

DEARNESS HOME POLICIES AND PROCEDURES

MANUAL: Emergency Management Plan	INDEX NO: EMP06.6-002		
SECTION: Code Grey Extreme Weather – Winter Storm Warning	PAGE 1 of 3		
SUBJECT: Code Grey Extreme Weather Winter Storm Warning 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>			

ADMINISTRATOR (or designate) - After being made aware of A WINTER STORM WARNING BEING ISSUED

1. Notify the Home of an oncoming winter storm
2. If outside business hours, the On-Call Manager will notify the Home, and take appropriate measures to respond to any further emergency that arises from the storm.

ADMINISTRATOR (or designate) - When the CODE GREY WINTER STORM WARNING is Over;

1. DEBRIEF with staff & residents, COMPLETE and distribute Emergency Drill Report.
2. Announce “All Clear Code Grey: Winter Storm Warning” to the building

MANAGERS - After being made aware of A CODE GREY WINTER STORM WARNING

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 - After being made aware of A CODE GREY WINTER STORM WARNING

1. Ensure systems are operational
2. Ensure generator is in a state of readiness
3. Ensure departmental emergency equipment and materials are in a state of readiness

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CHIEF WARDEN – After being made aware of CODE GREY WINTER STORM WARNING

1. Monitor residents and systems
2. If the situation increases in urgency put on the Chief Warden armband and respond accordingly
3. Prepare for the activation of other emergency codes and respond accordingly, i.e. Loss of Electricity,
4. INITIATE the Protocol for Urgent Maintenance Services if required and /or outside of business hours
5. INITIATE the EMERGENCY FAN OUT SYSTEM for your home if required.
6. Prepare portable heaters for distribution if needed
7. NOTIFY residents and visitors of disruption of service if any systems fail

CHIEF WARDEN - When the CODE GREY WINTER STORM WARNING is over;

1. ENSURE proper notification to required personnel that the emergency is over (as needed).
2. COLLECT emergency supplies as needed
3. REPORT to MLTC, Public Health etc. as required

AREA WARDEN – After being made aware of A CODE GREY WINTER STORM WARNING

1. Ensure exterior windows and doors are securely closed in your area
2. Monitor residents for comfort and safety.
3. Ensure residents are not accessing exterior areas impacted by winds
4. Report to Chief Warden or Management any areas where systems seem to not be functioning or where wind is entering the building or causing damage
5. If the situation increases in urgency put on the Area Warden armband and respond accordingly

ALL OTHER STAFF – After being made aware of A CODE GREY WINTER STORM WARNING

1. Ensure exterior windows and doors are securely closed in your area

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2. Monitor residents for comfort
3. Ensure residents are not accessing exterior areas impacted by winds
4. Report to Area Warden, Chief Warden or Management any areas where systems seem to not be functioning, or where snow is entering the building or causing damage