

TITLE:	Code Orange – Emergency Reception Plan (Community Disaster)	POLICY #: PAGE:	XVIII-I-10.10 1 of 2
MANUAL	Emergency Management	APPROV. AUTH:	Administrator
ORIGINAL ISSUE:	June 2022	SCOPE:	Sun Parlor Home
PAST REVISIONS:	Jan/23, Jan/24		
CURRENT REVISION:	January 2025		

Code Orange – Emergency Reception Plan (Community Disaster)

Policy #: XVIII-I-10.10

POLICY:

The Sun Parlor Home will provide support and act as an Emergency Reception site for other healthcare institutions in crisis and in the event of certain community disasters.

PROCEDURE:

The Team Member who receives a request to use the Home as an Emergency Reception site will:

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

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

- 1) Assess the type of persons the Home is able to receive and inform the caller if the Home can accept them if they are not a prearranged "reception partner".
- 2) Notify Administrator, and others as appropriate i.e. MOHLTC, provincial regulatory authority, health authority.
- 3) Inform team members of the upcoming reception.
- 4) Determine the number of team members to be called back should additional team members be required to support the emergency situation.
- 5) Meet the evacuated residents in the main lobby upon their arrival.
- 6) Delegate team members to designated areas of the building where residents will be accommodated. The following two areas will need to be established:
 - Assessment Area
 - Holding Area
- 7) Appoint one team member to ensure each resident or individual has temporary identification bracelet on complete the Emergency Reception Registration Log.
- 8) Appoint team members/volunteers to escort individuals to the assessment, holding, and temporary accommodation areas.
- 9) Direct team members to provide beverages/light snack to evacuated residents.
- 10) Food and Nutrition to make necessary adjustments to eating times, meal numbers, and eating locations to accommodate extra individuals within the Home.
- 11) Direct care and support teams as applicable to provide supplies, comfort needs (blankets, pillow, bed, chair, personal – toothbrush, Kleenex, etc.).

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- 12) Complete Emergency Prep-Actual Event-Test-Drill Evaluation Form.
- 13) Keep Administrator or designate notified.

Team Members will:

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

Attachments: XVIII-I-10.10(a) Code Orange – Emergency Reception Registration Log