	Manual: Emergency Preparedness	Section: Codes	Code: 05	Pages: 1 of 3
Subject: Code Orange - Air Exclusion				Area of Focus: Care & Service

1.0 PURPOSE: To communicate and educate staff on the procedures to implement upon notification of exterior air contamination by Emergency Preparedness Authorities. e.g. police, fire department, union gas, ministry, etc.


2.0 POLICY: All necessary Villa staff will be called into work in their usual departments or re-assigned where most necessary. All available staff from the relocating facility will be used to provide services to the relocated residents.

Volunteers will be asked to assist in any department needing their assistance. Additional nursing staff (registered nurses, registered practical nurses, and personal support workers/health care aides) can be obtained through the usual nursing personnel agencies.


“Persons” may also apply to neighbors or local schools and this procedure would adjust accordingly.

**IMMEDIATE ACTION:**

<p><b>Emergency Chief :</b></p>	<p>Upon notification of exterior air contamination by Emergency Preparedness Authorities, (e.g. police, fire department, union gas, ministry etc.), <b>the Emergency Chief will:</b></p> <div style="border: 1px solid black; padding: 10px; text-align: center; margin: 10px auto; width: fit-content;"> <p><b>EMERGENCY CHIEF</b> Charge Nurse/Delegate</p> </div> <ol style="list-style-type: none"> <li>1. Pull Fire Alarm because this will de-activate the air-handling system immediately to stop air from outside coming into the building.</li> <li>2. Pick up the hand set on the desk top phone and press the emergency button. There will be an approximate 5-second delay before the speakers are activated, so repeat, “Attention All Staff” until you hear your voice coming through the speakers, then proceed with the following announcement: <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>“Attention all staff, Code Orange air exclusion procedure is in effect. Please close all windows, secure all doors and turn off any air conditioners and close vents in your assigned area.”</p> </div> <p style="margin-left: 20px;">Please press the emergency button at the end of your announcement and hang up the hand set.</p> </li> <li>3. Telephone: <p style="margin-left: 20px;">Emergency telephone numbers can be found in the first section of the Emergency Preparedness Manual under “Emergency Telephone Numbers”.</p> </li> </ol>
---------------------------------	--

	Manual: Emergency Preparedness	Section: Codes	Code: 05	Pages: 2 of 3
Subject: Code Orange - Air Exclusion				Area of Focus: Care & Service

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Administrator-on-call, if after business hours</li> <li><input type="checkbox"/> 911, if applicable</li> <li><input type="checkbox"/> Notify the Ministry of Long-Term Care Reporting Office 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. (An Unusual Occurrence Report must be completed and faxed to the Ministry of LTC by the following day.)</li> </ul> <p>“Advise that we have pulled the fire alarm to de-activate the air-handling system in order to initiate the Air Exclusion Procedure.”</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintenance to silence the fire alarm</li> <li><input type="checkbox"/> Maintenance-on-call, if after business hours (Maintenance can give verbal instructions on how to silence the alarms)</li> </ul> <p>4. Follow instructions from Emergency Preparedness Authorities regarding a requirement to initiate Code Green or to cancel the air exclusion procedure.</p>
<b>Lobby Deputy:</b>	<p><b>LOBBY DEPUTY RESPONSIBILITY CHECKLIST:</b></p> <div style="border: 1px solid black; padding: 10px; text-align: center; margin: 10px auto; width: fit-content;"> <p><b>LOBBY DEPUTY</b> 0600-1900 - Food Services Supervisor; 1600-0600 - Security Guard</p> </div> <ol style="list-style-type: none"> <li>1. Go to the Central Alarm Control Centre, south wing ground floor.</li> <li>2. Make contact with Emergency Chief. To do so, access the paging system by dialing “80” on any in-house or wireless telephone. There will be an approximate 5-second delay before the overhead speakers are activated, so repeat “Attention All Staff” until you hear your voice coming through the speakers, then ask the Emergency Chief to contact you and provide your extension number.</li> <li>3. Ensure the south wing entrance driveway is cleared of all traffic likely to block arriving emergency vehicles.</li> <li>4. Clear the Lobby and ensure that residents, staff and visitors are in a safe area and direct them back to their areas.</li> <li>5. Under the direction of the Emergency Chief, assign tasks to helpers as they arrive at the south wing ground floor.</li> <li>6. Assist Emergency Chief to prepare for the possibility of evacuation.</li> <li>7. Contact or assign someone to contact Maintenance-on-Call to reset alarm, if after 3:30 p.m.</li> </ol>
<b>Staff Response:</b>	<ol style="list-style-type: none"> <li>1. Ensure all windows have been closed.</li> <li>2. Ensure all air-conditioners have been turned off.</li> <li>3. Await further instruction by Emergency Chief or delegate.</li> </ol>

	Manual: Emergency Preparedness	Section: Codes	Code: 05	Pages: 3 of 3
Subject: Code Orange - Air Exclusion				Area of Focus: Care & Service

<b>Public Relations:</b>	<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 &amp; 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>
<b>Termination and Debrief:</b>	
<b>Documentation:</b>	<p>The last step in the Code Orange plan is to document the incident for future reference. This task will be the responsibility of the Emergency Chief or delegate.</p>