

Tab 2 – ERP Code Orange Procedure

Manual:	Emergency Response and Preparedness Manual
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Policy

Emergency Response Codes

Procedure

- Code Orange is announced when the home is about to receive an influx of people requiring emergency care due to an external or natural disaster such as a tornado, earthquake, hurricane, severe storm, or internal evacuation.
- **The Charge Registered Nurse (RN) is the Incident Manager.**
 - The role of Incident Manager **CAN be delegated** to a manager.

Respond

- A Code Orange is only announced overhead if the residents are expected to arrive in *less than* three hours.
 - In situations where the residents are expected to arrive in *more than* three hours, the Incident Management System will be activated to manage the situation and coordinate the incoming residents.
 - If the Code Orange is activated after business hours the Incident Manager must call the on-call nursing manager.
- If anyone other than the Charge RN receives the Code Orange phone call, it will be brought to the attention of the Charge RN, who will determine whether or not to delegate the Incident Manager role to a manager.
- **The Incident Manager will announce “Code Orange” three times at the annunciator panel** (when the expected arrival time of the incoming residents is less than three hours).
- All non-nursing staff must report to the Command Centre (café), including one personal support worker (PSW) runner from each neighbourhood, and follow the instructions of the Incident Manager.
- The Incident Manager will follow all procedures outlined in the Job Action Checklist and assign staff members roles, as per the Incident Management System.

NOTE: Ottawa Emergency Management will be involved in mobilizing supplies, including cots, for the incoming residents.

Recover

- When the situation has resolved and the guests have returned home or to another facility, the Incident Manager announces all clear using the annunciator panel.
- Utilize the Recovery procedures in the Incident Manager Job Action Checklist.

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- A debrief with as many staff as possible should be conducted as soon as possible once the Code Silver is declared over.

Tools

- Code Orange – Incident Manager Job Action Checklist
- Code Orange – CEO Checklist
- Code Orange Poster