



EMERGENCY PREPAREDNESS PLAN

External Community Disaster PROTOCOL

“CODE ORANGE”



1.0 Introduction

Code Orange: External Community Disaster:

In the event of a Code Orange/External Community Disaster Pioneer Manor will collaborate with external agencies i.e.: NECCAC, other Long Term Care Homes, or health care provider agencies such as acute care facilities. This collaboration may include accepting their residents or patients, who will now be referred to as **evacuees**, and their staff for a brief period of time (maximum time – 5 days). Pioneer Manor could also be asked by the City of Greater Sudbury’s Emergency Services to provide temporary shelter in the event of an external disaster.

In the event of a Code Orange it is important to ensure that our priority is to continue to provide ongoing care to the residents of Pioneer Manor and to provide safety and comfort to the evacuees.

Facilities/Organizations looking to accommodate their evacuees here at Pioneer Manor may be requested or required to ensure that their staff come to assist with their evacuees. This is a decision to be made by the Director or Manager of Resident Care.

It is also important to ensure that all evacuees, staff, and visitors acknowledge and abide by all our policies and procedures including confidentiality requirements.

2.0 Implementation of the Code Orange/External Community Disaster protocol:

Training & Education

An annual review of all the codes related to the Emergency Plan are completed by all staff at a minimum annually through our e-learning program and every three years, hands-on practice sessions and mock scenarios are conducted. All newly hired staff, volunteers and students receive information pertaining to all “codes” at time of orientation.

Residents/families receive an update regarding codes at a minimum annually via Resident and Family Council meetings. Other means of providing education to residents/families include newsletters, correspondence, information boards at main entrance, and by participating in practice drills and mock scenarios.

3.0 Code Orange/External Community Disaster Procedure

3.1 Upon receiving a call pertaining to a community disaster, the individual receiving the information must obtain the following:

- Name of organization requiring assistance and the person calling (obtain contact information)
- Information on the location of the disaster ie: cause of the disaster
- The number of evacuees that is expected to be transferred.
- Estimated time of arrival

- 3.2 If after regular business hours the Emergency Control Officer (ECO)/RN/Supervisor will take the lead and begin by contacting the Administrative On Call Lead. If it is determined that a Code Orange is to be announced the Communication Officer will announce over the PA Code Orange three times.
- 3.3 If during regular business hours the Director or alternate will take the lead and make the decision to call a Code Orange.
- 3.4 When a Code Orange is announced:
- Emergency Operations Team to report to the Emergency Operations Centre (OTN room) for further direction.
 - Communication Runner to report to the main entrance and direct evacuees to the Winter Park
 - Emergency Brigade to report to the Emergency Operations Centre (OTN room)
- 3.6 Director/ECO/Alternate
- Report to Emergency Operations Centre (OTN room).
 - Ensure that locations assigned to accommodate evacuees (see 5.0) within Pioneer Manor are ready to accommodate evacuees.
 - Ensure that temporary locations have access to manual call bells.
 - Ensure that the Winter Park is cleared and available so that upon arrival of the evacuees, this location can be used to assess each evacuee.
 - Confirm with the external staff/facility that they have all documentation required on their evacuees and that each evacuee is identified with a name badge/wrist band.
 - Ensure that kitchen prepares nourishments as required (sandwiches/fluids).
 - Once evacuees can return to their designated facilities, the Code Orange will be cancelled.
 - Maintain daily contact with incoming facility administration to keep updated on the progress of returning evacuees to their facility.
 - ***In the event that Pioneer Manor is in an outbreak we will not be able to accommodate evacuees and are to advise the external facility immediately.***

4.0 Code Orange/External Community Disaster Procedures for Designated Positions

Emergency Control Officer

The Resident Care Supervisor #2 is the designated **Emergency Control Officer** (ECO). The ECO will take charge of the situation until the Director/alternate has done so.

Upon notification or hearing of a potential Code Orange/Community Disaster the ECO's duties include but are not limited to the following (note: duties may be delegated at the ECO's discretion):

Taking charge of the activities until the Director/alternate takes lead:

- After hours contact the Administrative On Call Lead to discuss.
- Direct the Communication Officer to announce a Code Orange over the PA system x3.
- Update and direct staff as required.
- After the situation has completely de-escalated with no remaining threat, s/he ensures the code cancellation is paged three times.

Communication Officer:

- Communication Officer to announce a Code Orange over the PA system x3.
- Cancel Code Orange

Communication Runner:

- Remain at the main entrance to wait for evacuees and direct them to the Winter Park.

Director/alternate:

- Regular business hours determine if a Code Orange to be announced
- Ensure plan is in place for the internal process (see 3.6)

Resident Care Section:

- Staffing should not be required as the external site should be providing their own staffing, however in the event additional staffing is required this must be approved by the Manager of Resident Care.

Physical Services:

- Restrict Road Access to emergency vehicles only.
- Ensure that Loading Dock/Shipping Receiving area is clear to allow for providers to bring in any additional furnishings or supplies.
- Cordon off the Winter Park.
- May be required to install privacy curtains and manual call bells in appointed locations.
- May require additional resources such as disposable briefs, linens etc.

Food Services:

- Ensure that nourishment is available upon arrival for all new evacuees.
- Confirm with incoming facility staff if food service is required and provide tray or bulk service as required.
- Reviews if additional food is required in the Bistro due to increase in visitors and staff from external facility.

5.0 *Locations that can be considered to accommodate evacuees (if the space available is not an actual resident room) ensuring that there is approx. 10 sq. ft. per evacuee to accommodate resident/evacuee space).*

- Lounges located at the end of Cranberry/Cedar/Pine/Poplar/Trillium/Tulip/York
- Activity rooms: Pine/Poplar/Trillium/Tulip/Lodge 2
- Family Dining rooms: Pine/Poplar/Trillium