

Iroquois Lodge Safety Plan 2026





Code Red- Fire Procedure

POLICY

Emergency Response Codes

PROCEDURE

Respond

Code Red is announced when a fire emergency is occurring; this may be the smell or sight of smoke, or identification of a fire.

Upon discovery of fire or smoke, initiate the R.E.A.C.T. sequence:

- a) Remove people from immediate danger (evacuation).
- b) Ensure room doors and windows are closed.
- c) Activate fire alarm pull station closest to the site of the fire. Activate the second stage of the fire alarm system if evacuation is necessary.
- d) Call 9-1-1 and give home name and address, exact location of the fire, home area, and room number; and
- e) Try to confine (contain/extinguish) fire, if possible, without undue risk using the nearest fire extinguisher).

Note: If smoke is coming under the door, place wet towels, sheets, blankets, pillows, or other confining materials at the bottom of the closed door to the room with the fire, to restrict rapid transfer of smoke to the rest of the area unless otherwise directed by your local fire department.

Refer to Iroquois Lodge Home's Fire Safety Plan (FSP) for emergency procedures based on your role within the home.

Recover

Upon the "All Clear", the Administrator/Designate will:

Ensure all incident documentation is completed, including the Post Emergency Analysis and Debrief.

Determine if the provincial health authority should be notified.

Notify Occupational Health and Safety if any staff suffers a critical injury.

Arrange for staff support as needed (EAP, etc.)



Code Green- Evacuation Procedure

POLICY

Emergency Response Codes

PROCEDURE

Code Green is announced when an emergency occurs that requires the evacuation of part of the home or the entire home.

The Charge Nurse or the fire department determines if an evacuation is required. Code Green is then initiated by announcing Code Green and manually activating the second stage of the fire alarm at the pull station using the fire key.

All Staff must follow the procedures for evacuation as per their designated Job Action checklists and follow direction from the Charge Nurse.

The Charge Nurse will determine and announce the type of evacuation to occur:

Partial Evacuation

Move residents from one area of the floor to another area of the same floor behind fire barrier doors.

Total Evacuation

Total evacuation outside the building and occurs only in an extreme emergency.

The evacuation may begin as a partial evacuation and later become a total evacuation.

TOOLS *(click on the tool to download)*

1. Code Green - [Charge Nurse Job Action Checklist](https://thepulse.extendicare.com/sys_attachment.do?sys_id=17430293eb1aba50fd2cfb3ccad0cdd5&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D7f5b230f3bdab214c8)
https://thepulse.extendicare.com/sys_attachment.do?sys_id=17430293eb1aba50fd2cfb3ccad0cdd5&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D7f5b230f3bdab214c8
2. Code Green - [Nurses and Managers/Supervisors Job Action Checklist](https://thepulse.extendicare.com/sys_attachment.do?sys_id=53430293eb1aba50fd2cfb3ccad0cdd7&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D7f5b230f3bdab214c8) (
https://thepulse.extendicare.com/sys_attachment.do?sys_id=53430293eb1aba50fd2cfb3ccad0cdd7&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D7f5b230f3bdab214c8
3. Code Green - [All Staff Job Action Checklist](https://thepulse.extendicare.com/sys_attachment.do?sys_id=9f430293eb1aba50fd2cfb3ccad0cdd8&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D7f5b230f3bdab214c8) (https://thepulse.extendicare.com/sys_attachment.do?sys_id=9f430293eb1aba50fd2cfb3ccad0cdd8&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D7f5b230f3bdab214c8
4. Code Green – [Executive Director/Designate Job Action Checklist](https://thepulse.extendicare.com/sys_attachment.do?sys_id=82058617eb1aba50fd2cfb3ccad0cd95&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D5b430293eb1aba50fd)
(https://thepulse.extendicare.com/sys_attachment.do?sys_id=82058617eb1aba50fd2cfb3ccad0cd95&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D5b430293eb1aba50fd
5. Code Green – [Colour Code Poster](https://thepulse.extendicare.com/sys_attachment.do?sys_id=1b430293eb1aba50fd2cfb3ccad0cddc&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D7f5b230f3bdab214c8) (https://thepulse.extendicare.com/sys_attachment.do?sys_id=1b430293eb1aba50fd2cfb3ccad0cddc&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D7f5b230f3bdab214c8



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Code Yellow- Missing Resident Procedure

POLICY

Emergency Response Codes

PROCEDURE

Code Yellow is announced when a resident has been identified as missing. Residents are considered missing when they are not in a location where staff can find them and are not signed out of the home.

Prevent

The Director of Care/Charge nurse will:

Assess all residents upon admission for wandering and exit-seeking, reassess as required.

Apply mitigation strategies for residents identified as exit-seeking; wander guards, tailored behavioral programs, registered with Alzheimer's society wandering registry, etc.

The Director of Care/Designate will ensure the following:

Post a sign at all entrances/exits informing visitors to not assist/open doors for residents unless they know the resident is permitted to leave the home.

When the home has planned downtime of maglock or locked doors in which the doors will be unlocked for any period, instruct staff to monitor doors until the downtime has ended to ensure no residents exit the building and use the **Planned Downtime Planning Tool from section 3 of the Emergency Planning and Management Manual**.

Ensure all visitors and contracted services are aware of potential safety risks and are aware of a clear escalation pathway for concerns (e.g., direct them to the Director of Care/ Charge Nurse).

Respond

All Staff must follow the procedures for a missing resident as per their designated Job Action checklists and follow direction from the **Charge Nurse**

TOOLS (*click on the tool to download*)

1. Code Yellow - Charge Nurse Job Action Checklist
https://thepulse.extendicare.com/sys_attachment.do?sys_id=e5af27433b5eb214c826f68c24e45aba&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D988f27033b5eb214c8
2. Code Yellow - All Staff Job Action Checklist (https://thepulse.extendicare.com/sys_attachment.do?sys_id=6daf27433b5eb214c826f68c24e45abc&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D988f27033b5eb214c8)
3. Code Yellow - Resident Risk Assessment (https://thepulse.extendicare.com/sys_attachment.do?sys_id=6daf27433b5eb214c826f68c24e45abc&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D988f27033b5eb214c8)



[sys_id=e1af27433b5eb214c826f68c24e45abf&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D988f27033b5eb214c8](#)

4. Code Yellow - [Executive Director/Designate Job Action Checklist](#)

(https://thepulse.extendicare.com/sys_attachment.do?

[sys_id=69af27433b5eb214c826f68c24e45ac1&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D988f27033b5eb214c8](#)

5. Code Yellow- [Poster](#) (https://thepulse.extendicare.com/sys_attachment.do?

[sys_id=9c8fe7033b5eb214c826f68c24e45a63&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D988f27033b5eb214c8](#)



Code Black- Bomb Threat Procedure

POLICY

Emergency Response Codes

PROCEDURE

A Code Black is announced after any bomb threat, whether it is a phone call to the home, in a letter/email/social media or identification of a suspicious package.

When receiving a bomb threat call, complete the Code Black Staff Receiving the Threat Job Action Checklist for Call Receiver Information.

Immediately following the phone call, complete the Bomb Threat Report within the Staff Receiving the Threat Job Action Checklist for the police investigation. Fill out as much of the report as possible. Give the Charge Nurse a full account.

A copy of the Bomb Threat Report must be accessible at all nursing stations and at reception.

When receiving a written, mailed, or electronic threat, or locating a suspicious object, complete the corresponding checklist in the Code Black Staff Receiving the Threat Job Action Checklist.

All Staff must follow the procedures for a bomb threat as per their designated Job Action checklists and follow direction from the Charge Nurse.

TOOLS *(click on the tool to download)*

1. [Code Black Staff Receiving the Threat Job Action Checklist](https://thepulse.extencicare.com/sys_attachment.do?sys_id=31a1ff8b3b5eb214c826f68c24e45a23&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D4881b38b3b5eb214c8)

https://thepulse.extencicare.com/sys_attachment.do?sys_id=31a1ff8b3b5eb214c826f68c24e45a23&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D4881b38b3b5eb214c8

2. [Code Black Charge Nurse Job Action Checklist](https://thepulse.extencicare.com/sys_attachment.do?sys_id=f5a1ff8b3b5eb214c826f68c24e45a25&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D4881b38b3b5eb214c8)

https://thepulse.extencicare.com/sys_attachment.do?sys_id=f5a1ff8b3b5eb214c826f68c24e45a25&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D4881b38b3b5eb214c8

3. [Code Black All Staff Job Action Checklist](https://thepulse.extencicare.com/sys_attachment.do?sys_id=bda1ff8b3b5eb214c826f68c24e45a27&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D4881b38b3b5eb214c) ([https://thepulse.extencicare.com/sys_attachment.do?](https://thepulse.extencicare.com/sys_attachment.do?sys_id=bda1ff8b3b5eb214c826f68c24e45a27&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D4881b38b3b5eb214c)

[sys_id=bda1ff8b3b5eb214c826f68c24e45a27&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D4881b38b3b5eb214c](https://thepulse.extencicare.com/sys_attachment.do?sys_id=bda1ff8b3b5eb214c826f68c24e45a27&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D4881b38b3b5eb214c)

4. [Code Black Executive Director/Designate Job Action Checklist](https://thepulse.extencicare.com/sys_attachment.do?sys_id=82a133cb3b5eb214c826f68c24e45a7a&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D4881b38b3b5eb214c)

https://thepulse.extencicare.com/sys_attachment.do?sys_id=82a133cb3b5eb214c826f68c24e45a7a&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D4881b38b3b5eb214c

5. [Code Black Poster](https://thepulse.extencicare.com/sys_attachment.do?sys_id=c881f38b3b5eb214c826f68c24e45a13&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D4881b38b3b5eb214c) ([https://thepulse.extencicare.com/sys_attachment.do?](https://thepulse.extencicare.com/sys_attachment.do?sys_id=c881f38b3b5eb214c826f68c24e45a13&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D4881b38b3b5eb214c)

[sys_id=c881f38b3b5eb214c826f68c24e45a13&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D4881b38b3b5eb214c](https://thepulse.extencicare.com/sys_attachment.do?sys_id=c881f38b3b5eb214c826f68c24e45a13&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D4881b38b3b5eb214c)





Code Orange- External Disaster Procedure

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.

When Code Orange is announced, all staff must return to their assigned stations and report to their supervisor.

All staff must follow directions from their supervisor and the Charge Nurse.

When Code Orange is announced, department supervisors are to proceed to the Emergency Operations Centre for instructions within 10 minutes.

The Charge Nurse and Director of Care/Designate must follow the procedures for Code Orange as per their designated Job Action checklists.

TOOLS *(click on the tool to download)*

1. Code Orange - Charge Nurse Job Action Checklist

([https://thepulse.extendicare.com/sys_attachment.do?](https://thepulse.extendicare.com/sys_attachment.do?sys_id=6b657f4f3b9eb214c826f68c24e45ab7&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D8545bf0f3b9eb214c8)

[sys_id=6b657f4f3b9eb214c826f68c24e45ab7&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D8545bf0f3b9eb214c8](https://thepulse.extendicare.com/sys_attachment.do?sys_id=6b657f4f3b9eb214c826f68c24e45ab7&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D8545bf0f3b9eb214c8)

2. Code Orange - Executive Director/Designate Job Action Checklist

([https://thepulse.extendicare.com/sys_attachment.do?](https://thepulse.extendicare.com/sys_attachment.do?sys_id=63657f4f3b9eb214c826f68c24e45aba&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D8545bf0f3b9eb214c82)

[sys_id=63657f4f3b9eb214c826f68c24e45aba&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D8545bf0f3b9eb214c82](https://thepulse.extendicare.com/sys_attachment.do?sys_id=63657f4f3b9eb214c826f68c24e45aba&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D8545bf0f3b9eb214c82)

Code Orange - Poster ([https://thepulse.extendicare.com/sys_attachment.do?](https://thepulse.extendicare.com/sys_attachment.do?sys_id=0145f34f3b9eb214c826f68c24e45a14&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D8545bf0f3b9eb214c8)

[sys_id=0145f34f3b9eb214c826f68c24e45a14&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D8545bf0f3b9eb214c8](https://thepulse.extendicare.com/sys_attachment.do?sys_id=0145f34f3b9eb214c826f68c24e45a14&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D8545bf0f3b9eb214c8)



Code Orange - Natural Disaster and Extreme Weather Events Procedure

POLICY

Emergency Response Codes

PROCEDURE

Prepare

Six Nations of the Grand Elected Council will:

Monitor for local extreme weather alerts or advisories to ensure timely communication with residents and staff.

Know where the staff live and where the nearest hotels are located in the event that the weather or disaster will require staff to stay nearby.

Respond

Announce the occurring or impending weather event or natural disaster.

The Executive Director/Designate and Charge Nurse will use their designated Natural Disasters and Extreme Weather Job Action Checklists when responding to any natural disaster or extreme weather event such as a winter storm, flood, forest fire, or hot weather advisory.

All staff will follow instructions provided by the Charge Nurse.

All staff will refer to the Natural Disasters and Extreme Weather Events Information to understand what to do during a Tornado.

Refer to policy/procedure, Preventing Heat-Related Illnesses when managing heat-related events

TOOLS *(click on the tool to download)*

1. Natural Disasters and Extreme Weather - [Charge Nurse Job Action Checklist](#)
2. Natural Disasters and Extreme Weather - [Executive Director/Designate Job Action Checklist](#)
3. Natural Disasters and Extreme Weather - [Events Information Sheet](#)



Code Grey- Air Exclusion Procedure

POLICY

Emergency Response Codes

PROCEDURE

Code Grey- Air Exclusion is announced when there is an occurrence outside the home that has the potential to contaminate the air and affect the health and safety of residents, families, staff and volunteers.

Close any open windows.

Apply wet towels or linens to seal any external air infiltration (i.e., from window air conditioning units once unplugged), as able.

Turn off local air exchange systems, including individual air conditioning units in offices and residents' rooms.

Remain inside the home unless you are instructed otherwise.

Follow the procedures for air exclusion as per your designated Job Action checklists and follow directions from the Charge Nurse.

Registered staff, monitor residents for respiratory symptoms and treat accordingly. Care staff, assist with resident assessment and interventions, as required.

TOOLS *(click on the tool to download)*

1. Code Grey - [Air Exclusion Charge Nurse Job Action Checklist](https://thepulse.extendicare.com/sys_attachment.do?sys_id=d7574e1beb1aba50fd2cfb3ccad0cd07&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D308578933b923614c)
(https://thepulse.extendicare.com/sys_attachment.do?sys_id=d7574e1beb1aba50fd2cfb3ccad0cd07&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D308578933b923614c)
2. Code Grey - [Air Exclusion Maintenance Job Action Checklist](https://thepulse.extendicare.com/sys_attachment.do?sys_id=76d74a1beb1aba50fd2cfb3ccad0cd6f&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D1f570e1beb1aba50fd)
(https://thepulse.extendicare.com/sys_attachment.do?sys_id=76d74a1beb1aba50fd2cfb3ccad0cd6f&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D1f570e1beb1aba50fd)
3. Code Grey - [Air Exclusion All Staff Job Action Checklist](https://thepulse.extendicare.com/sys_attachment.do?sys_id=63574e1beb1aba50fd2cfb3ccad0cd0b&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D308578933b923614c)
(https://thepulse.extendicare.com/sys_attachment.do?sys_id=63574e1beb1aba50fd2cfb3ccad0cd0b&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D308578933b923614c)
4. Code Grey - [Executive Director/Designate Job Action Checklist](https://thepulse.extendicare.com/sys_attachment.do?sys_id=af574e1beb1aba50fd2cfb3ccad0cd0c&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D308578933b923614c8)
(https://thepulse.extendicare.com/sys_attachment.do?sys_id=af574e1beb1aba50fd2cfb3ccad0cd0c&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D308578933b923614c8)
5. Code Grey - [Air Exclusion and Essential Services Poster](https://thepulse.extendicare.com/sys_attachment.do?sys_id=eb574e1beb1aba50fd2cfb3ccad0cd0e&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D30857)
(https://thepulse.extendicare.com/sys_attachment.do?sys_id=eb574e1beb1aba50fd2cfb3ccad0cd0e&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D30857)



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Code Grey- Essential Services Procedure

POLICY

Emergency Response Codes

PROCEDURE

Code Grey, Essential Services is announced when any of the essential services are not functioning (essential services include but are not limited to, telephones, computer systems, fire alarm system, mag lock systems, call bells, HVAC systems, power, etc.).

Prepare

The Director of Care/ Designate will:

Be familiar with the procedures for disconnecting the automatic operation of doors, if applicable. Ensure instructions are included in the home's Emergency Response Plan.

Ensure the home is equipped with a stand-by generator or has access to one quickly, with little notice.

Ensure the home's Emergency Response Plan includes (printed) schematics of air exchange controls, ventilation, and/or HVAC equipment including each of their locations.

Keep flashlights at each nursing station to assist in the event of a power failure.

Ensure an adequate supply of extension cords is kept in a designated area of the home (for example a cabinet in each nursing station/Emergency Operations Centre) to have at least 2 extension cords for every 10 beds if home is not fully powered by a generator.

Note: Improper extension cord use can be a potential fire hazard:

Do not create octopus' electrical connections (multiple extension cords plugged into a single power outlet);

Use extension cords capable of carrying the intended load (i.e., do not use an extension cord for a window A/C unit that is meant for a desk lamp); and

Do not plug a power bar into an extension cord (power bars should be plugged directly into the wall outlet).

Conduct a monthly review of the eMAR backup system to ensure it is backing up the files hourly. Refer to PointClickCare eMAR Backup System SOP for instructions on file backup.

Ensure laptops, tablets and work phones are charged.

Be aware of which printer is connected to the stand-by generator.

Ensure the home has flow sheets for documentation of resident care in the event of a power failure.



Respond- All Staff

Do not turn on any electrical equipment.

Ensure non-functioning maglock outdoor and stairwell doors are monitored.

Refer to applicable policy/procedure, Preventing Heat-Related Illnesses if there is an HVAC system failure.

Follow the procedures for a loss of essential services as per the designated Job Action checklists and follow directions from the Charge Nurse.

Direct Care Staff, complete and document resident checks every 15 minutes when the nurse call bell system is not **working using the 24-hour Resident Check Log.**

Direct Care Staff, use a designated cellular phone to notify families, as applicable and if required **TOOLS** (*click on tools to download*)

1. Code Grey - [Essential Services Charge Nurse Job Action Checklist](https://thepulse.extendicare.com/sys_attachment.do?sys_id=1ae7789f3b923614c826f68c24e45acf&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Dfb973c1f3b923614c82)
(https://thepulse.extendicare.com/sys_attachment.do?sys_id=1ae7789f3b923614c826f68c24e45acf&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Dfb973c1f3b923614c82)
2. Code Grey - [Essential Services Maintenance Job Action Checklist](https://thepulse.extendicare.com/sys_attachment.do?sys_id=9ee7bc9f3b923614c826f68c24e45a24&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Dfb973c1f3b923614c82)
(https://thepulse.extendicare.com/sys_attachment.do?sys_id=9ee7bc9f3b923614c826f68c24e45a24&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Dfb973c1f3b923614c82)
3. Code Grey - [Essential Services Dietary Job Action Checklist](https://thepulse.extendicare.com/sys_attachment.do?sys_id=56e7bc9f3b923614c826f68c24e45a27&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Dfb973c1f3b923614c82)
(https://thepulse.extendicare.com/sys_attachment.do?sys_id=56e7bc9f3b923614c826f68c24e45a27&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Dfb973c1f3b923614c82)
4. Code Grey - [Essential Services Nursing Staff Job Action Checklist](https://thepulse.extendicare.com/sys_attachment.do?sys_id=1ee7bc9f3b923614c826f68c24e45a29&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Dfb973c1f3b923614c82)
(https://thepulse.extendicare.com/sys_attachment.do?sys_id=1ee7bc9f3b923614c826f68c24e45a29&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Dfb973c1f3b923614c82)
5. Code Grey - [Director of Care/Designate Job Action Checklist](https://thepulse.extendicare.com/sys_attachment.do?sys_id=e2e7bc9f3b923614c826f68c24e45a2c&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Dfb973c1f3b923614c82)
(https://thepulse.extendicare.com/sys_attachment.do?sys_id=e2e7bc9f3b923614c826f68c24e45a2c&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Dfb973c1f3b923614c82)
6. Code Grey - [24 Hour Resident Check Log](https://thepulse.extendicare.com/sys_attachment.do?sys_id=aae7bc9f3b923614c826f68c24e45a2e&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Dfb973c1f3b923614c82) (https://thepulse.extendicare.com/sys_attachment.do?sys_id=aae7bc9f3b923614c826f68c24e45a2e&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Dfb973c1f3b923614c82)



Code Grey- Building Flood Procedure

POLICY

Emergency Response Codes

PROCEDURE

Code Grey, building flood is announced when there is a flood affecting the inside of the building.

Notify your Supervisor/Manager or the Charge Nurse upon discovery of a building flood.

All staff remain away from the area of the flood unless the Charge Nurse has requested assistance and follow instructions from the Charge Nurse.

Evacuate residents from the area of the flood as required and instructed by the Charge Nurse.

Charge Nurse and Director of Care/Designate; follow the procedures for a flood within the building as per the designated Job Action checklists

TOOLS *(click on tool to download)*

1. Code Grey - Building Flood Charge Nurse Job Action Checklist
(https://thepulse.extendicare.com/sys_attachment.do?sys_id=95faf0133b163614c826f68c24e45a8f&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D8bcabc9f3bd23614c82)
2. Code Grey - Executive Director/Designate Job Action Checklist
(https://thepulse.extendicare.com/sys_attachment.do?sys_id=5dfaf0133b163614c826f68c24e45a91&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D8bcabc9f3bd23614c8)
3. Code Grey - Building Flood, Water Supply and Carbon Monoxide Poster
(https://thepulse.extendicare.com/sys_attachment.do?sys_id=0fcafc9f3bd23614c826f68c24e45a5a&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D8bcabc9f3bd23614c82)



Code Grey- Water Supply Procedure

POLICY

Emergency Response Codes

PROCEDURE

Code Grey, water supply is announced when there is an issue with the water that limits, ceases, or contaminates the home's water supply, and/or makes the water unpotable and has the potential to affect health and safety.

Follow the Boil Water Advisory Information Sheet to respond to boil water advisories. Note: Information provided from the local public health authority or municipality shall supersede the Code Grey – Water Supply: Boil Water Advisory Information Sheet

Follow directions from the Charge Nurse.

Charge Nurse and designated IMS Operations Manager - follow the procedures for a water supply disruption as per the designated Job Action checklists

TOOLS

1. Code Grey - Water Supply Charge Nurse Job Action Checklist
(https://thepulse.extendicare.com/sys_attachment.do?sys_id=8facbc9b3b163614c826f68c24e45a00&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Db96c785b3b163614c8)
2. Code Grey - Water Supply Operations Manager Job Action Checklist
(https://thepulse.extendicare.com/sys_attachment.do?sys_id=47acbc9b3b163614c826f68c24e45a03&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Db96c785b3b163614c8)
3. Code Grey - Water Supply Executive Director/Designate Job Action Checklist
(https://thepulse.extendicare.com/sys_attachment.do?sys_id=0facbc9b3b163614c826f68c24e45a05&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Db96c785b3b163614c8)
4. Code Grey - Water Supply: Boil Water Advisory Information Sheet
(https://thepulse.extendicare.com/sys_attachment.do?sys_id=83acbc9b3b163614c826f68c24e45a21&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Db96c785b3b163614c8)

Code Grey- Carbon Monoxide Procedure

POLICY

Emergency Response Codes

PROCEDURE

Prevent/Prepare

The Environmental Supervisor/Designate will:

Ensure preventive maintenance and inspections are conducted on all fuel-burning devices and equipment in the home such as furnaces, water heaters, kitchen equipment, etc. as per Preventive Maintenance program and manufacturer's requirements.

Never use any generator inside the home.

Generators run outdoors, at least 6 metres (20 feet) from any window, door, or vent.

Ensure carbon-monoxide detectors/alarms are installed in any room with a fuel burning appliance such as the kitchen, laundry, HVAC equipment rooms, etc. as well as at each nursing station.

If you use battery-operated or battery backed-up detectors, replace the batteries every 6 months (typically when clocks change each spring and fall).

Ensure the home's Emergency Response Plan includes instructions on how to turn off the main gas supply and location of the main gas valve/switch, as well as instructions for shutting off other fuel/gas run equipment.

All Staff will:

Report all damaged or suspicious equipment (including suspicious odours) immediately to maintenance staff.

Respond

Announce Code Grey, carbon monoxide when carbon monoxide is detected in the home.

Leave the affected area upon hearing a carbon monoxide detector alarm and/or upon an announcement of a Code Grey – Carbon Monoxide alert that identifies the area you are in.

Follow the procedures for carbon monoxide as per the designated Job Action checklists and follow direction from the Charge Nurse.

TOOLS (*click on tool to download*)



1. Code Grey - [Carbon Monoxide Charge Nurse Job Action Checklist](#)

[https://thepulse.extendicare.com/sys_attachment.do?](https://thepulse.extendicare.com/sys_attachment.do?sys_id=3c3ebc533b563614c826f68c24e45a6f&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Dd01ef4133b563614c8)

[sys_id=3c3ebc533b563614c826f68c24e45a6f&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Dd01ef4133b563614c8](https://thepulse.extendicare.com/sys_attachment.do?sys_id=3c3ebc533b563614c826f68c24e45a6f&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Dd01ef4133b563614c8)

2. Code Grey - [Carbon Monoxide All Staff Job Action Checklist](#)

[https://thepulse.extendicare.com/sys_attachment.do?](https://thepulse.extendicare.com/sys_attachment.do?sys_id=c13ebc533b563614c826f68c24e45a72&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Dd01ef4133b563614c8)

[sys_id=c13ebc533b563614c826f68c24e45a72&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Dd01ef4133b563614c8](https://thepulse.extendicare.com/sys_attachment.do?sys_id=c13ebc533b563614c826f68c24e45a72&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Dd01ef4133b563614c8)

3. Code Grey - [Carbon Monoxide Executive Director/Designate Job Action Checklist](#)

[https://thepulse.extendicare.com/sys_attachment.do?](https://thepulse.extendicare.com/sys_attachment.do?sys_id=c13efc533b563614c826f68c24e45a2f&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Dd01ef4133b563614c8)

[sys_id=c13efc533b563614c826f68c24e45a2f&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Dd01ef4133b563614c8](https://thepulse.extendicare.com/sys_attachment.do?sys_id=c13efc533b563614c826f68c24e45a2f&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Dd01ef4133b563614c8)



Code Brown- Hazardous/Chemical Spill Procedure

POLICY

Emergency Response Codes

PROCEDURE

Prevent/Prepare

The Environmental Supervisor/Designate and housekeeping staff will:

Store all hazardous materials as per Safety Data Sheets (SDS) and manufacturer recommendations.

Do not store hazardous materials above shoulder height.

Monitor all hazardous materials for expiry and dispose of them appropriately upon expiry.

Keep all hazardous material in the receptacle they were bought in.

Be trained in Workplace Hazardous Materials Information System (WHMIS). Post SDS in well-known places in the home.

Store spill-kits in well-known places in the home and be trained on their use.

Identify where decontamination showers and eye wash stations are located.

Respond

Code Brown is announced when hazardous materials are unexpectedly released and/or the size of the spill prevents staff from carrying out safe cleanup.

If you are responsible for cleaning spills - upon hearing a Code Brown, go to the area of the spill and follow directions as per the designated Code Brown Job Action Checklist.

Charge Nurse and Environmental Manager/Designate - follow the procedures as per the designated Code Brown Job Action Checklist.

If you are not responsible for cleaning the spill - upon hearing a Code Brown called, stay away from the area of the spill. If you are near the spill remove yourselves and others from the area.

All staff - follow instructions from the Charge Nurse.

TOOLS (click on tool to download)

1. Code Brown - Charge Nurse Job Action Checklist

[https://thepulse.extendicare.com/sys_attachment.do?](https://thepulse.extendicare.com/sys_attachment.do?sys_id=ba0085db3b563614c826f68c24e45a63&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D58cf709b3b563614c)

[sys_id=ba0085db3b563614c826f68c24e45a63&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D58cf709b3b563614c](https://thepulse.extendicare.com/sys_attachment.do?sys_id=ba0085db3b563614c826f68c24e45a63&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D58cf709b3b563614c)

2. Code Brown - Individual Responsible for Cleaning the Spill Job Action Checklist

[https://thepulse.extendicare.com/sys_attachment.do?](https://thepulse.extendicare.com/sys_attachment.do?sys_id=ba0085db3b563614c826f68c24e45a63&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D58cf709b3b563614c)



[sys_id=720085db3b563614c826f68c24e45a66&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D58cf709b3b563614c](#)

3. Code Brown - [Executive Director/Designate Job Action Checklist](#)

(https://thepulse.extendicare.com/sys_attachment.do?

[sys_id=3a0085db3b563614c826f68c24e45a68&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D58cf709b3b563614c](#)

4. Code Brown - [Poster \(https://thepulse.extendicare.com/sys_attachment.do?](https://thepulse.extendicare.com/sys_attachment.do?)

[sys_id=14cfb09b3b563614c826f68c24e45aa4&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D58cf709b3b563614c8](#)



Code Purple- Hostage Situation Procedure

POLICY

Emergency Response Codes

PROCEDURE

Prevent/Prepare

If you notice an individual with a weapon or acting aggressively, do not open the door for them and try not to allow them entry into the home.

Review the Code Purple, Taken Hostage Tip Sheet so that you are familiar with what to do if you are taken hostage.

Respond

Code Purple is communicated when an individual has been taken hostage in the home. Do not announce the code overhead as this may cause panic for the hostage taker.

If you are not in the area of the active Code Purple, stay away.

Get away from immediate danger and evacuate residents from the area if safe to do so.

Call the police (9-1-1) and provide as much information as possible, i.e., location of the incident, number of hostage takers and hostages, physical description and names of the hostage takers and hostages (if known), any weapons involved (if known), your name, location, and telephone number.

Charge Nurse and Executive Director/Designate - follow the procedures for Code Purple as per the designated Job Action checklists.

All staff - follow directions from the Charge Nurse.

Do not speak to the media. Do not use telephones or social media, including your wireless devices.

Recover

Complete a situation report of the details of the incident and submit it to the Administrator/Designate before leaving the home

TOOLS *(click on the tool to download)*

1. Code Purple - [Charge Nurse Job Action Checklist](https://thepulse.extendicare.com/sys_attachment.do?sys_id=029389db3b963614c826f68c24e45aa5&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Da063819b3b963614c)
2. Code Purple - [Executive Director/Designate Job Action Checklist](https://thepulse.extendicare.com/sys_attachment.do?sys_id=029389db3b963614c826f68c24e45aa5&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Da063819b3b963614c)



https://thepulse.extendicare.com/sys_attachment.do?sys_id=869389db3b963614c826f68c24e45aa7&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Da063819b3b963614c

3. Code Purple - Taken Hostage Tip Sheet (https://thepulse.extendicare.com/sys_attachment.do?sys_id=0e9389db3b963614c826f68c24e45aa9&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Da063819b3b963614c)

Code Purple - Poster (https://thepulse.extendicare.com/sys_attachment.do?sys_id=a863459b3b963614c826f68c24e45a7a&sysparm_this_url=kb_knowledge.do%3Fsys_id%3Da063819b3b963614c)



Code White- Violent Situation Procedure

POLICY

Emergency Response Codes

PROCEDURE

Code White is announced when there is a violent situation or person that is posing a threat to themselves, others or the property.

Prevent/ Prepare

Do not allow entry to an individual acting aggressive or violent.

Registered staff - conduct a risk assessment at admission on all residents to evaluate risk of verbal or physical responsive behaviours as well as document and communicate strategies to mitigate any risk from such behaviours.

Director of Care/Designate - ensure all staff receive training to support individuals with a cognitive impairment or mental health disorder e.g. Gentle Persuasive Approach.

Respond

Announce Code White when there is a violent situation or person that is posing a threat to themselves, others or the property.

Use the De-Escalation Techniques tool when trying to de-escalate a potentially violent situation.

Follow the procedures for Code White as per the designated Job Action checklists and follow directions from the Charge Nurse.

TOOLS (click on tool to download)

1. Code White - [Charge Nurse Job Action Checklist](https://thepulse.extendicare.com/sys_attachment.do?sys_id=55c5c9973bd63614c826f68c24e45ae5&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D18a509573bd63614c)
(https://thepulse.extendicare.com/sys_attachment.do?sys_id=55c5c9973bd63614c826f68c24e45ae5&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D18a509573bd63614c)
2. Code White - [De-escalation Techniques](https://thepulse.extendicare.com/sys_attachment.do?sys_id=d9c5c9973bd63614c826f68c24e45ae7&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D18a509573bd63614c)
(https://thepulse.extendicare.com/sys_attachment.do?sys_id=d9c5c9973bd63614c826f68c24e45ae7&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D18a509573bd63614c)
3. Code White - [All Staff Job Action Checklist](https://thepulse.extendicare.com/sys_attachment.do?sys_id=51c5c9973bd63614c826f68c24e45aea&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D18a509573bd63614c)
(https://thepulse.extendicare.com/sys_attachment.do?sys_id=51c5c9973bd63614c826f68c24e45aea&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D18a509573bd63614c)
4. Code White - [Executive Director/Designate Job Action Checklist](https://thepulse.extendicare.com/sys_attachment.do?sys_id=d5c5c9973bd63614c826f68c24e45aec&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D18a509573bd63614c)
(https://thepulse.extendicare.com/sys_attachment.do?sys_id=d5c5c9973bd63614c826f68c24e45aec&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D18a509573bd63614c)



5. Code White - [Poster \(https://thepulse.extendicare.com/sys_attachment.do?sys_id=dca5c9573bd63614c826f68c24e45a1e&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D18a509573bd63614c](https://thepulse.extendicare.com/sys_attachment.do?sys_id=dca5c9573bd63614c826f68c24e45a1e&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D18a509573bd63614c)

Code Blue- Medical Emergency Procedure

POLICY

Emergency Response Codes

PROCEDURE

Code Blue is announced when there is a medical emergency involving anyone on the property of the home.

Charge Nurse and Director of Care/Designate - follow the procedures for Code Blue as per the designated Job Action checklists.

All Staff:

If you discover a medical emergency, contact a nurse or medical practitioner, or summon help immediately by calling out: CODE BLUE. I need help in (location).

If it is determined to be a cardiac arrest and you are the first person on the scene trained in CPR, you must identify whether or not to initiate CPR by reviewing the Goals of Care (if available) to determine the resident's wishes. When a resident's wishes are unknown, you must proceed with CPR. Begin CPR following current Basic Cardiac Life Support guidelines and using appropriate PPE as determined by a Point of Care Risk Assessment (PCRA).

You are only to conduct CPR if you are trained to do so.

Note: The decision not to provide CPR does not preclude the use of other forms of treatment or care. A resident who does not wish CPR remains eligible for all other appropriate treatments intended to increase comfort and quality of life, such as clearing a blocked airway (e.g. suctioning).

If you are the second employee at the scene, announce CODE BLUE.

Call 9-1-1 and state, "Medical emergency (describe the specific problem)." The dispatcher will need to know:

Is the resident conscious? The location of the incident. Is the resident breathing?

The location telephone number. What is the nature of the emergency?

Report back to the emergency scene when calls are complete and follow instructions from the Charge Nurse.

TOOLS (click on tool to download)

1. Code Blue - [Charge Nurse Job Action Checklist](#)

(https://thepulse.extendicare.com/sys_attachment.do?sys_id=c237cddf3bd63614c826f68c24e45ae4&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D5b1705df3bd63614c8

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2. Code Blue - [Executive Director/Designate Job Action Checklist](https://thepulse.extendicare.com/sys_attachment.do?sys_id=4a37cddf3bd63614c826f68c24e45ae6&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D5b1705df3bd63614c8)

([https://thepulse.extendicare.com/sys_attachment.do?](https://thepulse.extendicare.com/sys_attachment.do?sys_id=4a37cddf3bd63614c826f68c24e45ae6&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D5b1705df3bd63614c8)

[sys_id=4a37cddf3bd63614c826f68c24e45ae6&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D5b1705df3bd63614c8](https://thepulse.extendicare.com/sys_attachment.do?sys_id=4a37cddf3bd63614c826f68c24e45ae6&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D5b1705df3bd63614c8)

3. Code Blue - [Poster](https://thepulse.extendicare.com/sys_attachment.do?sys_id=db1745df3bd63614c826f68c24e45aca&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D5b1705df3bd63614c) ([https://thepulse.extendicare.com/sys_attachment.do?](https://thepulse.extendicare.com/sys_attachment.do?sys_id=db1745df3bd63614c826f68c24e45aca&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D5b1705df3bd63614c)

[sys_id=db1745df3bd63614c826f68c24e45aca&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D5b1705df3bd63614c](https://thepulse.extendicare.com/sys_attachment.do?sys_id=db1745df3bd63614c826f68c24e45aca&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D5b1705df3bd63614c)



Secure Home Procedure

POLICY

Emergency Response Codes

PROCEDURE

Respond

If the home has been notified by local or provincial police/RCMP of a dangerous situation outside the home in which a secure home is required, or there is an undesirable and potential dangerous individual attempting to enter the home, the home is to immediately begin secure home procedures and announce secure home. Secure home means the outside windows and doors are locked and secured but the inside of the home is business as usual. If the threat is expected to remain outside Secure Home would be enacted.

If the threat is an individual in the home with a weapon, enact Code Silver, if the individual has taken a hostage, enact Code Purple.

Follow the procedures for Secure Home as per the designated Job Action checklists and follow directions from the Charge Nurse.

All staff will:

Close all outside windows and doors.

Close all curtains/blinds to outside windows.

Stay away from doors and windows leading to the outside

TOOLS *(click on tool to download)*

1. Secure Home - Charge Nurse Job Action Checklist

(https://thepulse.extendicare.com/sys_attachment.do?sys_id=bbf8895b3b1a3614c826f68c24e45a0a&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D9ad84d1b3b1a3614c)

(https://thepulse.extendicare.com/sys_attachment.do?sys_id=bbf8895b3b1a3614c826f68c24e45a0a&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D9ad84d1b3b1a3614c)

2. Secure Home - Executive Director/Designate Job Action Checklist

(https://thepulse.extendicare.com/sys_attachment.do?sys_id=73f8895b3b1a3614c826f68c24e45a0d&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D9ad84d1b3b1a3614c)

(https://thepulse.extendicare.com/sys_attachment.do?sys_id=73f8895b3b1a3614c826f68c24e45a0d&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D9ad84d1b3b1a3614c)

3. Secure Home - Poster (https://thepulse.extendicare.com/sys_attachment.do?sys_id=1ed88d1b3b1a3614c826f68c24e45a6a&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D9ad84d1b3b1a3614c)

(https://thepulse.extendicare.com/sys_attachment.do?sys_id=1ed88d1b3b1a3614c826f68c24e45a6a&sysparm_this_url=kb_knowledge.do%3Fsys_id%3D9ad84d1b3b1a3614c)

