

## Emergency Preparedness at Rouge Valley Health System

The Emergency Preparedness Program at RVHS ensures that the hospital is prepared for and can respond to any emergency that arises. It is important to maintain the continuity of the hospital in any situation as the public relies on us to be operational.

The program is formatted around the four pillars of Emergency Management:

- Mitigation/Prevention
  - Actions that are taken to avoid/eliminate an emergency from occurring or to reduce the impact an emergency will have on the hospital.
  - *RVHS has developed a Business Continuity Plan that has identified critical areas and resources. It includes a hazard identification and risk assessment to recognize impact to the hospital and mitigate against it*
- Preparedness
  - Developing emergency response plans, identifying resources and capacity, and training staff.
  - *RVHS continuously runs training seminars and in-services. Exercises where emergencies are simulated are run to provide employees first hand experience. All employees are required to participate in training.*
- Response
  - Actions taken to respond to an emergency including the mobilization of resources
  - *RVHS has Emergency Response Plans (Codes) that are followed during an emergency, Responses could include evacuation, medical team response, Spill Clean-up etc*
- Recovery
  - Processes to restore the affected area back to normal
  - *RVHS completes a de-brief after every emergency to assist with future planning to improve all policies*

Rouge Valley Health System has an internal number reserved for immediate life threatening and/or safety issues. This number should ONLY be used to elicit a critical emergency response. Dial **5555** from any internal phone, state the nature of the emergency and provide the location. Assistance will be given as quickly as possible.

Through the use of policies and procedures, guidelines are developed and implemented to assure that our workplace is safe and all staff know how to properly respond to emergency and disaster situations.

If there is an emergency situation in the hospital, staff will direct you on the proper procedure. If assistance is required during any situation, individuals should ask a Rouge Valley employee for help.

If you hear on the speakers overhead “Code” followed by a colour, please remain in your area, only return to your room if it is safe to do so.

### ***Fire Safety***

A fire alarm (Code Red) may be heard when at the hospital. This could be a fire drill, a false alarm, or an actual emergency. If you are on the patient care unit, please return to your room. If you are in a common area such as the cafeteria, stay where you are. Do not move throughout the hospital unless directed by a staff member or fire department staff. Stay in place until an “All Clear” is heard overhead. A Staff member will notify you of any action needed to be taken. Fire exits are marked clearly throughout the hospital.

### ***Workplace Violence***

It is the responsibility of anyone on Rouge Valley Health System property to prevent violence in the workplace.

All staff including employees, physicians, volunteers, as well as contracted service providers, are expected to adhere to the requirements of the Workplace Violence and Harassment Policy and Program.

RVHS has updated its workplace violence program in response to Bill 168 (Legislation to amend the Occupational Health and Safety Act) to include investigating and reporting procedures, and a process to deal with incidents, complaints and threats.

Staff are trained to identify and respond to crisis situations and elicit an emergency response for an actual or potential violent situation.

Types of violence that are not acceptable on site include but are not limited to:

- Domestic Violence
- Physical Abuse, Hitting or attempting to hit a worker
- Sexual Violence, Touching, or Advances
- Verbal threats or psychological Abuse
- Bullying

The Emergency Preparedness Guide for People with Disabilities/Special Needs helps individuals with disabilities prepare for an emergency.

<http://www.emergencymanagementontario.ca/stellent/groups/public/@mcses/@www/@emo/documents/abstract/ec078180.pdf>

For more information regarding Emergency Preparedness please contact the Business Continuity Office:

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