

## DEARNESS HOME POLICIES AND PROCEDURES

<b>MANUAL:</b> Emergency Management Plan	<b>INDEX NO:</b> EMP03-008		
<b>SECTION:</b> Code Red - Fire	<b>PAGE</b> 1 of 1		
<b>SUBJECT:</b> Room Indicators	Implemented M / D / Y 07 01 22	Reviewed M / D / Y	Revised M / D / Y
<b>APPROVED BY:</b>			
<b>DOCUMENT APPLIES TO:</b> All Staff			
<i>A printed copy of this document may not reflect the current policy. Refer to the electronic version located in the Emergency Management Plan on Surge Learning.</i>			

### PURPOSE

1. White and Green room Indicators are used to indicate when a room has been searched and fully evacuated.
2. Indicators will be placed in all resident rooms throughout the home. The indicator is long White and Green tag.

### PROCEDURE

1. During non-emergency conditions, (i.e. normal operations) the disc will be magnetically mounted on the interior hinge side of the bathroom door frame of a resident room and the interior hinge side of the door frame for all other rooms.
2. When an "Evacuation" is initiated, the indicator is to be magnetically mounted on the exterior door hand side of the doorframe, approximately the same height as the hallway railing. This is to be done after residents, visitors or any other person is evacuated from the room. Close the door once the room is evacuated.
3. Use indicator when checking rooms that are empty (i.e. bedroom, housekeeping closet, utility rooms, tub room, offices, etc.)

### MAINTENANCE OF SYSTEM

1. Maintenance staff will ensure an indicator is present in every resident bathroom and other rooms in the home and will replace any missing or damaged indicators.
2. The maintenance team will maintain an adequate supply of indicators for replacement when necessary.