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| <b>SUBJECT:</b> Code Orange – External Emergency           | <b>SECTION:</b> Code Orange  |
| <b>EFFECTIVE:</b> July 1995                                | <b>REVISED:</b> Nov/00, Jan/02, Feb/10, Jul/14, July/22<br><br><b>REVEIWED:</b> Mar/07, Oct/09, Feb/10, Sept/12, Dec/21, July/22 |
| <b>LOCATION MAIN MANUAL (ORIGINAL):</b> Emergency Measures | <b>LOCATION SUBSIDIARY MANUALS (PHOTOCOPIES):</b>  |
| <b>APPROVED BY:</b> Administration                         |  |

## POLICY

In the event of an external disaster, community utility failure, air exclusion event, severe weather events including weather watches and warnings, wildfire danger, or if the location is requested to be a site to shelter an external group, a Code Orange will be called to alert team members, visitors, and residents and prompt an appropriate response

The decision to activate the Code Orange response plan rests with the Administrator or designate in consultation with:

1. Director of Resident Care
2. Medical Director

Or on the Administrator’s own authority in the event that none of the above can be reached.

## PROCEDURE

### EXTERNAL AIR EXCLUSION (CHEMICAL, BIOLOGICAL, RADIOLOGICAL, ETC.)

Any person who becomes aware of external air exclusion (chemical, biological, radiological, etc.) will:

1. Inform the Charge Nurse immediately.



The Charge Nurse or Delegate will:

1. Call Code Orange.
2. Tune into local radio/television/internet for information and direction from provincial or community authorities.
3. Alert team members that an evacuation may be necessary.
4. If advised by provincial authorities to remain in the building, notify team members, residents, and visitors of the hazard and reasons to “shelter in place”.
5. Seal building so contaminants cannot enter by:
  - Ensuring that all windows and doors are closed
  - Sealing gaps under doorways, windows, and other building openings (indicate where supplies will be kept)
  - Ensure that all heating, air conditioning, and ventilation systems remain off
  - Limit access to the building
6. Monitor radio/television/internet for further updates and remain in shelter until authorities indicate it is safe to come out.
7. Initiate Code Green evacuation procedure as required.

All Team Members will:

1. Close windows, doors and other openings to the exterior.
2. Turn off air conditioning, vents, fans, and heating equipment.
3. Take direction from the Charge Nurse or delegate.

## **SEVERE WEATHER/WILDFIRE**

Thunderstorms, hail, tornadoes, blizzards, ice storms, high winds, heavy rain, wildfire, etc. Any of these may result in conditions that require evacuation of the building.

Any person who receives communication that severe weather is being forecasted/wildfires are drawing near will:

1. Inform the Charge Nurse or delegate immediately.

The Charge Nurse or delegate will:

1. Call Code Orange.
2. Tune into their local radio station/television station/internet for updates on severe weather/wildfire warnings.
3. Advise team members, residents, and visitors of severe weather/wildfire warning.
4. Direct team members to move residents away from windows and close blinds and curtains as time allows, preventing window glass from shattering onto them or debris from entering through windows, etc.
5. Direct team members to have emergency supplies readily accessible.

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### **HEALTH SERVICES DEPARTMENT SERVICES DEPARTMENT**

70 Pine Street, Bracebridge, Ontario P1L 1N3  
www.muskoka.on.ca | healthservices@muskoka.on.ca  
Phone: 705-645-2100 Toll-Free: 1-800-461-4210 (within 705)  
Fax: 705-645-5319

### **FAIVERN LONG-TERM CARE HOME**

14 Mill Street, Huntsville, Ontario, P1H 2A4  
Phone: 705-789-6011  
Fax: 705-789-1371



6. Direct Maintenance team to verify that the generator (as applicable) is adequately fueled and in good working order.
7. Direct Maintenance team to arrange for additional fuel onsite as required.
8. Initiate Code Green evacuation procedure as required.

### **FLOOD (EXTERNAL I.E. DUE TO WEATHER)**

In the event of an external flood that may affect the building:

The Charge Nurse or delegate will:

1. Call Code Orange.
2. Tune into local radio/television/internet for information and direction from provincial or community authorities.
3. Alert team members that an evacuation may be necessary.
4. If advised by provincial authorities to remain in the building, notify team members, residents, and visitors of the hazard and reasons to “shelter in place”.
5. Monitor radio/television/internet for further updates and remain in shelter until authorities indicate it is safe to come out.
6. Initiate Code Green evacuation procedures as required.

In the event there is time and it is safe to do so, the Maintenance Manager or designate will:

1. Shut down/de-energize utilities not necessary for urgent resident care to reduce ignition sources and damage.
2. Raise and relocate valuable and easily moveable equipment, furniture, and vital records to a higher elevation/upper floor wherever possible.
3. Check sump pumps to ensure they are operable.
4. Ensure backup power supplies (i.e. generators) are functional.
5. In the event building is damaged and evacuation has been initiated, arrange for building to be inspected before residents and team members are re-admitted.

### **COMMUNITY DISASTER/UTILITY FAILURE**

Any person who becomes aware of a community-wide disaster and/or utility failure will:

1. Inform the Charge Nurse or Delegate immediately.

The Charge Nurse or delegate will:

1. Call Code Orange.
2. Tune into local radio/television/internet for information and direction from provincial or community authorities.



3. Alert team members that an evacuation may be necessary.
4. If advised by provincial authorities to remain in the building, notify team members, residents, and visitors of the hazard and reasons to “shelter in place”.
5. Monitor radio/television/internet for further updates and remain in shelter until authorities indicate it is safe to come out.
6. Initiate Code Green evacuation procedure as required.

All Team Members will:

1. Take direction from the Charge Nurse or delegate.

### **EMERGENCY RECEPTION**

The location will provide support and act as an Emergency Reception site for other healthcare institutions/residences in crisis and in the event of certain community disasters.

The Team Member who receives a request to use the location as an Emergency Reception site will:

1. Notify the Administrator or delegate immediately.

The Administrator or delegate will:

1. Assess the type of persons the location is able to receive and inform the caller if the location can accept them if they are not a prearranged “reception partner”.
2. Notify District staff and others as appropriate i.e. provincial regulatory authority, health authority.
3. Inform team members of the upcoming reception.
4. Determine the number of team members to be called back should additional team members be required to support the emergency situation.
5. Meet the evacuated public or residents in the main lobby upon their arrival.
6. Delegate team members to designated areas of the building where public/residents will be accommodated. The following two areas will need to be established:
  - Assessment Area
  - Holding Area
7. Appoint one team member to identify each individual or resident by placing a temporary identification bracelet on their wrist.
8. Appoint team members/volunteers to escort individuals to the assessment, holding, and temporary accommodation areas.
9. Direct team members to provide beverages/light snack to evacuated public or residents.

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10. Direct Dietary/Culinary team to make necessary adjustments to eating times, meal numbers, and eating locations to accommodate extra individuals within the location.
11. Direct care and support teams as applicable to provide supplies, comfort needs (blankets, pillow, bed, chair, personal – toothbrush, Kleenex, etc.).

Team Members will take direction from the Administrator or delegate.

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