

Section: Emergency Planning	Subsection: Evacuation/Relocation Code Green	Policy Number: EPP-1084
Subject: Staff Responsibilities during Evacuation		Effective Date: June 2022, Nov 2015
Standard:	Authority: CEO	Supercedes: Apr 2013, July 2011
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Policy:

Belvedere Heights staff shall have specific responsibilities assigned to them during an evacuation.

Procedure: See Emergency Planning Policy EPP-1019 Staff Responsibilities during an Emergency Situation

1. The highest ranking management staff on site will assume the overall direction of emergency operations in conjunction with the RN and will hand over the responsibility when a more senior manager arrives, if the CEO is not on site.

2. If evacuation is necessary, the highest ranking manager shall instruct staff to make the following announcement over the public address system three times: **CODE GREEN, (followed by the name of the affected area)**
 - be responsible for issuing statements to the media as needed
 - be responsible for informing the Board of Management of the emergency situation
 - give direction for the **“ALL CLEAR”** announcement
 - The Holding Area (Auditorium) will accommodate residents to be evacuated in the event of inclement weather conditions. The decision to be made by the CEO//designate. If residents are to be transferred there, the announcement will be as follows: CODE GREEN; (name of area) Evacuate to the Auditorium.
 - Alternate Holding Areas will be the Fireside Lounge or the Gazebo on the north west side of Willow (weather permitting)

Authorized Signing Authority

Date