

Subject: **CODE PURPLE – CRITICAL SYSTEM FAILURE**

Section: **EMERGENCY CODES**

Approved By: **Senior Management Committee**

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Policy Number: **EPM-CP-150**

Page: **1 of 3**

POLICY

Code Purple is used to indicate that Fairhaven is having a critical system failure and that the appropriate procedure must be used to remedy the situation.

STANDARD

Section 25 (2) (a) (b) (d) and (h) of the *Occupational Health and Safety Act* requires that the employer take all precautions reasonable in the circumstances for the protection of the worker. Under this provision, the employer is obliged to develop policies and procedures to protect workers from hazards in the workplace and provide information and instruction on how to work safely with a hazard.

PROCEDURE

Power

1. When an electrical power interruption has been detected, the Manager or Administrative Nurse will announce “Code Purple” on the public address system from the fire panel.
2. If the generator does not come on within 5 minutes, the Administrative Nurse will call the Environmental Services Manager during working hours or the Manager-on-Call during non-business hours. These two individuals will determine if the Generator vendor should be called.
3. If the generator started, but external power has not been restored after one hour notify the Manager-on-Call who will notify the Environmental Services Manager
4. The Manager-on-Call will notify the ED or designate.
5. The ED/designate will notify the chair of the Committee of Management.
6. Upon announcement of “Code Purple”, the ED/designate set up the Emergency Control Centre in the Board Room.
7. The ED/Designate will delegate an individual to utilize the analogue phone system via reception.
8. The ED/designate will determine if the staff telephone fan out list is required.
9. Headlamps can be found on each resident home area at the care center, in the kitchen, and flashlights can be found in the Board Room.
10. Registered Practical Nurses (RPN’s) will retrieve the tote and issue headlamps and flashlights. Candles will not be used.

11. RPN's will instruct Personal Support Workers (PSWs) to account for all residents and if safety permits, return residents to the appropriate resident home area.
12. Staff in all areas should immediately check doors that are normally secured by maglocks to determine if they are operational and secured. If they are not operational, check stairwells for any residents and registered staff to assign a door monitor to all affected doors. This includes all the doors to the Riverside Special Care. All elevators should be checked for occupants and cleared. If someone is stuck in the elevator call the elevator vendor and if they cannot respond immediately, contact the fire department.
13. PSWs should ensure the continuity of care and safety of all residents during a power outage.
14. Room checks are to be conducted every fifteen (15) minutes to ensure that all residents are safe and accounted for using the room check forms (**EP-Form CP-4 through 16**). Should a resident not be located, initiate "**Code Yellow**".
15. Nutrition Services Manager or Designate will make necessary staffing arrangements to accommodate meal provision and utilize contingency plans to provide food in the absence of electricity.
16. The housekeeping staff will monitor residents who are not in their home area and will provide extra blankets for warmth, if the heat is off.
17. The Environmental Services Manager/designate will ensure all central systems are shut down.
18. The ED/designate will act as the spokesperson for Fairhaven for all media releases.
19. The ED/designate will activate "**Code Green**", if necessary.
20. After the power is restored, all central systems will be restarted sequentially by the Environmental Services Manager, as to not overload the system.
21. Once the power is restored, announce the ED/designate will delegate an individual to announce "**Code Purple, All Clear**" over the public address system.

Internet

22. The Manager on Call or Administrative Nurse will contact Help Desk call at (705) 742-2204. If you cannot reach either call COGECO helpline at 1-800-565-4087; provide account number # 50016596541
23. If Cogeco is down the router will automatically switch to Nexicom which can take up to 5 minutes. The internet speed will be reduced; access to internet should be limited.
24. COGECO will conduct diagnostic test to identify problem and provide duration of repair.

25. If both Nexicom and COGECO are down Point Click Care (PCC) will not work; The Electronic Medication Administration Records (EMAR) will still be available on the resident home area desktop and can be printed off.
26. Once Cogeco is repaired Nexicom will automatically switch back to Cogeco.

Telephone

1. If the phone goes down, the Manager on Call or Administrative Nurse will determine if it is internal calls, external calls or both. RN to use cell phone to text or call as necessary.
2. If external calls cannot be made, plug in the emergency phone at Reception; use the emergency phone line or a cell phone to call COGECO at 1-866-264-3262. Provide the account number to the technician # 50016596541. Request number 705-743-0881 to be forwarded to emergency phone line at reception 705-748-3663.
3. If internal calls cannot be made, call Diversified at 705-743-3962 and receive instruction to fix the problem.

Boil Water Advisory

1. Page out boil water advisory and communicate with all staff and residents not to drink the water.
2. Nutrition Services/ Designate to arrange for source of potable water.
3. Place appropriate signage through the building.
4. Follow Peterborough Public Health advisories.

Upon All Clear

1. Call Cogeco at 1-866-264-3262; provide the account number to the technician 50016596541 to disconnect the back door number 705-743-0881 from the emergency phone line at Reception.
2. Upon the “**All Clear**” being paged the Leadership Team will debrief in the Board Room and determine any follow up action using the “**Form EP- CP3 (Action Plan)**”.
3. 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