

Section: Emergency Planning	Subsection: External Disaster Code Orange	Policy Number: EPP-1105
Subject: Isolation		Reviewed Date: June 2022, July 2016
Standard:	Authority: CEO	Supercedes: Nov 2015 Apr 2009
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Policy

Belvedere Heights shall have a system in place to maintain facility operations in the event of an emergency that causes isolation and hinders staff from either reporting for work duties or leaving the facility when their shift is finished.

Procedure

1. In the event that an external emergency prevents oncoming staff from reporting for duty, existing staff shall remain in their work areas and continue with their duties.
2. Family Members, volunteers and other visitors will not be able to leave the facility. They will be enlisted to assist with volunteer duties.
3. The Auditorium and both staff lounges will be used for breaks and rest periods. Other lounges, etc. may also be used.
4. Managers will relieve in their respective departments and will co-ordinate breaks and rest periods for staff to ensure that they (staff) have adequate time away from their responsibilities.
5. The Dietary Manager will ensure that nourishment (sandwiches, soup if able to prepare), snacks and refreshments are available in the lounges and the auditorium.
6. Mattresses may be set up in empty rooms for use by staff to rest.

Authorized Signing Authority

Date