

DEARNESS HOME POLICIES AND PROCEDURES

MANUAL: Emergency Management Plan	INDEX NO: EMP06.5-002		
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SUBJECT: Code Grey Extreme Weather – Loss of Cooling 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 indoor temperatures rising above 26 degrees Celsius or of a cooling system failure

1. PUT ON a Chief Warden emergency vest
2. CONFIRM temperature
3. ANNOUNCE “Code Grey-Loss of Cooling” 3 times slowly and clearly
4. INITIATE the Protocol for Urgent Maintenance Services
5. INITIATE the EMERGENCY FAN OUT SYSTEM for your home if required.
6. GO TO the EOC
7. ASSIGN staff to prepare portable air conditioners for the areas where mechanical cooling system(s) have failed and residents are experiencing duress
8. Continually ASSESS residents at risk
9. Prepare cooling area on RHA dining room (or alternate location)
10. MOVE at risk residents to cooling area if the space they are in is unable to be cooled.
11. CALL in additional staff as required
12. NOTIFY residents and visitors of disruption of service
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 COOLING is over

1. ANNOUNCE 'All Clear Code Grey-Loss of Cooling" 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 COOLING affecting your area

1. RETURN to your area by the safest route, if you are not already on the area
2. PUT ON the Area Warden emergency armband
3. Tell staff to ensure windows are CLOSED in your area
4. Tell staff to monitor residents
5. REPORT resident status
6. Establish COOLING AREA as directed
7. FOLLOW instruction from the Chief Warden

AREA WARDEN – After being made aware of A CODE GREY LOSS OF COOLING outside of your area

1. RETURN to your area by the safest route, if you are not already on the area
2. PUT ON the Area Warden emergency armband
3. Tell staff to ensure windows are CLOSED in your area
4. Tell staff to monitor residents
5. REPORT resident status
6. FOLLOW instruction from the Chief Warden

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

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

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ADMINISTRATOR - After being made aware of A CODE GREY LOSS OF COOLING

1. Assist the Chief Warden with carrying out the duties of the Chief Warden
2. Assume the role of Chief Warden if required.
3. Ensure Communication Plan is consulted and followed accordingly
4. Ensure Extreme Weather Plan is consulted and followed accordingly
5. Ensure the Heat Related Illness Prevention and Management Plan for and Hot Weather Guidelines are active and in place

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

1. Ensure Staff are aware of responsibilities
2. Ensure departmental equipment required for the emergency response is in a state of readiness
3. Assume the role of Area Warden or Chief Warden if required

BUILDING SERVICES - CODE GREY LOSS OF COOLING

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