

Guidance: Winter hazard planning outline

Purpose

As per the Residential Care Regulation all sites are required to have emergency supplies and an emergency plan that sets out procedures to prepare for, respond to and recover from any emergency, including emergencies requiring the evacuation of residents.

Winter hazard planning may include reviewing, and if necessary revising existing plans for events such as power outages and partial or full evacuations. It may also include replenishing emergency supplies such as food and medications in advance of the winter season.

Here are some suggestions to include in your winter hazard planning.

Recommended elements

The following outlines different elements winter planning could incorporate, but are variable and dependent on site needs. This includes, but is not limited to, considerations for:

Building assessment

- Contingency plan in the event of infrastructure failure (i.e. power loss)
- Review of building conditions

Key contacts and staffing

- Updated emergency fan-out list for staffing
- Staffing plan adjustments to be made in the event of staffing shortage
- Updated contact information for external contractors or suppliers

HVAC equipment plan

- Maintenance plan for heating, ventilation and air conditioning (HVAC) systems

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- Steps that will be taken to monitor equipment readiness and effectiveness during the winter season
- Contingency plan in the event of equipment failure

Operational considerations

- Other risk and safety considerations and plans related to the safety of residents during severe winter weather (exposure to cold, rain, snow, wind)
 - Blocking doors to courtyards, closing windows
- Collection, storage, transport and handling of general, sharps and biomedical waste considerations (e.g., punctured resistant sharps container)
- Regular safety check schedules to ensure residents remain indoors
- Generator load capacity
- Medication storage
 - Emergency stocks and plans in case of supply chain disruption for a minimum of three days
- Communications plans and equipment (e.g. satellite phones, plans for communicating with families)
- Infection prevention and control considerations such as supplies of PPE (e.g., masks, gloves, gown), ABHR and cleaning and disinfecting products
- Consider gathering all emergency plans in one place for easy access (physical and digital)

Sheltering in place considerations

- Plan for dietary and menu changes (consider food type, temperature, selection)
- Plan for changes to recreation service (types, timing and location of activities)
- Staffing considerations (e.g. staff billeting, nutrition, transportation)
- Plans for safety checks of residents
- Plan for deployment and maintenance of resident nutrition and hydration
- Identify which supplies will be sourced in advance of winter storms and which will be sourced upon notification of the event. Consider the following:
 - 5-7 days of supplies of food and water
 - Extra blankets and clothing
 - Emergency generator fuel
 - PPE, ABHR, cleaning and disinfecting supplies

Resident relocation plans

- Plan for dietary and menu changes, and food delivery (consider food transportation, cold storage)
- Plan for changes to recreation service (e.g. portable games)
- Staffing considerations (e.g. staff billeting, nutrition, transportation)
- Review residents' isolation precautions and use of devices (e.g., AGP) that may impact infectious organism transmissions

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- Identify which supplies will be sourced in advance of winter storms and which will be sourced upon notification of the event. Consider the following:
 - 5-7 days of supplies of food and water
 - Extra blankets and clothing
 - Resident specific information ready to go (e.g. care plans, medication)
 - PPE, ABHR, cleaning and disinfecting supplies
- Communication with receiving site