



Lakeland Long Term Care

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Section:	Policy Name: Code Orange
Reviewed by: January 27, 2022 by Rebecca Soucie	Date of Original Issue: December 1, 2010
Issued by: Steve White	Date of Last Revision: January 7, 2019

1.0 Policy

For the protection of staff, residents, and visitors, this policy outlines the procedures to be taken in the event of a CODE ORANGE, *External Disaster*.

2.0 Definition

An emergency CODE ORANGE, *External Disaster*, is defined as a situation occurring outside of Lakeland Long Term Care (LLTC) in which LLTC is expected to assist, or will be directly, or indirectly affected. For example, a potentially hazardous substance that has been spilled, or released, from a train derailment, which is in close enough proximity that it poses a potential threat to the facility. CODE ORANGE will be used in any circumstances where substances, fumes, or by-products, pose a hazard to residents, staff or visitors.

3.0 Declaring an External Disaster:

Only the Chief Executive Officer (CEO), Administrator/designate is authorized to declare a disaster. The Nurse Manager will notify the Administrator/designate immediately when there is a potential for, or the actual occurrence of a disaster, which may result in the need to implement the Lakeland *External Disaster Plan*.

3.1 Communication in an External Disaster

In the event of an external disaster or emergency, telephones will be used as the first line of communication. To prevent overload on the telephone system, use of telephones will be restricted to calls directly related to LLTC's response to the emergency. Outside lines will be utilized as much as possible.

If telephone communication breaks down, the following alternate systems will be used:

- WPSHC paging system;
- Runners;
- Community resources, i.e. fire and police radios;
- Cellular telephones.

3.2 Responsibilities



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Upon hearing a CODE ORANGE, staff will immediately check all rooms and ensure that all windows are closed. A headcount of all residents will be completed. Staff will notify the Registered Practical Nurse (RPN) on each home area if there are any residents not accounted for. The RPN will then relay this information to the Nurse Manager.

If safe to do so, a Command Centre will be established in the WPSHC Boardroom, located on the fourth floor of the hospital. The Lakeland Boardroom will be the alternative location. In the event neither of these venues are safe to enter, an offsite location will be identified by the CEO or Administrator/designate.

A member of the Lakeland Leadership Team, in conjunction with the WPSHC Leadership Team, will determine the appropriate steps to respond to the CODE ORANGE.

The Administrator/designate will proceed to the Command Centre. On evenings, nights and weekends, the Administrator or Director of Nursing and Personal Care (DON) will contact the Command Centre by calling extension #4130. The Administrator/designate, or DOC, will communicate any information/instructions directly to the Nurse Manager.

The roles and responsibilities of staff and the Lakeland Leadership Team during an external disaster will be assigned by the Administrator/designate, or in his/her absence, the Nurse Manager.

Roles	Responsibility
Administrator/designate/Disaster Plan Coordinator	Will confer with support agencies i.e. Fire Chief or Police, depending on the type of disaster and will rely upon these individual (s) to provide the necessary direction.
Triage Coordinator	Responsible for the coordinated reception of residents and their treatment.
Outside Coordinator	Responsible for coordinating transportation of residents to designated receiving site.
Inside Coordinator	Responsible for coordination of care and temporary accommodation of residents.
Coordinator of Staff Pool	Works in cooperation with the Nursing Administrative Assistant to assign staff specific duties within LLTC. The Coordinator of the Staff



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	Pool is responsible for activating the fan out list as needed.
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The building will be considered 'closed', and no one is to enter or leave the building until it is deemed safe to do so by the Fire Department, or a member of Senior Management. When considered 'closed', staff will be asked to remain on duty until replacement employees may safely enter the building. Residents and visitors will not be allowed to enter or leave the building until an "All Clear" is announced.

3.1 Contamination Precautions

- Depending on the location and type of disaster, residents and staff who are outside the building when the disaster occurs may be directed to a decontamination tent.
- An *External Disaster* (i.e. train derailment) may result in "victims" from the community seeking medical assistance at the WPSHC and inadvertently coming to Lakeland's front door. These individuals must be considered contaminated and as a result, no assistance is to be provided and the front door to Lakeland is not to be opened. Individuals must be directed to the Emergency Room (ER) at the WPSHC, regardless of the person's injury. This will be difficult to do. However, any staff who comes into contact with the victim(s) are placing themselves, and residents, at unnecessary risk, and may need to be decontaminated.
- During evening, nights and weekends, the Nurse Manager will ensure the Administrator/designate and/or DOC are notified that a CODE ORANGE has been called.

3.2 All Clear

When an "All Clear" is called:

- Residents, staff, visitors will be allowed to leave and enter LLTC.
- Nurse Manager or a member(s) of the Senior Leadership team will debrief the staff.