

## **EMERGENCY PLANS MANUAL**

**Policy No.:** FER 001  
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**Issued by:** Environmental Services Manager  
**Approved by:** Administrator

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### **RECEPTION CENTRE (Receiving Evacuated Residents from Others)**

#### **POLICY:**

- A.** In the event of a community disaster affecting another Health/Long Term Care or Residential Facility where there is a need for that facility to evacuate and relocate its residents/patients, Strathmere Lodge will act as an emergency reception/ relocation centre for those persons wherever possible.
- B.** Where there is an external/community based emergency that does not directly affect Strathmere Lodge, up to 20 residents/patients could be accommodated at the Lodge on a temporary basis, depending on their health needs (refer to Emergency Shelter Agreement).
- C.** Strathmere Lodge has a Collective Emergency Shelter Plan in place with other LTC Homes in London/Middlesex [see TEMPORARY EVACUATION SITES in the Evacuation and Relocation Plan.]

#### **PROCEDURE:**

- 1.** A senior official of the facility being evacuated will contact the Administrator or alternate directly or may call the Charge Nurse at the Lodge.
- 2.** The Charge Nurse will contact the Administrator or alternate immediately to confirm the impending reception of evacuees.
- 3.** The Administrator or alternate will contact the County CAO and the Ministry of Long Term Care. The DRC or alternate will inform the Home and Community Care Support Services-South West.
- 4.** The DRC, in consultation with the Administrator will be responsible for receiving the evacuees and staff and for assigning the accommodation, using the following guideline:
  - A.** Accommodation will 1<sup>st</sup> be provided in residents rooms where there is a vacancy, and then in the palliative care suite.

- B.** Additional accommodation can be made available in the great hall [Rose Room] since there is access to 2 wheelchair accessible washrooms.
  - C.** Strathmere Lodge is unable to provide additional beds or mattresses for the evacuees beyond those that are on site or in storage.
- 5.** The DRC or alternate, in cooperation with the senior Nursing Official of the incoming facility, will ensure that additional nursing supplies are made available.
- 6.** The Environmental Services Manager, in cooperation with the senior Nursing Official of the incoming facility, will arrange for privacy screens [for Rose Room], linens, and housekeeping supplies as needed.
- 7.** The Food Services Manager upon consultation with the Administrator and in cooperation with the senior Nursing Official of the incoming facility, will arrange for meals and snacks for the evacuees and for any staff accompanying them.
- 8.** Additional staff in Nursing, Housekeeping/Laundry and Dietary may have to be called in if the incoming facility cannot provide sufficient staff to meet the needs of the evacuees.
- 9.** All extra staffing, supply, meal and other costs associated with the reception and temporary accommodation of the evacuees and any accompanying staff will be tracked by the appropriate Managers and reported to the Administrator.