



Manual: Emergency Measures	Policy Number: EM-C-02
Section: Code Orange - Community Disaster	Policy Name: Code Orange- Community Disaster- Management Of Evacuees
Date Created: August 1, 2018	Page: 1 of 4
Reviewed: June 6, 2022 June 6, 2022 June 6, 2022	Revised: April 2, 2026

## PURPOSE

In the event of a community emergency where a Long Term Care Home requires resident to be evacuated, Finlandia Village will assist in the temporary housing of residents. This procedure will establish a plan for the effective and efficient reception, assessment and treatment of a large number of casualties over a short period of time. In the event of a major external disaster Finlandia Village may be asked to assist in a planned response.

## POLICY STATEMENT

To have specific guidelines in place to ensure proper management and treatment of potential casualties/residents to Finlandia Village. It is difficult to predict how events might unfold during an actual disaster; therefore, the staff will need to be very flexible and prepared to respond to changing needs as they arise.

## PROCEDURE

1. The 1<sup>st</sup> person to receive the disaster alert will request important planning information and complete Disaster Information Checklist. Preferable the Charge RN.
2. Once employee informed that there may be a potential need to take in evacuees the staff member will contact the Charge RN who in turn will contact the Senior Manager On Call and inform them of the information gathered on the Disaster Information Checklist.
3. Senior manager on call will notify Leadership Team by telephone to return to work and respond to overall coordination of Code Orange. If Leaders unable to attend on site, set up online Meetings hourly or as required.
4. Charge RN will notify the MOHLTC immediately to inform of situation.
5. Charge RN will act as Command until the arrival of the Senior Manager On Call

## Duties of Command

- Declare Code Orange- identify staff members to notify staff in all buildings and to report to staff pooling areas through the Village.
- Obtain walkie talkies and hand out to staff as duties assigned.
- Initiate Command Centre (Family room in Reception or HK Board



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Room)

- Coordinate and Delegate duties to staff. Complete Delegation of Duties Form
- Communicate with receiving LTCH, Health Sciences North, EMS, fire department, police department, CCAC, medical office of health, MOHLTC or any other resource as applicable.
- Initiate Staff Fan out list if determined additional staffing is required. Contact staffing coordinator to assist.
- Oversee resident transfers, discharges and admissions.
- Choose Emergency Shelter(s) Locations from list provided in current policy.
- Information is shared with residents and families of Finlandia Village in an appropriate and timely manner.

#### **Departmental Managers/Supervisors**

- Ensure enough supplies, PPE, food to accommodate additional residents
- Coordinate with departmental managers from receiving evacuees to support additional staffing, supplies, PPE, and food.

#### **Director of Dietary**

- Food service and refreshments are provided as required and able
- Coordinate the food services staff and delivery as deemed appropriate
- Ensure emergency shelters are cleaned daily
- Supply bedding, towels, facecloths, cleaning supplies
- Additional staffing as required

#### **Manager of Maintenance**

- Control the elevators to facilitate movement of casualties, residents, nurses, supplies and equipment
- Ensure maintenance staff able to assist with emptying emergency shelter areas and supporting the setup of the shelters
- Control traffic. It may be necessary to limit access to parking areas
- Gather additional beds and mattresses and bring to the Emergency Shelter Locations

#### **Director of Nursing and/or Director of Assisted Living**



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- Contact Medical Director to assign coverage as required
- Contact Pharmacy Provider to ensure medication available to any resident being admitted, discharged, or LOA
- Necessary staff, supplies and equipment are in place at the Emergency Shelter Locations
- Registered staff are deployed approp. All other staff assigned to assist as able.
- Contact staffing coordinator to implement Fan out list- Complete Departmental Fan out Record. Gather information from Command and department managers as to amount of additional staff required if not already initiated by Command.
- Contact community partner Ecole Separee Saint-Pierre to notify of possible evacuees.
- Designate staff member to document arrival and departure of casualties/residents transferred to Finlandia Village. Complete Disaster Response Reception Log

**Supervisor of Life Enrichment**

- Initiate additional staff for recreation

**Chief Executive Officer/Administrator**

- Notify Board of Directors
- Respond to any media or external inquiries
- Ongoing communication to the Village

**In order to decrease risk of injury and ensure resident privacy and safety, the following has been determined: Each resident would be required to have at aprox. 156 square feet which is the size of a private room excluding the bathroom**

<b>Emergency Shelter</b>	<b># of Evacuees Allotted</b>
Voima Hall (1960 sq ft)	12
Sampo Hall (1380 sq ft)	8
Tietetupa (300 sq ft)	2



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Inco Room (360 sq ft)	2
LK Boardroom (590 sq ft)	4
FK Sali 840 (sq ft)	5
Kesti Tupa (1120 sq ft)	7
HK Chapel (840 sq ft)	4
Resident Lounge (LK) (240 sq ft)	2
Falconbridge Room (PK) (704 sq ft)	5
Lehto Room	1
Total	52

**Available Beds:** In house 2 additional beds with mattresses and 1bed in the Lehto room.

**Note: Finlandia would be able to house 3 external residents if additional beds are not supplied.** An additional 49 if beds supplied. Red Cross 705-674-0737 or City of Sudbury should be contacted for additional supplies or beds if needed.

**Note:**

Hourly updates on the hour will take place in the Command Centre. All departmental managers expected to attend and update on their departments. Command will run the hourly updates.

**Note:** As soon as a Code Orange is declared:

- Only vehicles transporting casualties/residents or essential staff (o.e. medical or nursing personnel) will be permitted to park as directed in front of the buildings.
- Casualties/residents will be unloaded at the main entrance and;
- All vehicles carrying equipment and supplies will be directed to Shipping and Receiving of HK building.