

DEARNESS HOME POLICIES AND PROCEDURES

MANUAL: Emergency Management Plan	INDEX NO: EMP06.1-002		
SECTION: Code Grey Building Emergency - Loss of Heat	PAGE 1 of 3		
SUBJECT: Code Grey Building Emergency - Loss of Heat Staff Roles	Implemented M / D / Y 07 01 22	Reviewed M / D / Y	Revised M / D / Y
APPROVED BY:			
DOCUMENT APPLIES TO: 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>			

CHIEF WARDEN – After being made aware of A LOSS OF HEAT

1. PUT ON a Chief Warden emergency vest
2. ANNOUNCE “Code Grey-Loss of Heat” 3 times slowly and clearly
3. INITIATE the Protocol for Urgent Maintenance Services if required
4. INITIATE the EMERGENCY FAN OUT SYSTEM for your home if required.
5. GO TO the EOC
6. ASSIGN staff to close non-resident area doors to conserve heat
7. ASSIGN staff to inventory emergency supplies (portable heaters)
8. COLLECT the inventory of surplus supplies from Area Wardens
9. ASSESS residents at risk
10. ASSIGN staff to install portable heaters for residents at high risk
11. CALL in additional staff as required
12. NOTIFY residents and visitors of disruption of service (Disruption of Services Protocol)
13. Contact MLTC as required

CHIEF WARDEN - If the situation requires relocation of residents to another facility

1. DETERMINING relocation of residents will be authorized by the home’s Administrator or emergency crews
2. ACTIVATE & FOLLOW the CODE GREEN Emergency Response Plan

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CHIEF WARDEN – When CODE GREY LOSS OF HEAT is over

1. ANNOUNCE 'All Clear Code Grey-Loss of Heat" three times
2. DEBRIEF with staff,
3. COMPLETE and distribute Emergency Drill Report
4. REPORT to the MLTC as required

AREA WARDEN – After being made aware of A CODE GREY LOSS OF HEAT

1. RETURN to your area by the safest route, if you are not already on the area
2. PUT ON the Area Warden emergency vest
3. Tell staff to CLOSE windows in your area
4. Tell staff to inventory surplus supplies such as sheets, blankets
5. REPORT to the Chief Warden at the EOC with the inventory of surplus supplies if safe to leave residents
6. FOLLOW instruction from the Chief Warden

ALL OTHER STAFF – After being made aware of A CODE GREY LOSS OF HEAT

1. If not directly supervising residents, RETURN to your assigned area by the safest route, if you are not already on the area and REPORT to the Area Warden
2. If directly supervising residents REPORT to the Area Warden where you are
3. FOLLOW instruction from the Area Warden

ADMINISTRATOR/DELEGATE - After being made aware of A CODE GREY LOSS OF HEAT

1. Assist the Chief Warden with carrying out the duties of the Chief Warden
2. Assume the role of the Facility Commander if required

MANAGERS - After being made aware of A CODE GREY LOSS OF HEAT

1. Return to your assigned area by the safest route, if you are not already on the area and report to the Area Warden
2. Follow instruction from the Area Warden, Chief Warden and emergency crews
3. Assume the role of the Area Warden if required
4. Assume the role of the Chief Warden if required

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BUILDING SERVICES - CODE GREY LOSS OF HEAT

1. Work to ensure systems are operational and/or repaired
2. Ensure generator is in a state of readiness
3. Ensure departmental emergency equipment and materials are in a state of readiness