



LONG-TERM CARE DIVISION POLICY MANUAL

Manual 11 – Emergency Procedures	Policy: 11-01-06
Code Green – Weather Watch Warning	
Effective Date: January 6, 2021	
Reviewed Date: July 21, 2025	

POLICY

To provide instructions to employees to protect the health and safety of themselves and others, as well, to ensure minimal disruption to the Long-Term Care Homes operations during severe weather.

WEATHER CONDITIONS

Potentially dangerous weather conditions could include extreme heat, extreme cold, special air quality statements, high winds, tornadoes, heavy rain, thunderstorms and floods.

DUTIES

A weather **WATCH** means conditions exist for a weather emergency.

- Be on the look-out for potential danger.
- Continue normal duties.
- Check outside for residents and visitors. Communicate current weather conditions and recommend that they move back inside the home for safety.
- Monitor phone alerts, listen to the radio, upload radar on available computers.
- Close all windows, blinds and drapes.
- Be ready to take appropriate action.

A weather **WARNING** means a weather emergency is occurring.

- Danger is imminent. Take cover immediately.
- Check outside for residents and visitors. Communicate current weather conditions and recommend that they move back inside the home for safety. All remaining staff will work together to move residents away from windows to the inside corridor of each neighbourhood. Close doors and activate door markers appropriately.

- Activate storm shutters, if available.
- Remain with residents in your assigned area awaiting further directions from the Charge Nurse/delegate.
- Everyone will shelter in place until Charge Nurse/delegate has inspected each area of the Home for damage, including exterior spaces and the Code Green is **all clear**.

Day & Afternoon Shift - Registered staff will account for residents in their assigned neighbourhood and report back to the Charge Nurse/delegate any missing residents.

Night Shift - PSW's will account for residents on their assigned neighbourhoods, and report back to the Charge Nurse/delegate any missing residents.

PROCEDURE

1. If potentially severe weather conditions exist, they will be announced by Environment Canada and communicated through various media alerts (WeatherCan, e-warn, ECAAlert Me). The Home may also receive notice from the Emergency Management division of the County of Lambton.
2. The Charge Nurse/delegate will use the paging system (ie, Phones, speaker system etc) to announce "Code Green – *“Indicate type of dangerous weather.”*

****When announcing a weather WARNING, - Code Green - “type of dangerous weather” -shelter in place” must be stated.**

3. Upon receiving a weather **WATCH**, refer to procedure under **DUTIES**.
4. Upon receiving a weather **WARNING**, refer to procedure under **DUTIES**.

NOTE: For extreme heat, extreme cold or special air quality statements, it is recommended that a sign be posted on the inside of the main entrance to provide a warning of the current weather conditions outside.

FOLLOW-UP

Once **ALL CLEAR** is announced:

1. Communicate with staff, residents and visitors that emergency is over and assist as needed.
2. Staff must check again to ensure all residents are accounted for. Document Code Green on the Emergency Code Record form and submit to the Administrator.
3. Document and debrief with staff.