	Manual: Emergency Preparedness	Section: Codes	Code: 06	Pages: 1 of 2
Subject: Code Orange - Reception				Area of Focus: Care & Service

1.0 PURPOSE: To communicate a procedure to be used in response to a disaster situation which requires St. Joseph's Villa to receive and care for a number of persons

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.

3.0 PROCEDURE: The Departments will be responsible for obtaining any additional staff or volunteers over and above those available through the Villa and the agencies we regularly use.


Assign or 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. After dialing "80" repeat "Attention All Staff" until you hear your voice coming through the speakers, then proceed with announcing three times Code Orange and who should report to the Control Centre (usually the Board room).

Immediate Action

Emergency Chief : The Emergency Chief is responsible for ensuring the following are done:

Note: Many of the following items will have to be delegated to a variety of the Villa staff.

1. Set-up Control Centre, as paged.
2. Notify Villa staff, including Administrator-on-Call, if after business hours, of the incoming persons.
3. Authorize reception of persons and staff from other facilities.
4. Collaborate with Chief Executive Officers, or their delegates, of the incoming facilities.
5. If necessary, activate the emergency telephone Fan-Out.
6. Ensure residents are properly informed of the situation.
7. Authorize additional personnel material and financial resources, as needed.
8. Only the Site President will communicate with the media. Until such time as they are available to comment, there will be no comment.
9. Ensure that there is collaboration with the medical director of the incoming facility for the medical treatment of persons relocating at the Villa.
10. Determine areas for locating incoming persons in the Villa, ensuring that Villa staff is made aware of incoming person-care needs and that appropriate records are maintained.
11. Designate a receiving area for incoming persons.
12. Arrange for traffic control and security.
13. Ensure that any personnel accompanying incoming persons are supplied with a temporary ID badge.

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Lobby Deputy:	
Staff Response:	
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:	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.