses due to travelling, etc.
- Establish total cost of event.

Management Authorization <i>Shana Ouellette</i>		Effective Date: December 14, 2009	
<i>Dahlia Burt-Gerrans</i> Dahlia Burt-Gerrans		Revised Date: February 16, 2018	
Internal Approval	Administrator Title	<i>June 16, 2018</i> <i>AS</i>	<i>June 17/21</i> <i>AS</i>
		<i>June 16/19</i> <i>AS</i>	
		Review <i>June 15/20</i> <i>AS</i>	Dates