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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.

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:

<p>Emergency Chief:</p>	<p>Upon notification of exterior air contamination by Emergency Preparedness Authorities, (e.g. police, fire department, union gas, ministry etc.), the Emergency Chief will:</p> <div data-bbox="574 1268 1406 1411" style="border: 1px solid black; padding: 10px; text-align: center;"> <p>EMERGENCY CHIEF Charge Nurse/Delegate</p> </div> <ol style="list-style-type: none"> 1. Pull Fire Alarm because this will de-activate the air-handling system immediately to stop air from outside coming into the building. 2. Pick up the hand set on the desk top phone and press the emergency button located on the bottom right hand corner. 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 data-bbox="358 1730 1572 1860" style="border: 1px solid black; padding: 10px; text-align: center;"> <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>
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Please press the emergency button at the end of your announcement and hang up the hand set.

3. Telephone:

Emergency telephone numbers can be found in the first section of the Emergency Preparedness Manual under "Emergency Telephone Numbers".


- ❑ Administrator-on-call, if after business hours
- ❑ 911, if applicable "Advise that we have pulled the fire alarm to de-activate the air-handling system in order to initiate the Air Exclusion Procedure."
- ❑ Immediately report an emergency, including fire, contamination of the drinking water, unplanned evacuation or intake of evacuees. An environmental hazard that effects provision of care or the safety, security or well-being of a resident for more than six hours: breakdown or failure of security system, breakdown of major equipment or a system in the home, loss of essential services or flooding.
- ❑ Any code that occurs, you should immediately contact the AOC for direction on Ministry reporting matters. Immediately contact the AOC, must be spoken to after hours (do not leave a voicemail). This is a critical incident that must immediately be reported to the Director of the Ministry of Long-Term Care at 1-888-999-6973. . Notification will also be provided to respective unions and the Health and Safety committee.
- ❑ Maintenance to silence the fire alarm
- ❑ Maintenance-on-call, if after business hours (Maintenance can give verbal instructions on how to silence the alarms)

4. Follow instructions from Emergency Preparedness Authorities regarding a requirement to initiate Code Green or to cancel the air exclusion procedure.


5. 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.

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	<ol style="list-style-type: none"> 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.
Lobby Deputy:	<p>LOBBY DEPUTY RESPONSIBILITY CHECKLIST:</p> <div style="border: 1px solid black; padding: 10px; text-align: center; margin: 10px auto; width: fit-content;"> <p>LOBBY DEPUTY 0600-1900 - Food Services Supervisor; 1600-0600 - RN/Delegate</p> </div> <ol style="list-style-type: none"> 1. Go to the Central Alarm Control Centre, south wing ground floor. 2. Contact the Emergency Chief. To do so, pick up the hand set on the desk top phone and press the emergency button located on the bottom right hand corner. 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 ask the Emergency Chief to contact you and provide your extension number. 3. Ensure the south wing entrance driveway is cleared of all traffic likely to block arriving emergency vehicles. 4. Clear the Lobby and ensure that residents, staff and visitors are in a safe area and direct them back to their areas. 5. Under the direction of the Emergency Chief, assign tasks to helpers as they arrive at the south wing ground floor. 6. Assist Emergency Chief to prepare for the possibility of evacuation. 7. Contact or assign someone to contact Maintenance-on-Call to reset alarm, if after 3:30 p.m.
Staff Response:	<ol style="list-style-type: none"> 1. Ensure all windows and doors have been closed. 2. Ensure all air-conditioners have been turned off. 3. Ensure all vets are closed. 4. Await further instruction by Emergency Chief or delegate.
Public Relations:	<p>The Site President or Chief Operating Officer will communicate with the media. If questioned, employees are to indicate that they are not authorized to make any statement. Until such time as they are available to comment, there will be no comment.</p>

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	<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>Any code that occurs, you should immediately contact the AOC for direction on Ministry reporting matters. Immediately contact the AOC, must be spoken to after hours (do not leave a voicemail). This is a critical incident that must immediately be reported to the Director of the Ministry of Long-Term Care at 1-888-999-6973.</p>
Termination and Debrief:	
Documentation:	<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. Please ensure that a Code report form is filled out for the EP committee to review.</p>