

Subject: **CODE ORANGE – EXTERNAL DISASTER**

Section: **EMERGENCY PREPAREDNESS**

Approved By: **Senior Management Committee**

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POLICY

Code Orange is activated when relocation of displaced persons to Fairhaven is required. Fairhaven will receive twenty (20) persons requiring non-urgent care. Relocation agreements for accommodation, services, equipment and/or supplies have been established and are updated annually.

STANDARD

Pursuant the Fixing Long-Term Care Homes Act, Fairhaven is committed to providing measures for receiving and assisting evacuees.

PROCEDURE

1. Call is received from an external health care organization requesting temporary accommodation and care for evacuees.
2. Individual receiving call will notify ED/designate or Administrative Registered Nurse (Admin RN)/designate who will announce “**Code Orange**”, as appropriate.
3. If during non-business hours, Admin RN/designate will immediately notify Manager-on-Call and ED/designate.
4. The ED/designate will notify the chair of the Committee of Management.
5. Staff members will report immediately to their Supervisor, who will determine which staff members will remain in their designated area and which staff members will receive direction from the ED/designate or Admin RN/designate in the Board Room.
6. Admin RN/designate determines the placement of evacuees within the following areas 2nd floor Great Room and/or resident home areas with empty beds.
7. Admin RN/designate immediately convenes a meeting in the Board Room to inform the available Fairhaven team of the emergency situation to initiate appropriate action.
8. If necessary, a staff member is delegated to initiate the Emergency Telephone fan-out procedure.
9. The Admin RN/designate will form teams to:
 - a. Document the arrival of all off-duty staff and direct staff and volunteers to areas requiring help.

- b. Document and complete the identification of all evacuees (see Form **EP-CO1**). Upon the acceptance of twenty (20) displaced persons, complete the Emergency Admission Master List (**Form EP-C02**) and photocopy all documentation to send to the ED/designate. In addition, receive medical information for each displaced person and determine the appropriate services for those individuals.
 - c. Determine the diet required for each evacuee and alert the Nutritional Services Department
 - d. Prepare bedding and obtain additional supplies for evacuees such as sheets, pillows, pillow cases, towels, and face cloths. In addition, place bins for used linens at the location of the temporary unit and empty these bins as demand dictates.
 - e. Direct the evacuees to the appropriate receiving area.
 - f. The ED/designate will manage communications with the public and media, and contact the Ministry of Health and Long-Term Care (MOHLTC) to notify the appropriate individuals of the emergency
 - g. The senior management will evaluate the financial impact of evacuees drawing upon the resources of Fairhaven so as to maintain records of all additional expenditures incurred.
10. Employees will continue to follow the specific responsibilities of designated position and remain on standby for special instructions or requests for assistance
11. The Leadership Team will debrief in the board room and determine any follow up action using the “**Form EP- CO4 (Action Plan)**” to be forwarded to Senior Management
12. Upon the action plan being completed all documentation from the incident will be forwarded to the Environmental Services Manager to be filed appropriately.

References

Overhead paging HR530