

Appendix Q

CODE ORANGE

Policy:

Code Orange applies to disasters or emergencies external to Au Château that may impact operations, safety, or continuity of services. This includes, but is not limited to, natural disasters, extreme weather events, large-scale community emergencies, or situations where an external group requires shelter within the Home, including the receipt of evacuees.

During a Code Orange event, Au Château may be required to shelter in place, adjust operations, or receive evacuees, in coordination with municipal, provincial, and emergency authorities.

Purpose:

The purpose of Code Orange is to ensure a coordinated, organized, and safe response to external disasters by:

- Protecting the safety and well-being of residents, staff, visitors, and any external evacuees
- Ensuring clear leadership, communication, and decision-making
- Coordinating actions using Incident Management System (IMS) principles
- Supporting continuity of care and essential services
- Aligning response activities with direction from local authorities and emergency partners

Procedure:

1. Identification and Escalation

- a. The first individual who becomes aware of an external disaster or emergency will immediately report the information to the Supervisor / Designate.
- b. The Supervisor / Designate will notify the Senior Leadership Team.
- c. The Senior Leadership Team, in consultation with available information and local authorities, will determine whether Code Orange should be activated.

2. Incident Commander Responsibilities

Upon activation of 'Code Orange', the Incident Commander (IC) will:

- a. Follow the direction and advice of the local authorities and emergency management partners, as required.
- b. Determine the location of the Incident Command Post (ICP)- determine if RN Office/Library is suitable. Ensure signage is posted identifying the area as the ICP (refer to Appendix E- Emergency Kit)

- c. Announce 'Code Orange' and don the appropriate IMS vest by announcing three (3) times:
- “Attention all staff members, Code Orange; report to _____”**
“Attention all staff members, Code Orange; report to _____”
“Attention all staff members, Code Orange; report to _____”
- d. Activate IMS roles as required, which may include:
- Operations Section Chief
 - Planning Section Chief
 - Logistics Section Chief
 - Finance/Administration Section Chief
 - Scribe
- e. Upon activation of IMS roles, the IMS 201 Incident Briefing Form (Appendix F) must be initiated. All updates, including any change in Incident Commander, must be recorded on the form.
- f. Coordinate shelter-in-place, evacuation, or emergency reception activities as required.

3. Emergency Reception (If Applicable)

If Au Château is required to receive evacuees or an external group (refer to Appendix I), the Incident Commander will ensure:

- Appropriate space, staffing, and supplies are identified
- Registration and tracking processes are implemented
- Resident safety, privacy, and continuity of care are maintained
- Coordination with municipal or emergency partners is documented

4. Procedure for Declaring an End to the Incident

The Incident Commander will:

- a. Authorize the demobilization of IMS roles and response activities when the external disaster has resolved or operations are stabilized
- b. Announce the termination of Code Orange three (3) times as follows:
- “Attention all staff members, Code Orange has ended; ALL CLEAR”**
“Attention all staff members, Code Orange has ended; ALL CLEAR”
“Attention all staff members, Code Orange has ended; ALL CLEAR”
- c. Ensure a Code Orange-Post Incident Review and Debrief Form is completed (Appendix Q1)

References:

- Appendix B- Call Back Procedure & Record Sheet
- Appendix C- Emergency Fan Out List
- Appendix E- Emergency Kit

- Appendix F- IMS 201 Incident Briefing
- Appendix H- Resource and Supplies (Evacuation & Shelter-In-Place)
- Appendix I- Relocation Agreement Contact List
- Appendix L- Code Green (Évacuation)
- Appendix Q1- Code Orange-Post Incident Review and Debrief Form