

# EMERGENCY PLANNING

2020-21



Vista Care Solutions Ltd trading as Sunlight Care Newham. Registered in England. Company No: 11353031.  
Registered Office: 3-9 Balaam Street, London, E13 8EB

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**AUTHOR:** SHAK HABIB  
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Mr Shak Habib

**Signature:** \_\_\_\_\_



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## EMERGENCY PLANNING

### Introduction

The Care Home believes it is important that its staff are prepared for accidents, emergencies and disasters so they are able to respond quickly and effectively. In such circumstances, it is vital the Manager and staff know exactly what to do.

### Planning

The Care Home will put in place or take the following steps:

1. It will be prepared for any emergencies which might occur and plans will be put in place to cover all reasonable anticipated contingencies, such as:
  - a. disasters or serious emergencies
  - b. accidents
  - c. medical emergencies
  - d. short-staffing emergencies
  - e. winter emergencies and power cuts
  - f. heat wave emergencies
  - g. fire
  - h. floods
  - i. infection control and public health emergencies
  - j. security emergencies
  - k. transport emergencies
2. To control against these potential risks a Business Continuity Plan will be prepared based upon a risk assessment and this will be regularly updated and reviewed. The assessment will identify threats and risks to the continuity of the main functions of the Care Home while the contingency plan will outline steps to be taken to deal with the eventualities, which might arise.
3. The Care Home will be co-ordinate with any local authority emergency plans, which cover large-scale, serious emergencies in the area, such as serious floods or disasters.
4. There will be sufficient numbers of staff on duty at all times to cover both the day-to-day activities of the Care Home and any emergencies or unforeseen incidents.
5. There will be adequate numbers of suitably trained certified first aiders and appointed persons to provide cover for any medical emergencies and accidents.
6. Fire procedures, arrangements and policies will be kept up to date and will include provision for the safe, orderly evacuation of the building.
7. Carbon monoxide (CO) alarms will be installed and staff trained to recognise the symptoms of CO poisoning emergencies.
8. Flood warnings will be monitored, and the Care Home will work with local authorities and emergency services to be prepared to take any appropriate action in the event of local flooding.
9. An evacuation and relocation plan will be in place should the need arise to evacuate the residents to a place of safety.
10. Any suspected outbreak of infectious disease will be reported immediately to the appropriate authorities.

11. Plans and procedures will be in place to be followed in the event of an alert or breach of security, or in the event of an attack or any form of aggressive behaviour being directed at a resident or member of staff.
12. Arrangements will be made to draft in extra staff in the event of a staffing shortage or emergency.
13. On call back-up arrangements will be made whereby staff on duty have someone to call in the event of an emergency or if they require extra help.
14. All computer systems will have back-up provision so that essential data is not lost in the case of an IT failure.

### **Weather Related Risks**

To reduce the risk of emergencies due to winter, cold, icy and or stormy weather, the Care Home will:

1. ensure that staff have a current list of emergency contact phone numbers for electricity, gas and water suppliers
2. ensure heating equipment is installed properly and that a trained specialist has inspected and serviced it every year
3. discourage the use of extra heaters wherever possible
4. have a back-up heating plan in case of power cuts
5. grit paths and steps.

To reduce the risk of emergencies due to summer or extreme heat wave conditions, the Care Home will:

1. take steps to ensure that the premises are kept as cool as possible
2. have adequate numbers of fans available
3. follow local resilience heatwave plans
4. ensure adequate fluids are available and drunk by the residents and staff

Emergency phone numbers are as follows:

1. In the event of a medical emergency, staff should administer first aid as appropriate and call 999 and ask for an ambulance.
2. In the event of a fire emergency, staff should raise the alarm, evacuate the building, and call 999 and ask for the fire brigade.
3. In the event of a security emergency or a violent attack, staff should call 101 and ask for the police.

### **Training**

All emergency plans will be drawn up with staff involvement and communicated to staff on induction, during regular training and at staff meetings and briefings.

All staff will be made aware of any emergency numbers to ring and back-up arrangements.