



POLICIES AND PROCEDURES		<i>POLICY #:</i>	HSFT_12_5
<i>TITLE/SUBJECT:</i>		Emergency Preparedness Program	
<i>DEPT:</i>	Health and Safety	<i>PAGE:</i>	1 OF 2
<i>SECTION:</i>	12-Emergency Management	<i>DATE:</i>	FEBRUARY 2014

POLICY:

For the protection of all residents, volunteers, visitors and staff at Blue Water Rest Home, there will be an Emergency Preparedness Program to which all staff will be trained on an annual basis.

New employees will be trained on Emergency Preparedness during their initial orientation session.

PROCEDURE:

- The CEO and Environmental Services Manager have the responsibility for the development and the updating of the Emergency Preparedness Program
- Code Red plans will be developed, maintained and updated by the CEO or designate.
- Emergency Preparedness Manuals are kept in each of the Emergency Preparedness cabinets located in the Nursing Stations of both Resident Home Areas and in other common areas in the building, as noted in the front section of the Emergency Preparedness manuals.
- The Emergency Preparedness training is included during orientation for new staff. Annual Training review is completed on an annual basis during mandatory education sessions. A list of all staff who have completed the training and subsequent reviews will be maintained on the “Training Matrix”.
- Volunteers will receive training on fire safety procedures during their orientation.
- Mock Disaster Training will be held at a minimum of every three years.
- “Important Safety Information for all Visitors” Pamphlets are available at all main entrances which outlines what to do in the case Emergency Codes are announced.

The following sections are included as part of our Emergency Preparedness Program :

- Code Blue – Cardiac Arrest/Medical Emergency
- Code Red – Fire



...by authority of the Board of Directors

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- Code Green – Evacuation
- Code Yellow- Missing Resident
- Code White-Responsive Resident
- Code White-911 Threatening Visitor
- Code Black – Bomb Threat
- Code Grey – Loss of Essential Services Contingency Plans
- Code Brown-Chemical Spill
- Code Orange- Community Disaster

REFERENCES / RELATED DOCUMENTS:

HSFT_12_5A: CHART OF EMERGENCY COLOUR CODES

KEYWORDS:

Emergency
Codes
Preparedness