

TITLE:	Code Green – Return to Evacuated Site	POLICY #:	XVIII-E-10.30
		PAGE:	1 of 2
MANUAL	Emergency Management	APPROV. AUTH:	Administrator
ORIGINAL ISSUE:	July 2022	SCOPE:	Sun Parlor Home
PAST REVISIONS:	January 2023		
CURRENT REVISION:	January 2024		

Code Green – Return to Evacuated Site Policy #: XVIII-E-10.30

POLICY:

Following an evacuation event and prior to return to an evacuated site, the Home will develop a plan to ensure the safe and orderly return of residents and team members to the evacuated site.

PROCEDURE:

The Administrator or designate will:

- 1) Have the building/site inspected for re-entry by appropriate authorities (fire department, police, provincial regulatory body as applicable).
- 2) Check that all building equipment is operational.
- 3) Check that the building/site is environmentally comfortable, e.g. temperature normal, no fumes/odours present, clean.
- 4) Notify (as appropriate) the plan for return to normal operations: County of Essex, provincial regulatory authority, etc.
- 5) Summarize the total cost of evacuation, including inventory loss (linen, equipment, supplies, etc.) and additional staffing costs (including travel expenses, etc.).
- 6) Plan a debriefing session for all team members, participants, and emergency services to evaluate the strengths and weaknesses and make recommendations to improve the evacuation process.

Designated Manager(s) will:

- 1) Assume responsibility or direct team members to notify families re the time and date of return and the specific schedule for return of their family member.
- 2) Notify Medical Director (as applicable) and attending physicians/ physician's assistant of resident's return.
- 3) Maintain close contact with team members and residents to ensure orderly return to normal operations.
- 4) Maintain lists of residents and equipment and ensure safe return.
- 5) Assign team members to check and identify returning residents as they disembark from various means of transportation.

The Food and Nutrition Manager or designate will:

- 1) Re-schedule food service and meals to be in place for returning residents.

TITLE: Code Green – Return to Evacuated Site	POLICY #: XVIII-D-10.30	Page 2 of 2
---	--------------------------------	--------------------

All Team Members will:

- 1) Assist, as directed, in the safe return of residents and equipment, working together to re-establish normal routines as soon as possible.

Attachments: N/A