

DEARNESS HOME POLICIES AND PROCEDURES

MANUAL: Emergency Management Plan	INDEX NO: EMP09-002		
SECTION: Code Orange – Community Disaster	PAGE 1 of 3		
SUBJECT: Code Orange – Community Disaster 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 COMMUNITY DISASTER

1. PUT ON an Chief Warden emergency armband
2. ANNOUNCE “Code Orange” 3 times slowly and clearly
3. GO TO the EOC
4. INITIATE the emergency FAN OUT system if required
5. CALL in additional staff if required
6. COLLECT surplus inventory info from staff reporting from other RHAs
7. ASSIGN staff to prepare a receiving area
8. ASSIGN staff to prepare
 - Extra sheets and blankets
 - Mattresses and beds
 - Towels and face cloths
 - Incontinence products
 - Hygiene supplies
 - Emergency identification wrist bands

CHIEF WARDEN - When residents/patients arrive

1. ASSIGN staff to ensure each person has identification
2. ASSIGN staff to review each person’s medical records if available, if not available interviewing each person or care giver responsible for the person
3. DOCUMENT each residents needs
4. ASSIGN staff to take and record each person’s vitals
5. COMPLETE and distribute Emergency Drill Report

DEARNESS HOME POLICIES AND PROCEDURES

SUBJECT: Code Orange – Community Disaster Staff Roles	INDEX NO: EMP09-002	PAGE: 2 of 3
--	----------------------------	---------------------

NOTE: The Administrator (or designate) will be responsible for announcing “All Clear Code Orange” once all residents or patients have been relocated from the receiving LTCH at the conclusion of the emergency.

AREA WARDEN – After being made aware of A CODE ORANGE COMMUNITY DISASTER

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 inventory surplus supplies in the area you are assigned to
 - Sheets, blankets, pillows
 - Face clothes, towels
 - Incontinence products
 - Mattresses, empty beds

SEND available staff to the EOC to report surplus supply inventory to the Chief Warden

ALL OTHER STAFF – After being made aware of A CODE ORANGE COMMUNITY DISASTER

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 ORANGE COMMUNITY DISASTER

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

MANAGERS - After being made aware of A CODE ORANGE COMMUNITY DISASTER

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

DEARNESS HOME POLICIES AND PROCEDURES