

## DEARNESS HOME POLICIES AND PROCEDURES

<b>MANUAL:</b> Emergency Management Plan	<b>INDEX NO:</b> EMP06.8-002		
<b>SECTION:</b> Code Grey Extreme Weather/Natural Disaster – Wind Warning	<b>PAGE</b> 1 of 3		
<b>SUBJECT:</b> Code Grey Extreme Weather/Natural Disaster – Wind Warning Staff Roles	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>			

**ADMINISTRATOR (or designate) - After being made aware of A WIND WARNING BEING ISSUED**

1. Notify the Home of on an oncoming wind warning
2. Outside of business hours, the Manager On-Call will notify the Charge RN. On-Call Manager will respond and take any appropriate measures to any emergency that arises from the warning.

**ADMINISTRATOR (or designate) - When the CODE GREY WIND WARNING is Over;**

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

**MANAGERS - After being made aware of A CODE GREY WIND 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 WIND 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 A CODE GREY WIND 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 WIND 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 WIND 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 WIND WARNING**

1. Ensure exterior windows and doors are securely closed in your area
2. Monitor residents for comfort

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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 wind is entering the building or causing damage