DEARNESS HOME POLICIES AND PROCEDURES

MANUAL: Emergency Management Plan	INDEX NO: EMP06.7-002		
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SUBJECT: Code Grey Extreme Weather/Natural Disaster – Tornado 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			
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.			

CHIEF WARDEN – After being made aware of A DECLARED TORNADO WARNING
1. PUT ON an Chief Warden emergency vest

2. ANNOUNCE "Code Grey-Tornado Warning" 3 times slowly and clearly to the building

3. GO TO the EOC

4. INITIATE the emergency FAN OUT system if required

5. INITIATE the Extreme Weather Plan 'Appendix F' if the warning is not imminent

6. Establish communication with each RHA

7. Ensure Residents are moved away from windows into central areas of the building

8. Ensure windows and doors are closed throughout the building

9. Prepare for Loss of Electricity

10. Call 911 if a Tornado impacts the home

11. Shelter in Place until the Tornado Warning has ended

12. Follow instructions from emergency crews if they are on site

CHIEF WARDEN - If the situation requires relocation of the 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

CHIEF WARDEN - When the CODE GREY TORNADO WARNING has ended
1. RETURN Residents to their rooms if able

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2. If the home has been affected, initiate other Emergency Response Plans as needed.

3. COMPLETE and distribute Emergency Drill Report

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

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 move residents into hallways and central areas of the building away from skylights, windows and exterior walls. Use bathrooms if needed.

4. Tell staff to close all windows and doors, including fire doors.

5. Keep residents aligned in an orderly fashion to continue moving to alternate areas if necessary

6. Prepare for Loss of Electricity

7. Follow instructions from the Chief Warden and emergency crews if they are on site

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

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 - After being made aware of A CODE GREY TORNADO WARNING

1. Assist the Chief Warden with carrying out the duties of the Chief Warden

2. Assume the role of the Chief Warden if required

3. Ensure Communication Plan is consulted and followed accordingly

4. Ensure Extreme Weather Plan is consulted and followed accordingly

MANAGERS - After being made aware of A CODE GREY TORNADO WARNING

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

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3. Assume the role of the Area Warden if required

4. Assume the role of the Chief Warden if required