

# McCormick Care Group Emergency Plan

At McCormick Care Group, the safety and well-being of residents, clients, staff, visitors and volunteers is paramount. In alignment with the **Fixing Long-Term Care Act, 2021** and Ontario Regulation 246/22, the organization has established a comprehensive **Emergency Plan** grounded in the **Incident Management System (IMS)** framework. This plan ensures a structured, efficient, and legally compliant response to emergency situations.

## Preparedness and Staffing

Prior to any emergency, staff are pre-assigned to specific IMS roles based on their qualifications and responsibilities. This proactive approach ensures that when an emergency arises, the organization can respond swiftly and effectively. In the absence of pre-designated personnel, the **Incident Manager** will assign available staff to IMS positions to manage the situation.

## Activation and Response

When an emergency occurs, the **Incident Manager**—typically the Administrator, Director of Resident Care, or Director of McCormick Dementia Services—activates the IMS and leads the response. Their responsibilities include:

- Assigning IMS roles to available staff.
- Coordinating with external Emergency Services upon their arrival and deferring to their direction once they assume control.
- Requesting assistance from other facilities if needed.
- Communicating the situation to staff, residents/clients, families, and volunteers.
- Notifying the Chief Executive Officer and the Ministry of Health and Long-Term Care.
- Completing the **Critical Incident System** report as required.

## IMS Roles and Responsibilities

Each IMS role is clearly defined to ensure accountability and efficiency:

- **Incident Manager:** Oversees the entire incident response, delegates tasks, and retains ultimate responsibility for site operations.
- **Public Relations Coordinator:** Manages internal and external communications, including media relations and public announcements.
- **Safety Coordinator:** Ensures all operations are conducted safely and has the authority to halt unsafe activities.
- **Liaison Coordinator:** Maintains communication with external agencies and emergency services.
- **Operations Coordinator:** Directs the core business functions during the incident and supervises all on-site staff.
- **Planning Coordinator:** Collects data, supports decision-making, and develops both short- and long-term recovery plans.
- **Logistics Coordinator:** Secures necessary resources, staff, and services to support operations.
- **Finance/Accountability/IT:** Tracks all incident-related costs and oversees the implementation of the IT recovery plan.

## Education and Testing

To maintain readiness, all staff receive annual mandatory training on the IMS, including:

- An overview of each IMS position.
- Detailed roles and responsibilities.
- Identification of individuals responsible for each role.

The organization conducts three fire drills per month at minimum, one on each shift and additional training is provided as needed to ensure all staff are prepared to respond effectively in an emergency.

## Governance and Oversight

**Senior Management** is responsible for the overall administration and implementation of the Emergency Plan. This includes:

- Ensuring the necessary resources and training are provided.
- Assigning responsibilities and generating an emergency contact list.
- Overseeing the development and maintenance of emergency plans. Including, an annual meeting with all of the community partners to review emergency plans/protocols/table top exercises.
- Delegating responsibilities and ensuring delegated individuals are appropriately trained.

**Supervisors and Managers** are tasked with:

- Ensuring staff are aware of existing emergency plans.
- Reporting any identified training gaps to the Health & Safety Designate.

## Emergency Response Leadership

The **Emergency Response Lead/Incident Commander** plays a critical role during emergencies and is responsible for:

- Attending required training.
- Activating the emergency response plan and ordering evacuations.
- Setting up the Command Zone.
- Coordinating all emergency response activities and ensuring the plan is followed.
- Notifying staff when the emergency is over.
- Submitting a detailed report to the Health & Safety Designate outlining the emergency, response actions, and any identified gaps.

The **Health & Safety Designate** ensures:

- Risk assessments are conducted in accordance with the Hazard Identification and Risk Assessment Procedure.
- All emergency response personnel are trained and training records are maintained.
- Emergency plans are communicated and understood by staff.
- Gaps identified in emergency reports are addressed through improvement action plans.
- Reports and action plans are shared with the Joint Health & Safety Committee (JHSC) or Health & Safety Representative.

The **Facilities Designate** is responsible for:

- Ensuring emergency response equipment is available and regularly inspected.
- Maintaining up-to-date floor plans showing emergency equipment, hazardous materials, utility lines, and evacuation routes.
- In consultation with the Middlesex-London Health Unit, McCormick Home ensures a robust infection prevention and control process, which addresses the management of communicable diseases and outbreaks, including processes related to staffing, isolation, cohorting, resourcing personal protective equipment and management of the supply. This plan includes provisions related to potential epidemics and pandemics.

The Joint **Health & Safety Committee (JHSC)/Health & Safety Representative**:

- Reviews all emergency response plans annually.
- Reviews all emergency reports and action plans to ensure all gaps are addressed.

**Employees** are expected to:

- Report all emergencies.
- Attend required training and follow emergency instructions.
- Evacuate promptly upon alarm activation and report to designated meeting areas.
- Be familiar with evacuation routes and alternate escape paths.
- Seek medical assistance when needed.