



ST. JOSEPH'S CARE GROUP

Code Orange – External Disaster

POLICY

Number: **AD-06-195**

Manual: Global Administrative Manual

Approval Date:

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Section in Manual: Risk Management

Approved by: Leadership Quality, Safety & Risk Committee

Cross References: *Emergency/ Disaster Incident Management System (IMS) Response AD-06-225, Leadership Team On-Call Protocol*

Purpose

The purpose of this policy is to provide an appropriate response to an external disaster whereby an influx of patients/clients demands additional resources to manage the emergency.

Policy Statement

This policy outlines the general guidelines that are to be followed during an external disaster response. St. Joseph's Care Group will ensure a Code Orange response plan is in place in the event of an external disaster emergency.

Scope

This policy applies to any circumstance in which an external disaster could potentially cause an influx of patients/clients and a need for additional resources at one or more St. Joseph's Care Group sites.

Definitions

Command Centre – The central command and control location/group responsible for carrying out the principles of emergency preparedness and emergency management

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functions at a strategic level in an emergency, and ensuring the continuity of vital operations.

Code Orange – the designated word that clearly communicates to all staff, clients and visitors that an external disaster has occurred – one that could potentially cause an influx of patients/clients and a need for additional resources may be required.

Incident Manager – The person responsible for managing the incident at the affected site. The IMS Committee assigns the role of Incident Manager.

Incident Management System (IMS) – standardized and coordinated approach to emergency management

Procedure

1. The Emergency Operations Centre for the city of Thunder Bay may request that SJCG initiate our Code Orange disaster plan as a response to an external citywide disaster.
2. Upon notification of disaster, Leadership on-call will activate IMS Committee to manage the Code Orange emergency.
3. IMS Committee/ designate will initiate a Code Orange at all necessary SJCG sites and assign an Incident Manager on site.
4. Incident Manager (or delegate) will announce three times:
“Code Orange is now in effect – Visitors are asked to leave the building”
5. IMS Committee and Incident Manger will initiate the site’s Command Centre for centralized emergency response coordination.
6. During regular hours, all Managers/designates will report to Command Centre for direction. After hours, weekends and holidays, IMS Committee/ will contact Managers to report to site and assist with disaster management (departments that are called upon for Code Orange response will be dependent on the type of emergency and care required).
7. Incident Manager and IMS Committee will determine response locations (i.e. triage area, holding area, etc.) and activation of surge beds. This information will be announced using the overhead paging system.
8. Managers will initiate Fan-Out lists as directed by Incident Manager.

9. Security will secure entrances as required.
10. If the Code Orange does not involve your area, continue with your normal duties but remain alert for further instruction.
11. Staff arriving for their shift during the Code Orange will report to their usual work area unless otherwise directed by their Manager/designate.
12. If the emergency response to the external disaster is likely to last longer than 24 hours, IMS Committee will assess the need to initiate Business Continuity Plans.
13. When the Code Orange is deemed over, the Incident Manager/ designate will announce three times:
“CODE ORANGE – All Clear”

POST EMERGENCY

1. Managers will ensure all appropriate documentation is completed (e.g. client safety reports, employee incident reports, etc.)
2. Incident Manager an Emergency Code Audit Form. Once completed, forward to Occupational Health, Safety & Wellness department.
3. IMS Committee will facilitate a debrief meeting with all appropriate parties.
4. Managers will replace any supplies taken from Code Orange bags during the emergency response and return bags to the Code Orange room (if applicable).

Roles & Responsibilities

IMS COMMITTEE

1. Upon notification, determine if external disaster will result in an increase of patients/clients at one or more SJCG sites - this decision may involve the patient capacity of Thunder Bay Regional Health Sciences Centre so communication with TBRHSC IMS Team may be necessary.
2. Assign an Incident Manager to assist with emergency response coordination on site.
3. If it is determined that one or more sites will experience a surge of clients due to the external disaster, affected site Directors and Managers must be notified immediately.

4. If required, direct site Manager(s) to activate surge beds.
5. Notify Occupational Health, Safety & Wellness of surge beds so the appropriate Fire Safety Plan can be updated.
6. Direct Manager(s) to initiate Fan-outs if additional staff are required to respond to client influx.
7. Assess the need to activate Business Continuity Plans if the Code Orange is expected to last longer than 24 hours.
8. When the emergency is deemed over or under control, direct the Incident Manager to announce three times:
“Code Orange – All Clear”
9. Facilitate a debrief with all appropriate parties following the Code Orange.

INCIDENT MANAGER

1. Take direction from the IMS Committee.
2. Announce three times:
“Code Orange is now in effect – Visitors are asked to leave the building”
3. Direct Managers to initiate Fan-Out lists as required.
4. Activate the site’s Command Centre for centralized emergency response coordination.
5. Document all actions taken during the Code Orange emergency.
6. When directed by IMS Committee, announce three times:
“Code Orange – All Clear”.
7. Participate in Code Orange debrief following the emergency.

OCCUPATIONAL HEALTH, SAFETY & WELLNESS

1. In the event that surge beds are activated at any SJCG site, update the appropriate site Fire Safety Plan and communicate the update to Thunder Bay Fire Rescue.

ALL STAFF

1. Upon notification of Code Orange emergency, continue your normal duties unless otherwise directed by department Manager or Incident Manager.
2. Stay alert for any information or emergency status updates announced on the overhead paging systems or radios.
3. Participate in the Code Orange debrief as required.

Education & Training

1. All employees are required to complete the Fire Safety & Emergency Code LMS module once per year.
2. Managers are required to ensure that employees review the corporate emergency code policies and emergency site sub-plans at least annually.
3. Each department/site will complete mock exercises or table top exercises at a minimum of once per year and provide documentation of such to Occupational Health, Safety & Wellness.

Related Practices and/or Legislation

OHA Emergency Colour Codes

References

OHA Emergency Management Tool Kit