August 2026

RESOURCES, PPE, SUPPLIES AND EQUIPMENT EMERGENCY PLAN (POLICY AND PROCEDURES)

Purpose

This plan provides guidance to ensure resources, personal protective equipment (PPE), supplies and equipment vital for an emergency response are set aside and readily available at the Homes.

DEFINITIONS

Resource Stockpile

Resources, supplies, personal protective equipment and equipment vital for emergency response. At minimum, the stockpile must include hand hygiene products and cleaning supplies.

Resources may include materials such as food, drugs, and sanitation products, as well as non-material resources, such as staff, transportation, funding and information required for implementation of emergency plans.

For this plan, the resource stockpile includes all resources within the emergency kits and the *Emergency Planning Resources List*.

Policy

The key requirements of this policy are as follows:

1. Resource Stockpile: The Homes identify, maintain and set aside a resource stockpile vital for each emergency response plan
2. Managing the Stockpile: The Homes must manage their resource stockpile and have a process to ensure that required items are prevented from expiry
3. Stockpile Distribution: The Homes must have a plan for supply distribution of the stockpile including location and how to access the resources

Procedures

This section contains procedures for the following:

A. Identifying the components of the Homes' resource stockpile

B. Managing the resource stockpile

C. Stockpile distribution and access

A. Identifying the components of the Homes' resource stockpile

The Administrator (or designate), in collaboration with Emergency Management Specialist, will:

- Evaluate all emergency plans, including related resources, at least annually
- Identify and confirm:
    - The contents of the resource stockpile(s), including consideration of any additional resource requirements identified as part of debrief and evaluation processes
    - The location of the emergency kits and other resources
    - How staff will access resources in an emergency
    - Any additional resources or implementation actions that are required for emergency plans at the Home

Contracts and Procurement will:

- Include identified emergency preparedness requirements in service agreements and contracts

B. Managing the resource stockpile

1. Audits of resource stockpiles are completed as follows:

- **Medical Cart:**
    - **Charge Nurse (night-time) will** complete *Medical Emergency (CODE BLUE) Response Checklist.* Checklist to be stored within each kit
    - **Registered Nursing staff will** maintain equipment such as vital signs machine and suction unit, including nightly check of suction machine by RPN (night-time). See *Medical Emergencies Emergency Plan - CODE BLUE (Policies and Procedures*

- **General Emergency Response Kit:**
  - **Nursing Clerk will** complete *General Emergency Response Kit Checklist* monthly. Checklist to be stored within each kit
- **Spill Kit:**
  - **Joint Health and Safety Committee will** confirm spill kit seal is intact monthly. If seal is broken, inform Maintenance Team
  - **Maintenance Team Member will:**
    - Audit spill kit contents if seal is **broken**
    - Audit contents based on expiry dates as recommended by spill kit manufacturer
    - Replace seals after all contents confirmed
  - **Manager, Support Services will** Review Material Safety Data sheets (MSDS) information and update as required. See *Chemical Spills Emergency Plan – CODE BROWN (Policy and Procedures)*

    Note: All Managers/Supervisors are required to review and update MSDS information for products used by their staff.
- **Infectious Disease Plan Supply List**
  - **Nursing Clerk will** monitor inventory, including expiry dates, of infectious disease plan supplies
  - **IPAC Practitioner will** identify resources, supplies, PPE and equipment required to respond to infectious diseases and update supply requirements, as appropriate. See *Outbreak Preparedness and Management Plan* and *Epidemic and Pandemic Preparedness and Management Plan*
- **Missing Resident (CODE YELLOW) Response Kit**
  - **Nursing Clerk will** complete the *Missing Resident (CODE YELLOW) Response Kit Checklist* monthly. Checklist to be returned to Charge Nurse to be kept within the Nobleton Nursing Station (MHC) and the Charge Nurse's Office (NHC)
- **Emergency Planning Resources List**
  - **Administrator (or designate) will** review annually as part of program evaluation

2. **Post-emergency resource kit maintenance:** All All resources used during any emergency will immediately be replaced or cleaned as follows:

Registered Nursing Staff is responsible for the Medical Carts and Missing Resident (CODE YELLOW) Response Kit

Maintenance Team Member is responsible for the Spill Kit

IPAC Practitioner is responsible for the infectious disease supplies

Administrator (or designate) is responsible for the General Emergency Response Kit and the *Emergency Planning Resources List* resources

C. Stockpile distribution and access

All staff will:

- Access emergency kit resources maintained on site as needed during any emergency

Dietary Services Staff will:

- Deliver food and fluid resources as requested

Long-Term Care Management/designate will:

- Support access and delivery of *Emergency Planning Resources List* resources and infectious disease plan supplies that are stored off-site

Roles and Responsibilities

Administrator

- Confirm emergency preparedness and response resource requirements and ensure all resources are available

Contracts and Procurement

- Develop and maintain contracts with identified emergency preparedness requirements

Dietary Services Staff

- Support maintenance and delivery of food and fluid resources

Education, Seniors Services

- Maintain staff records of education and training

Emergency Management Specialist

- Support evaluation and implementation of emergency resource requirements
- Provide education and training on Emergency Plans

Maintenance Team Member

- Audit and maintain the Spill Kit to maintain contents and prevent expiry

IPAC Practitioner

- Audit and maintain the Infectious Disease Kit to maintain contents and prevent expiry

Joint Health and Safety Committee

- Monitor Spill Kit seal

Manager, Support Services

- Support evaluation, monitoring and distribution of emergency resources as required by Emergency Plans

Nursing Clerk

- Audit the *General Emergency Response Kit Checklist, infectious disease plan Supplies* and *Missing Resident Response Kit* to maintain contents and prevent expiry

Charge Nurse (night-time)

- Maintain Medical Cart equipment

Registered Nursing staff

- Maintain equipment such as vital signs machine and suction unit, including nightly check of suction machine by RPN
- Clean and/or replace all Medical Cart resources after each emergency

Supervisor, LTC Maintenance and Security

- Maintain equipment as needed

AUTHORITY

Fixing Long-Term Care Act, 2021; General Regulation 246/22; Accreditation Standards Manual, as current; and York Region Seniors Services Administration

Alternate formats or communications supports are available upon request by contacting newmarkethealthcentre@york.ca or maplehealthcentre@york.ca.