

TITLE:	Code Orange – External Emergency	POLICY #:	XVIII-I-10.00
		PAGE:	1 of 6
MANUAL	Emergency Management	APPROV. AUTH:	Administrator
ORIGINAL ISSUE:	June 2022	SCOPE:	Sun Parlor Home
PAST REVISIONS:	Feb/20, Feb/21, Feb/22, Jun/22, Jan/23, Jan/24		
CURRENT REVISION:	January 2025		

Code Orange – External Emergency Policy #: XVIII-I-10.00

POLICY:

In the event of an external disaster, community utility failure, air exclusion event, severe weather events including weather watches and warnings, wildfire danger, or if the Home is requested to be a site to shelter an external group, a Code Orange will be called to alert team members, visitors, and residents and prompt an appropriate response in accordance with the procedure below.

PROCEDURE:

MONITORING WEATHER ALERTS AND AIR EXCLUSION

- The Ward Clerk on duty will monitor the weather/ air quality regularly using the Environment Canada application (WeatherCAN) on the Samsung cell phone at reception and local or provincial radio/television/internet. A portable radio is located at reception and cable television is available in the Fireside Room and the Staff Training Room.
- WeatherCAN will send an audible/visible notification to the cell phone when a concern is identified. The type of alert used depends on the severity and timing of the event:
 - **Special Weather Statements** are the least urgent type of alert and are issued to let people know that conditions are unusual and could cause concern.
 - **Advisories** are issued for specific weather events (like blowing snow, fog, freezing drizzle and frost) that are less severe, but could still have a significant impact.
 - **Watches** alert you about weather conditions that are favorable for a storm or severe weather, which could cause safety concerns.
 - **Warning** As certainty increases about the path and strength of a storm system, a watch may be upgraded to a warning, which is an urgent message that severe weather is either occurring or will occur. Warnings are usually issued six to 24

TITLE: Code Orange – External Emergency	POLICY #: XVIII-I-10.00	Page 2 of 6
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hours in advance, although some severe weather (such as thunderstorms and tornadoes) can occur rapidly, with less than a half hours' notice.

EXTERNAL AIR EXCLUSION (CHEMICAL, BIOLOGICAL, RADIOLOGICAL, ETC.)

Any person who becomes aware of external air exclusion (chemical, biological, radiological, etc.) will:

- 1) Inform the Incident Manager (RN in Charge) immediately.

The Incident Manager (RN in Charge) or designate will:

- 1) Tune into local radio/television/internet/WeatherCAN for information and direction from provincial or community authorities.
- 2) If necessary, notify Ward Clerk to announce Code Orange- include any information available
- 3) Alert team members that an evacuation may be necessary.
- 4) If advised by provincial authorities to remain in the building, notify team members, residents, and visitors of the hazard and reasons to "shelter in place".
- 5) Seal building so contaminants cannot enter by:
 - Ensuring that all windows and doors are closed
 - Sealing gaps under doorways, windows, and other building openings
 - Ensure that all heating, air conditioning, and ventilation systems remain off
 - Limit access to the building
- 6) Monitor radio/television/internet/WeatherCAN for further updates and remain in shelter until authorities indicate it is safe to come out.
- 7) Initiate Code Green evacuation procedure as required.
- 8) Complete Emergency Prep-Actual Event-Test-Drill Evaluation Form.
- 9) Keep Administrator or designate notified.

All Team Members will:

- 1) Close windows, doors and other openings to the exterior.
- 2) Turn off air conditioning, vents, fans, and heating equipment (Consult with Maintenance).
- 3) Take direction from the Incident Manager.

SEVERE WEATHER/WILDFIRE

Thunderstorms, hail, tornadoes, blizzards, ice storms, high winds, heavy rain, wildfire, etc. Any of these may result in conditions that require evacuation of the building.

Any person who receives communication that severe weather is being forecasted/wildfires are drawing near will:

TITLE: Code Orange – External Emergency	POLICY #: XVIII-I-10.00	Page 3 of 6
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- 1) Inform the Incident Manager immediately.

The Incident Manager (RN in Charge) or designate will:

- 1) Tune into their local radio station/television station/internet/WeatherCAN for updates on severe weather/wildfire warnings.
- 2) If necessary, notify Ward Clerk to announce Code Orange- include any information available
- 3) Advise team members, residents, and visitors of severe weather/wildfire warning.
- 4) Direct team members to move residents away from windows and close blinds and curtains as time allows, preventing window glass from shattering onto them or debris from entering through windows, etc. Shelter in interior hallway or small rooms if necessary.
- 5) Direct team members to have emergency supplies readily accessible.
- 6) Direct Maintenance team to verify that the generator (as applicable) is adequately fueled and in good working order.
- 7) Direct Maintenance team to arrange for additional fuel onsite as required.
- 8) Initiate Code Green evacuation procedure as required.
- 9) Complete Emergency Prep-Actual Event-Test-Drill Evaluation Form.
- 10) Keep Administrator or designate notified.

EARTHQUAKE

During an earthquake, the majority of injuries are caused by non-structural items falling and becoming projectiles. In most situations you will reduce your chance of injury if you: DROP, COVER, and HOLD ON.

- DROP down to your hands and knees (before the earthquake knocks you down). This position protects you from falling but allows you to still move if necessary.
- COVER your head and neck (and your entire body if possible) under a sturdy table or desk. If there is no shelter nearby, only then should you get down near an interior wall (or next to low-lying furniture that will not fall on you) and cover your head and neck with your arms and hands.
- HOLD ON to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around. Be aware of falling debris after the shaking stops.

In the event of an earthquake, all Team Members will:

- 1) Protect self – drop, cover, and hold on.
- 2) Not attempt to assist others until the shaking stops.
- 3) Stay covered until the shaking stops.
- 4) Stay away from windows, bookcases, and other hazards.
- 5) If inside, stay inside. Do not attempt to exit.
- 6) Crawl under a strong table, counter, or desk if possible and hold onto the legs.
- 7) Do not stand in a doorway.
- 8) If outside, stay outside.
 - Move away from the building and power lines

TITLE: Code Orange – External Emergency	POLICY #: XVIII-I-10.00	Page 4 of 6
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- Avoid overhanging structures
- Remain in location until the shaking stops

When the shaking stops:

- 1) Put out small fires quickly if it can be done without endangering themselves or other individuals. Fire is the most common hazard following earthquakes.
- 2) Alert residents, team members, and visitors to expect aftershocks.
- 3) Alert residents, team members, and visitors of fallen power lines and other hazards.
- 4) Attempt to continue operations onsite. Continue to provide essential care and service as much possible.
- 5) Check for hazards; floors may be covered with glass, spilled medications, and chemicals. Clean up flammable liquid spills as soon as possible.
- 6) Check the operating status of all telephones, and replace receivers on the bases.
- 7) Check for injuries: assess if anyone is injured and provide medical assistance where required, or call other team members for assistance.
- 8) Check for people who may be trapped: inspect residents' rooms, documentation centres and other locations in your area. Leave doors to rooms open.
- 9) Instruct residents to remain calm and stay in an intact room, or assemble residents in hallways until a detailed damage assessment is complete. Keep residents away from windows, exterior walls, and objects, which may fall.
- 10) Do not evacuate until advised by the Incident Manager. Check exit routes for damage and debris in the event that evacuation is required. Expect to clear corridors and doorways, or navigate disabled stairways.
- 11) Do not consume or distribute food or water unless you are certain it is free from contamination.
- 12) Do not flush toilets – conserve water.
- 13) Assess the damage to your designated area, and inform the Incident Manager. Use caution when opening doors to cupboards and rooms as objects may fall. Salvage and protect medications and required supplies. Post signs indicating dangerous areas, and notify the Incident Manager of unsafe situations.
- 14) Report to the Incident Manager.

The Incident Manager (RN in Charge) or designate will:

- 1) Notify Ward Clerk to announce Code Orange- include any information available.
- 2) Alert residents, team members, and visitors that fire alarms and sprinklers may activate.
- 3) Instruct residents, team members, and visitors to not leave the building due to potential danger of falling objects.
- 4) Instruct residents, team members, and visitors to evacuate once shaking has stopped and move away from building; follow Code Green evacuation procedure as required.
- 5) Ensure all residents, team members, volunteers, and visitors present at the time of the earthquake are accounted for. If anyone is missing, either conduct an immediate search or await instruction from emergency services, depending on the condition of the building.
- 6) Contact emergency services, keeping in mind that the Home may not be the only facility requesting assistance.

TITLE: Code Orange – External Emergency	POLICY #: XVIII-I-10.00	Page 5 of 6
--	--------------------------------	--------------------

- 7) Arrange for first aid to be administered as necessary. Seriously injured individuals should not be moved unless they are in immediate danger of further injury.
- 8) Take direction from Emergency Services personnel.
- 9) Complete Emergency Prep-Actual Event-Test-Drill Evaluation Form.
- 10) Keep Administrator or designate notified.
- 11) Arrange for the building to be inspected before residents and team members are re-admitted.

FLOOD (EXTERNAL I.E. DUE TO WEATHER)

In the event of an external flood that may affect the building:

The Incident Manager (RN in Charge) or designate will:

- 1) Tune into local radio/television/internet for information and direction from provincial or community authorities.
- 2) If necessary notify Ward Clerk to announce Code Orange- include any information available.
- 3) Alert team members that an evacuation may be necessary.
- 4) If advised by provincial authorities to remain in the building, notify team members, residents, and visitors of the hazard and reasons to “shelter in place”.
- 5) Monitor radio/television/internet/WeatherCAN for further updates and remain in shelter until authorities indicate it is safe to come out.
- 6) Initiate Code Green evacuation procedures as required.
- 7) Emergency Prep-Actual Event-Test-Drill Evaluation Form.
- 8) Keep Administrator or designate notified.

In the event there is time and it is safe to do so, the Manager of Building Services or designate will:

- 1) Shut down/de-energize utilities not necessary for urgent resident care to reduce ignition sources and damage.
- 2) Raise and relocate valuable and easily moveable equipment, furniture, and vital records to a higher elevation/upper floor wherever possible.
- 3) Close emergency valves to sewer drains.
- 4) Check sump pumps to ensure they are operable.
- 5) Ensure backup power supplies (i.e. generators) are functional.
- 6) In the event building is damaged and evacuation has been initiated, arrange for building to be inspected before residents and team members are re-admitted.

All Team Members will:

- 1) Take direction from the Incident Manager (RN in Charge) or designate.

TITLE: Code Orange – External Emergency	POLICY #: XVIII-I-10.00	Page 6 of 6
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COMMUNITY DISASTER/UTILITY FAILURE

Any person who becomes aware of a community-wide disaster and/or utility failure will:

- 1) Inform the Incident Manager immediately.

The Incident Manager (RN in Charge) or designate will:

- 1) Tune into local radio/television/internet/WeatherCAN for information and direction from provincial or community authorities.
- 2) If necessary notify Ward Clerk to announce Code Orange- include any information available.
- 3) Alert team members that an evacuation may be necessary.
- 4) If advised by provincial authorities to remain in the building, notify team members, residents, and visitors of the hazard and reasons to “shelter in place”.
- 5) Monitor radio/television/internet/WeatherCAN for further updates and remain in shelter until authorities indicate it is safe to come out.
- 6) Initiate Code Green evacuation procedure as required.
- 7) Complete Emergency Prep-Actual Event-Test-Drill Evaluation Form.
- 8) Keep Administrator or designate notified.

All Team Members will:

- 1) Take direction from the Incident Manager (RN in Charge) or designate.

Reference:

BC Interior Health Emergency Information: Wildfires:

<https://www.interiorhealth.ca/YourEnvironment/Emergency/Wildfires/Pages/default.aspx>

BC Interior Health Incident Report Online Portal:

<https://www.interiorhealth.ca/YourEnvironment/RCFacilities/IncidentReporting/Pages/RCIncidentReportForm.aspx>

Attachments: XVIII-I-10.00 Damage Assessment Checklist