

Manual:	Emergency Preparedness	Reference No.:	008040.00
Section:	Code Orange – Disaster Contingency Plans/Extreme Weather		
Subject:	Critical Operations Shutdown		

POLICY:

It is the policy of APANS Health Services critical operations are identified, including equipment that must be shut off and the persons designated to complete these actions.

PROCEDURE:

Contact the Executive Director, if outside of business hours or unavailable, contact the Manager On-Call

Procedures for rapid shutdown should be predetermined for:

- Life safety
- Loss control purposes
- Ensuring evacuations in a timely manner

The Critical Operations Shutdown procedure is to be followed by employees who have been assigned to care for essential building operations including:

Operation	Responsibility
1. Laundry	Director of Environmental Services or Designate
2. Kitchen	Director of Culinary Service, or Designate
3. Resident Rooms	Director of Clinical Services; Assistant Director of Clinical Services; Nursing Staff
4. Gas/Water/Hydro	Director of Environmental Services, Maintenance or Designate
5. Mechanical	Director of Environmental Services, Maintenance or Designate

Persons involved in the Critical Operations Shutdown listed above shall be notified of this responsibility in advance, identified and will be appropriately trained for the particular situation.

** Please ensure Ministry of Health and Long Term Care are notified