

SAFETY SEGMENTS MAY

EMERGENCY PREPAREDNESS



MONTHLY MESSAGE

This month we will be reviewing Emergency Preparedness. How prepared is your organization if there was a missing person, violence/aggression or a chemical spill.

When we think of being prepared for an emergency, we typically first think of fire. Fire Drills are a key example of that, as we all practice what to do if there is a fire, but are we practicing all the other emergencies as well.

What if one of these other emergencies occurred, would you know what to do? Lets walk through the common emergency codes, what we can do for drills and look into what is in our Emergency response policy and plan. Every organization may have different ways in dealing with certain emergencies, the important thing is that you know what that procedure is and what to do, should it happen .

TOPICS BY WEEKS

Overview

ERP by Code

Practice Drills

Emergency Response Policy/Plan

Ask Annie and OHS Forum



IMPORTANT REMINDERS

Safety Week

May 5-10

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ERP BY CODE

CARDIAC ARREST / MEDICAL EMERGENCY	CODE BLUE	<ul style="list-style-type: none"> Check for unresponsiveness Call for help Start CPR if required and trained
FIRE	CODE RED	<ul style="list-style-type: none"> R- remove from danger E- ensure door closed A- activate alarm C- call T- try to extinguish P- pull pin of fire extinguisher A- aim S- squeeze S- sweep
VIOLENCE / AGGRESSION	CODE WHITE	<ul style="list-style-type: none"> Wait for designated response staff
HOSTAGE	CODE PURPLE	<ul style="list-style-type: none"> Notify _____ Conform off area Do not enter area of hostage taking
MISSING PERSON	CODE YELLOW	<ul style="list-style-type: none"> Search immediate work area Assist as directed by response personnel Observe for suspicious activity
BOMB THREAT / SUSPICIOUS PACKAGE	CODE BLACK	<ul style="list-style-type: none"> Stay calm and alert other staff Record info Conduct visual search Report any suspicious packages/items
SHELTER IN PLACE / AIR EXCLUSION	CODE GREY	<ul style="list-style-type: none"> Everybody stays indoors Close all windows and doors Be prepared to evacuate if necessary
EVACUATION	CODE GREEN	<ul style="list-style-type: none"> Follow evacuation instructions Provide assistance & documentation as required
CHEMICAL SPILL / HAZARDOUS MATERIAL	CODE BROWN	<ul style="list-style-type: none"> Stop all work Assess if Minor or Major spill Contain the spill as trained Remove unnecessary personnel
MASS CASUALTY	CODE _____	<ul style="list-style-type: none"> Wait for instruction from supervisor

WHAT WE'RE LEARNING

From Code Blue to Brown, there are codes for most emergencies that we might be faced with. Do you know what to do in your organization for each of these emergencies? While the possibilities of some of these emergencies might be small, they still could happen. Having highlighted procedures and who to call at a glance can save some critical time when something happens. This also helps everyone *stay on the same page* (corny, I know) of what to do should the code be called. This can relieve some stress from the situation, knowing that there is a clear resource to turn to.

GUIDING QUESTIONS

- Looking at the sheet, who do you think you would call in each of these emergencies?
- What are the steps we would take in our organization based on this emergency (Pick one off of the list)?
- Do you have any suggestions on what we might do better in communicating this information to staff?

Notes to the Team Leader:

Facilitate an atmosphere of support and openness to feedback by encouraging the staff to share experiences or opinions without fear of reprisal.

DIRECTIONS

Start the discussion by setting the expectations for creating a safe space and respecting everyone's feedback. Print out or show an electronic copy of [AHS Fillable Code Colors](#). After everyone is done, use the guiding questions to facilitate a group discussion.

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PRACTICE DRILLS



WHAT WE'RE LEARNING

Practicing emergency drills is vital for ensuring the safety of everyone in the building, whether that is front-line staff to visitors. These drills help staff become proficient in emergency protocols, such as evacuations, lockdowns, and medical emergencies. Regular practice ensures that staff can respond swiftly and effectively, minimizing risks and improving outcomes. Additionally, drills help identify weaknesses in emergency plans, allowing for continuous improvement and better preparedness for real-life situations.

GUIDING QUESTIONS

- How as an organization can we make sure staff are adequately trained in emergency procedures?
- Is there anything we could be doing better?
- What specific challenges are we seeing during emergency drills?
- How can we better look after our residents during emergencies?

Notes to the Team Leader:

Facilitate an atmosphere of support and openness to feedback by encouraging the staff to share experiences or opinions without fear of reprisal.

DIRECTIONS

Start the discussion by setting the expectations for creating a safe space and respecting everyone's feedback. Use the following [ERP Scenarios](#) and YouTube [Video](#) to facilitate a group discussion. Print out copies for staff to review.

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EMERGENCY RESPONSE POLICY/PLAN



WHAT WE'RE LEARNING

Having an emergency response policy or plan is essential for ensuring the safety and well-being of everyone. It provides a clear framework for action during emergencies, outlining specific roles, responsibilities, and procedures. This preparedness helps to minimize confusion and panic, enabling a swift and coordinated response that can save lives and reduce harm. Additionally, a well-developed plan allows for regular training and drills, ensuring that staff are ready to handle various emergency scenarios effectively.

GUIDING QUESTIONS

- What training or resources would help front-line staff feel more prepared to handle emergencies effectively?
- How can front-line staff contribute to the ongoing improvement and updating of the emergency response plan?
- Who else could help look at the Emergency response plan?

Notes to the Team Leader:

Facilitate an atmosphere of support and openness to feedback by encouraging the staff to share experiences or opinions without fear of reprisal.

DIRECTIONS

Start the discussion by setting the expectations for creating a safe space and respecting everyone's feedback. Use the following [Emergency Preparedness Video](#). Following the video use the guiding questions, to facilitate a group discussion. You can also review your emergency response plan/policy as well. We also have a generalized template of one [here](#).

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ASK ANNIE AND OHS FORUM



Ask Annie: About the HSC and ERP

WHAT WE'RE LEARNING

Annie is back and this time she has brought Lee-Anne from the health and safety committee to talk to us about Emergency Response. Annie and Lee-Anne will talk about some of the different ways the HSC can be involved in looking at the ERP, assessing risk, doing training and drills, communication and finally continuous improvement.

Mark your calendars for **May 15 - 1pm** as we are doing our OHS Forum that afternoon. Adding on to this safety segment, the forum will be discussing Emergency Response and we will have a guest speaker from the Spruce Grove Fire Department. They will have a few items to discuss and be able to take some questions from those attending. Don't miss this chance to join in the conversation.

GUIDING QUESTIONS

- What were some of the ways the HSC can help with the ERP?
- What is your favorite type of music to make you feel better?
- What are some of the key things you can do for Violence and Harassment

Notes to the Team Leader:

Facilitate an atmosphere of support and openness to feedback by encouraging the staff to share experiences or opinions without fear of reprisal.

DIRECTIONS

Start the discussion by setting the expectations for creating a safe space and respecting everyone's feedback. Watch the [Ask Annie video here](#). After everyone is done, use the guiding questions to facilitate a group discussion.

Sign up for the [OHS Forum here](#).