



<b>MANUAL:</b>	<b>Emergency</b>
<b>SECTION:</b>	<b>CODE ORANGE</b>
<b>SUBJECT:</b>	<b>Extreme Weather Event</b>

## **POLICY**

It is the policy of Schlegel Villages to provide a safe environment for all residents, team members, family, and visitors. To that end, if an extreme weather event occurs, an effective response will be employed.

## **DEFINITIONS**

Common examples of extreme weather events include ice storms, blizzards, heavy rainfall and flooding. Extreme weather events may have a severe effect on infrastructure such as roads and utilities. This could cause interruptions in services, supplies, availability of team members or utilities such as water and hydro.

## **PROCEDURE**

1. The village leadership team will monitor various sources for special weather alerts and statements such as but not limited to: media outlets, weather apps, government websites, and cell phone alerts.
2. When an extreme weather event is in the forecast, the general manager will organize a meeting with the village leadership team to discuss the effect this may have on the village and the strategies to implement in preparation.
3. Preparations should be made to accommodate interruptions in services, supplies, availability of team members or utilities as well as building protection and safety.
  - a. Services
    - i. Have waste receptacles emptied the day before the event and/or have additional bins brought to site
    - ii. Reschedule lab services, medical services and appointments
  - b. Supplies
    - i. Check stock of paper products, nursing supplies, housekeeping supplies, laundry chemicals and order as needed
    - ii. Order additional supplies such as food and water, ready to eat meals and snacks for both residents and team members
    - iii. Reschedule deliveries of supplies to the day before the event
  - c. Team Members
    - i. Schedule additional team members during the extreme weather event
    - ii. Talk with team members about availability and extending shifts



- iii. Provide areas for rest and sleep as needed during the event
  - iv. Provide water and food as needed during the event
  - v. Team members should bring a change of clothing and personal supplies to work during the event in case they are unable to leave
- d. Utilities
- i. Ensure the generator fuel is full and perform a generator check and test
  - ii. Ensure there is sufficient supply of bottled water
- e. Building Protection and Safety
- i. Ensure there is sufficient salt/ice melt
  - ii. Sandbag to protect low areas from flooding
  - iii. Close and latch windows
  - iv. Lock exterior patio and balcony doors during the event
  - v. Secure outdoor furniture
4. The General Manager will delegate responsibility of implementing the event specific plan to the village leadership team and communicate the plan out to the broader village team and residents as needed.
5. The General Manager will review this policy with the leadership team annually by performing a walkthrough drill.

## **TRAINING/DRILLS**

Training will be provided at orientation for all Team Members. The Leadership Team will strive to achieve 100% Team Member attendance on annual refresher training. This training may be covered under Emergency Procedures. Refresher training may be in the form of education sessions, tabletop exercises, walkthrough drills, functional drills, evacuation drills, or full-scale exercises



**EXTREME WEATHER DRILL**

Date: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ Location: \_\_\_\_\_

Scenario Description:

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***Circle the appropriate answer***

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|--|-----|----|
| Was there an extreme weather event notification? | Yes | No |
| Did the GM meet with the leadership team?        | Yes | No |
| Was a strategic plan created?                    | Yes | No |
| Were all resources checked?                      | Yes | No |
| Were additional supplies and services ordered?   | Yes | No |
| Were additional team members scheduled?          | Yes | No |

Names of team members who participated:

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Comments/Recommendations:

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Charge/Lead Nurse: \_\_\_\_\_ Signature: \_\_\_\_\_

Leader: \_\_\_\_\_ Signature: \_\_\_\_\_