 **EMERGENCY PREPAREDNESS MANUAL**

Subject: **CODE GREEN - EVACUATION**

Section: **DISASTER CODES**

Approved By: **Senior Management Committee**

Date Approved: **August 18 2022** Policy Number: **EPM-CGR-130**

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**POLICY**

Pursuant to *Fixing* *Long Term Care Homes Act*, Code Green is used to indicate that Fairhaven must follow the appropriate procedure to evacuate residents, visitors, employees and volunteers either partially or fully in a controlled manner.

**STANDARD**

Please refer to the Fixing Long Term Care Homes Act and Regulations.

**DEFINITIONS**

**Horizontal Evacuation- Due to the nature of the emergency all staff and residents are required to move away from the situation to a safe zone within the building.**

**Vertical Evacuation- Due to the nature of the emergency a building wide evacuation has been deemed necessary. All staff and residents will need to be moved to a safe zone outside of the building.**

**PROCEDURE**

***Horizontal Evacuation***

1. The ED, or Designate, will dial **9-911** to obtain assistance from emergency responders, as necessary.
2. When it has determined that an evacuation is necessary, a delegate will announce “Code Green” and the location of the disaster three times overhead.
3. Employees go to their assigned location to assist with the evacuation.
4. Admin RN/Designate records a message on the phone line. To do this:
   1. From any desk phone press the V.M. button followed by a \*, or if the phone does not have a voicemail button dial 705-743-0881 followed by a \* and, when answered:
   2. Enter the User ID (200)
   3. Enter the Security Code (0000)
   4. Choose option 3 (Manage Mailbox)
   5. Choose option 1 (Change Greeting)
   6. Choose option 1 (Select Greeting)
   7. Choose option 2 (Re-record Greeting) Record Message, ***“Thank you for calling Fairhaven. We are in the midst of a critical event and are unable to answer the phone. Please do not visit Fairhaven unless advised to do so. Be assured we are doing everything we can to ensure the safety and well-being of our residents, visitors and staff.”***
   8. Press # to end the recording
   9. Choose option 2, if a new recording is required
   10. Press # to end the recording, if a new message was required
   11. Press 1 to review a new recorded message
   12. Press 9 to save a new recorded message
   13. Press 999# to log out of the system
5. The ED or designate, will delegate team members to contact employees on the Fairhaven fan out list and to monitor the arrival of those employees to Fairhaven.
6. The Registered Practical Nurses (RPNs) will obtain the evacuation tote box (found under desk at each RHA care center).
7. The RPN will direct the Personal Support Workers (PSWs) to place a green wrist band on each resident (wrist bands are located in the evacuation tote box).
8. Once the resident is removed from his or her room, the evacucheck tag will be opened to indicate the room is vacant.
9. The residents will be moved to the designated resident home area by assigned employees.
10. The most appropriate procedure for transfer should be used. Please see (FORM EP-CGR1) to determine what the most suitable method of transfer will be for each resident.
11. The RPN will obtain the resident list and check off each resident’s name as they leave the affected resident home area. A photocopy of that list will be given to the RPN on the receiving home area and that RPN will check off each resident’s name as they arrive to the resident home area and will fill out Form EP-CGR2: Resident Evacuation Record.
12. The medication cart will be taken by the RPN to the receiving resident home area, if possible. If not possible; the cart will be emptied into the Emergency tote box for transportation. Narcotics must be placed in a separate bag.

**Horizontal Relocation Areas**

RSSC to the opposite wing of RSSC or to the Great Room if necessary (vertical transfer via stairwell)

WV2 to RS2

RS2 to WV2

WV3 to RS3

RS3 to WV3

RS4 to WV4

WV4 to RS4

WV5 to WV4 (Vertical transfer via stairwell)

***Vertical Evacuation***

1. The ED, or designate, in conjunction with the Police/Fire/Medical Officer, will determine if a vertical evacuation is necessary and, if it is, a delegated employee will announce **“Code Green Home Wide”** three times overhead and provide direction as to the evacuation order, the most critical area being first to be evacuated.
2. If residents are to be relocated, the ED/Delegate is to:
   1. Contact the Emergency Management Coordinator for the City of Peterborough at (705) 742-7777, or 705-876-1122 (24 hours). If this person is unavailable, contact the Deputy Fire Chief at (705) 745-3283.
   2. The city officials will inform Fairhaven of facilities available to evacuate to in the event of a critical incident.
   3. Contact Central East LHIN at (705) 743-2212 to determine if residents can be placed in other long term care homes.
   4. If during business hours contact Fairhaven’s Family and Client Relations Supervisor or designate to obtain the list of families willing to provide accommodation to residents in need.
3. The delegated employee will then announce: “Visitors and Volunteers please leave the building immediately.”
4. The ED or Designate will delegate an individual to set up a triage area. The triage will be organized into two sections – **Immediate** (sufferer requires medical attention) and **Expectant** (sufferer is not expected to live and may compromise the treatment of individuals with a viable chance of survival if medical treatment is received).
5. Employees will go to their designated work location and assist in the evacuation. Employees will move the residents to the designated triage area. Residents will be removed in the following order: ambulatory, ambulatory with minor assistance, those confined to an assistive device and non-ambulatory.
6. The ED or designate will form a team to contact employees on the Fairhaven fan out list and to monitor the arrival of those employees to Fairhaven. In addition, the team will monitor the front door and the employee entrance and note who is in the building via the sign in book
7. The Maintenance department will secure the building depending on the nature of the critical event (i.e. traffic control, shut down equipment, locking/unlocking doors).
8. The Registered Practical Nurses (RPNs) are to obtain the evacuation tote box (located in care center under counter).
9. The RPN will instruct the Personal Support Workers (PSWs) to place a green wrist band on each resident (wristbands are found in the evacuation tote box).
10. Once the resident is removed from his or her room the evacucheck tag will be opened to indicate the room is vacant.
11. The most appropriate procedure for transfer should be used. Please see (FORM EP-CGR1) to determine what the most suitable method of transfer will be for each resident.

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1. The RPN will obtain the resident list and check off each resident’s name as they leave the affected resident home area. A photocopy of that list will be given to the designated triage RPN and that RPN will check off each resident’s name as they arrive at the triage area (Form EP-CG2: Resident Evacuation Record).
2. The medicine cart will be emptied into the emergency tote box for transportation. Narcotics must be placed in a separate bag.
3. If residents are relocated, it is the expectation that Fairhaven RNs, RPNs and PSWs will be relocated as well to oversee care. Similarly, Managers will be responsible for contacting suppliers to ensure that appropriate products and services are provided to Fairhaven residents.
4. The Leadership team will debrief and determine any follow up action using the Form EP- CGR4 (Action Plan) to be forward to Senior Management.
5. Upon the action plan being completed, all documentation from the incident will be forwarded to the Environmental Services Manager.