

3.0

CODE ORANGE **{EMERGENCY PLAN/ EXTERNAL DISASTER}** **ACTIVATION AND IMPLEMENTATION**

3.1.1 CODE ORANGE

A Code Orange activation includes any external emergency event that may cause a major impact or disruption to normal operations, compromise the health and safety of residents, staff and visitors.

An external event that may cause the activation of a Code Orange may be the result of a local utility failure (e.g. electricity, water, sewer, natural gas), a natural disaster event (e.g.. significant storms, earthquakes, flooding), transportation or motor vehicle accident (e.g. railway, vehicle, seaway), off site fire, smoke, noxious gas event or the receipt of residents from another facility under a reciprocal mutual aide agreement.

A Code Orange activation could also be used when a internal emergency code is elevated and more then the listed response of resources in the code is not sufficient, and or if it was deemed prudent to assemble the E.O.C.G.

The level of response and degree to which the plan will be put into effect will depend on the nature of the emergency.

3.1.2 DUTIES OF INCIDENT COMMANDER

- First Floor Registered Nurse to act as Incident Commander.
- If a internal emergency is elevated to a Code Orange, dispatch the designated Scene Coordinator to the emergency scene. Scene Coordinator role is as per Emergency Plan Section 2; Activation of Emergency Code 2.1.1 Scene Coordinator.
- Upon notification or awareness to a “Code Orange” situation the Incident Commander is to receive relevant information about the emergency, manage and assume control over the situation.

Code Orange Information

Code Orange Details	Response
1. What type and details of emergency	
2. Exact location of emergency	
3. Impact of emergency to facility	
4. Expected duration of emergency	
5. Resources/actions to mitigate emergency.	

- Initiate as appropriate an emergency 911 call.
- At First Floor Elm Lodge Nurse Station pick up two way radio, put on an “Emergency Responder” red vest.
- As required declare and announce a “Code Orange”, make the following announcement twice slowly and distinctly:

“Code Orange-Code Orange”

“All staff assigned to a resident home area report to your respective nurse station, all other staff (if incident on M-F and during regular business hours) report to First Floor Classroom, (during all other times) report to Level One Elm Lodge Nurse Station.”

- Proceed to take the necessary immediate actions to minimize the effects of the emergency.
- As the emergency situation elevates contact the Manager on Call, advise as to the status of the situation. In consultation with the Manager on Call assess the need to activate the Emergency Operations Control Group, Manager on Call to initiate fan-out.
- As per the Homes Administration Manual Policy # 0202-12-01 "Critical Incident Reporting", if applicable given the type of incident advise the Ministry of Health LTC Division of the issue within the time frame stated.

Upon arrival of staff to the Nurse Stations the Incident Commander proceeds to:

- Assign a scribe, have scribe take notes of the events and actions taken.
- Communicate to the other Resident Home Area Nurse Stations the particulars of the situation and the immediate actions to be taken.
- If a internal emergency communicate about the particulars of the emergency with the Scene Coordinator.
- Request and deploy staff as required.
- Continue to take other necessary immediate actions to ensure the health, safety and welfare of the residents, staff and visitors.
- Direct appropriate immediate emergency response.
- Communicate with emergency responders and the E.O.C.G for support and guidance.
- Via the authority and request of the E.O.C.G. or local authority having jurisdiction relinquish the role of the Incident Commander to another assigned qualified person.

3.1.3 DUTIES OF SCENE COORDINATOR

- Second Floor Registered Nurse to act as Scene Coordinator.
- Upon activation of a “Code Orange”, at Second Floor Spruce Lodge Nurse Station pick up two way radio and put on a red vest. Remain in constant communication with Incident Commander.
- If dispatched to a internal emergency and as information becomes available remain in constant communication with staff in the area and the Incident Coordinator via the two-way radio. If two way radio is not operable delegate a runner to send information back to the Incident Commander.
- At the internal scene take charge and control of the emergency, give direction as required.
- Work with Incident Commander to complete reporting requirements.

3.1.4 DUTIES OF UNIT COMMUNICATIONS PERSON

- Upon activation of a “Code Orange”, return to unit Nurse Station, pick up two way radio and put on red vest, ensure that unit has been secured.
- As events develop receive direction from Incident Commander and/or Scene Coordinator.
- Direct staff on the unit reporting to the Nurse Station.

3.1.5 MANAGER ON CALL

- As the emergency elevates the Manager on Call will receive a call from the Incident Commander. The Incident Commander will advise the Manager on Call of the status of the emergency. In consultation with the Incident Commander the Manager on Call to ensure completion of appropriate reporting requirements, that all appropriate first responders have been called, and proceed as required to activate the establishment of the Emergency Operations Control Group. Membership as per Appendix A-2, contact information as per Administration Fan-Out Appendix B-1.

3.1.6 EMERGENCY OPERATIONS CONTROL GROUP

- When a call has been received of a “Code Orange” the E.O.C.G members are to report to the facility.
- Establish and follow the activities as set out for the E.O.C.G in Appendix A-3 of the Emergency Measures Plan.

3.1.7 DUTIES OF STAFF ON SITE

Upon activation of a Code Orange:

- Staff assigned to a resident home area are to report to their respective Nurse Station.
- All other staff;
During Regular Business Hours M-F; Report to First Floor Classroom, this to become part of the labour pool.

All other times including evenings, nights, weekends and holidays;
Report to Level One, Elm Lodge Nurse Station.

- Follow the instructions of those responsible for directing emergency response.

3.1.8 PERSONNEL POOL TELEPHONE FAN OUT/ALERTING PROCESS

- If activation of the telephone fan out system is required refer to Emergency Plan-Section Two; Activation of an Emergency - Section 2.1.4 Personnel Pool Telephone Fan Out/Alerting Process.

3.1.9 ELEVATION OF CODE ORANGE

- As required for additional instruction and resource information refer to Emergency Plan Section Two; Activation of an Emergency.

3.1.10 INCIDENT DOCUMENTATION AND REPORTING

- As per the Homes Administration Manual Policy # 0202-12-01 "Critical Incident Reporting", if incident applicable given the type advise the LTC Division of the issue within the time frame stated.