

Belmont HOUSE

SUBJECT:	External Emergency - Code Orange		
VOLUME:	Vol. 6 Disaster Planning and Emergency Response- Code Orange		
REVIEWED BY:	Director of Support Services	ORIGINAL DATE:	1997
APPROVED BY:	CEO	REVISED DATE:	June 2022
SIGNATURE:	PAGE : Page 1 of 12		

PREAMBLE:

To be self sufficient for a minimum of three days when external support has been cut off to ensure:

- continued care and safety to our residents and tenants,
- safety to staff/volunteers/visitors,
- supplies can be quickly located and counted,
- control documentation for auditing purposes is in place.

- * Due to
- Community disaster
 - Natural disaster
 - Extreme weather event
 - Medical Quarantine (refer Infection Control)
 - External Flood

The purpose of this plan is to ensure that Belmont House can maintain self-sufficiency for a minimum of 72 hours, until normal supply channels can be re-instated.

Due to the close proximity of alternate sources of supplies in the metropolitan area, the likelihood of Belmont House needing such a plan is extremely remote (i.e. major devastation to entire metropolitan area leaving us with little or no external support).

POLICY:

- A minimum of 72 hours provision of food staples, drugs, medical supplies, laundry/linen, utilities are maintained at all times. This will be achieved through normal operating practices, such as minimum stock levels and emergency back-up mechanical systems
- The CEO is responsible, in consultation with Directors and Managers of the affected departments, for confirming the impact of the current emergency. The CEO is responsible for approving implementation of appropriate response actions.

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- The CEO OR designate is the only authority who may declare implementation of this plan.
- The Senior Managers/Supervisors of supply departments are responsible for coordinating supply distribution and advising the Director of Care of items requiring restraint/rationing.
- To maintain essential care services until normal supply returns, full or part program/departamental closures of nonessential service areas may be initiated.
- The Supervisor of Environmental Services with assistance of Maintenance Mechanics, is responsible for continued building support systems.
- All staff are responsible for conserving supplies as directed through Belmont House email communication or through bulletins. The P.A. system may be used if necessary to communicate to all staff.
- The Senior Management Team (schedule A) are responsible for ensuring compliance of restraint and rationing procedures by all persons and for securing any designated supply control areas, with the assistance of the Environmental Services Department.
- The CEO will advise all occupants through ongoing communication memos, P.A. announcements and emails of ongoing status of incidents and plans of action.
- The Director of Care is responsible for:
 - reviewing impact on staffing levels
 - inventory control and management
 - and if access to facility interrupted initiating 12 hour shifts with the existing staff immediately.
- The CEO will co-ordinate all communication with media and will manage communication link.

PROCEDURE:

1. The CEO (or designate), when notified of an emergency will:
 - a) implement Code Orange-
 - b) Contact Maintenance staff to verify the duration of the stand alone capabilities for the following support systems:

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heating, air venting, electricity, refrigeration units available for foods and medicines.

- c) Instruct Senior Management to assess and verify existing levels of priority need items
 - d) Call an emergency meeting of the Senior Management Team to review the current emergency and confirm action.
 - i) Implement other support plans such as internal disaster- Code Grey
 - ii) Implement emergency response actions for restraint/rationing controls (schedule A)
 - e) prepare a public announcement describing the cause of the isolation and plan of action, i.e., implementation of: emergency menus, 12 hour staff shifts, etc.
 - f) IF a facility wide communication is required, instruct Receptionist to make the following announcement:
"Attention - attention. This is an emergency alert. Code Orange is now in effect (repeat). (name of person in charge) will now speak to you".
 - g) read prepared statement
2. Senior Managers will review difficulties with supply and staffing issues with the CEO.
3. The Director of Support Services will refer to the Internal Disaster Plan- Code Grey and implement procedures as required.
4. The Manager/Supervisors of Food Services will:
 - a) implement their emergency plans per (Schedule A).
 - b) monitor stock levels (using schedules from supplies section) and
 - c) ration stock as required
 - d) advise the CEO of any shortages or problems.
5. All Managers will:
 - a) review emergency supply needs,
 - b) inventory priority items,
 - c) monitor rationed items,
 - d) report these to the Director of Care
 - e) ensure staff compliance of ration directives.
6. The CEO will:
 - a) recommend further actions to be implemented
 - b) approve restraint/rationing directives
 - c) make further public announcements as appropriate.

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7. The Director of Care and Director of Human Resources will review impact of emergency on staffing levels and will:
 - a) identify to what degree Staff re-assignment is required
 - b) recommend implementation for departmental/program closures to CEO
 - c) direct all operations for Staff deployment
 - d) request all nursing units to count inventory items near stock-out and report count
 - e) instruct staff member to contact emergency vendors to confirm if supply is available for delivery
 - f) issue notice of 'RESTRAINT/RATION' to all staff if deemed necessary

8. All staff will respond in accordance with instructions issued over the public address system, such as:
 - restraint in use of medical supplies, linen and drugs.
 - re-assignment of work duties
 - report all stock outs as they occur in their area

EVENT DECLARED OVER

9. All Senior Managers to complete part 2 of schedule D, and forward to the CEO for plan review and update.

10. The CEO will:
 - a) Prepare communication for all residents, tenants, staff and families
 - b) complete schedule D
 - c) Call post event evaluation meeting for plan review and update.

PERSON IN CHARGE

RESPONSIBILITY

CEO

- approves plan(s) implementation
- identifies need for additional emergency plans
- directs implementation of department/program closures and other emergency measures
- co-ordinates all media communication

DIRECTOR OF CARE

- recommends departmental control measures to level required for emergency
- co-ordinates supplies rationing

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- recommends program closures
- updates CEO
- communicates to staff
- confirms impact on essential supplies in areas

DIRECTOR OF SUPPORT SERVICES

- implements Code Grey
- monitors staff compliance to ration/restraint orders
- secures rational inventory

MANAGEMENT

- | | |
|--|---|
| <ul style="list-style-type: none"> • All Areas | <ul style="list-style-type: none"> • monitors restraint measures |
| <ul style="list-style-type: none"> • Essential care areas | <ul style="list-style-type: none"> • identifies need for staff • implements department emergency plans to maintain services |
| <ul style="list-style-type: none"> • Non-essential Care Service Areas | <ul style="list-style-type: none"> • closes department/program • releases staff to other areas |

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SCHEDULE A:

EMERGENCY PLANS OF ACTION FOR ESSENTIAL SUPPORT SERVICES AREA

SERVICE AREA	SUPPORT ACTIONS	EMERGENCY RESPONSE ACTIONS
<u>Clinical:</u>		
Pharmacy	Minimum stock levels > 3 days	<ul style="list-style-type: none"> • complete inventory of items below minimum or back-ordered formulary drugs • ration any drug near stock-out
<u>Support:</u>		
Food Service	(approx. 3 days) •sufficient volume of Frozen foods	<ul style="list-style-type: none"> • complete inventory of available food • implement emergency menu • ration any food group in short (designate resident menu item only)
Housekeeping	minimum levels on at all times	<ul style="list-style-type: none"> • wash in-house • identify items near stock-out
Linen/Laundry		<ul style="list-style-type: none"> • restrict bed changes (only if soiled) • replace with in-house laundered linens
Medical Supplies	minimum stock levels adequate for 3 days	<ul style="list-style-type: none"> • complete inventory of items • ration any item below minimum
Environmental Svc	backup systems in place	<ul style="list-style-type: none"> • refer to internal disaster plan to confirm backup systems capabilities operational status

★ The Senior Managers are responsible for monitoring, auditing and rationing of materials or services as required.

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**SCHEDULE 'B' - ISOLATION -
M E M O R A N D U M**

TO: ALL STAFF
FROM: CEO
DATE:
SUBJECT: EMERGENCY INVENTORY CONTROL MEASURES

NOTICE

THE FOLLOWING ITEMS ARE NOW IN SHORT SUPPLY. ALL STAFF MUST:

- USE ONLY WHEN ABSOLUTELY NECESSARY
- NOTIFY YOUR MANAGER AS SOON AS ITEMS ARE GONE
- DO NOT USE SUPPLIES FROM OTHER UNITS - CONTACT YOUR MANAGER FOR REPLENISHMENT

<u>ITEM DESCRIPTION</u>	<u>ITEM NUMBER</u>	<u>RESTRAINT</u>	<u>RATIONED</u>
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- post the notice in all supply cart/room areas
- ensure that staff are totally familiar with items listed

Thank you for your support.

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SCHEDULE 'C' - ISOLATION - EMERGENCY SUPPORT LISTING

VENDOR NAME

1. Cardinal
2. Medical Mart
3. MediSystem
4. Sysco Food Services
5. Gordon Foods

EXTERNAL RESOURCES

COMPANY NAME	PHONE NUMBER	SUPPLY	TRANSPORT	SHELTER
Metro Ambulance	9-911	Medical	Yes	No
Red Cross	244-2202	Food/Med	No	Yes

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**INCIDENT REPORT
CEO SUMMARY REPORT**

Part I: (completed by CEO or designate)

PLAN IMPLEMENTED :

Date: _____ Time: _____ By: _____

LOG SHEET:

ACTION TAKEN (Sequential)	Authorized By	Time Start

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CEO SUMMARY REPORT

PLAN IMPLEMENTED

DATE _____ TIME _____ BY _____

- (attach copies of incident report forms pages 1 - 3 Schedule B)

REVIEW AND SUMMARY OF RESPONSE

RECOMMENDATIONS

Report completed by _____

CEO

Signature

REFERENCES:

Fixing Long Term Care 2021
RHA 2010 O Reg. 166/11, s. 24, 25, (1), (2), (3), (4), (5)
City of Toronto Emergency Plan

CROSS-REFERENCE:

Policy Title	Volume