
	Manual: Emergency Preparedness	Section: Codes	Code: 04	Pages: 1 of 2
Subject: Code Grey				Area of Focus: Care & Service

1.0 Purpose	Code Grey provides direction in the event of a short-term isolation resulting from events such as extreme weather events, natural disaster, flood, boil water advisories, quarantine, contaminated air, or by the loss of essential services: gas, electricity, sewerage, telephone, water and elevator.
2.0 Policy	As far as staffing is concerned, only those staff actually in the building at the time of any such emergency would be available to complete the work. Therefore, instructions and plans are made on this premise.
3.0 Procedure	<p style="text-align: center;">STOCKPILES</p> <p><u>Food Services</u></p> <p>Food Services departmental plan will be implemented in the event of isolation/quarantine.</p> <p>The menu will be adjusted to meet immediate needs, as per departmental plan.</p> <p>These items are checked to ensure items have not expired, FIFO process is also used. FIFO first in first out process.</p> <p><u>Medications</u></p> <p>At most times, there is a one-week supply of prescription and stock medications.</p> <p>Additional prescription and stock medications would be obtained through available resources.</p> <p><u>PPE and Equipment for Emergency Response</u></p> <p>At most times, we have hundreds or thousands of extra supply on hand for use.</p> <p>These items are checked daily to ensure items have not expired.</p> <p><u>Emergency Telephone</u></p> <p>Emergency telephone numbers can be found in the first section of the Emergency Preparedness Manual under “Emergency Pharmacy Contact Numbers”.</p>
Immediate Action:	SEE CODE GREY CONTINGENCY PLANS FOR IMMEDIATE ACTIONS RELATED TO THE FOLLOWING: 4A) LOSS OF ELECTRIC SERVICES 4B) LOSS OF ELEVATOR SERVICES 4C) LOSS OF GAS AND HEAT

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	<p>4D) LOSS OF SEWAGE SERVICE 4E) LOSS OF TELEPHONE AND INTERNAL COMMUNICATION SERVICE 4F) LOSS OF WATER SERVICE 4G) BOIL WATER ADVISORY 4H) FLOODS 4I) NATURAL DISASTER AND EXTREME WEATHER EVENTS</p>
Public Relations:	<p>Only the President or Board Chair will communicate with the media. Until such time as they are available to comment, there will be no comment.</p> <p>Emergency telephone numbers can be found in the first section of the Emergency Preparedness Manual under "Emergency Telephone Numbers & Emergency Measures Fan Out List".</p> <p>Notification to the Ministry of Long Term Care Compliance Incident Reporting must be made if the occurrence poses an immediate risk to residents and involves intervention by an outside agency or agencies such as police, fire department or medical officer of health.</p>
Termination and Debrief:	
Documentation:	<p>The last step in the Code Grey plan is to document the incident for future reference. This task will be the responsibility of the Emergency Chief or delegate.</p>