

Subject: **CODE GREEN - EVACUATION**

Section: **DISASTER CODES**

Approved By: **Senior Management Committee**

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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.

Command Centre – The command centre is located in the great room. The alternate command centre is Westview Two dining room.

Evacuations follow four steps:

1. **SITE** (Evacuate a room or area during an emergency, e.g. during a fire)
2. **HORIZONTAL**
3. **VERTICAL**
4. **PREMISES** (Off property)

PROCEDURE

SITE

Follow REACT procedure and evacuation. Remove anyone out of immediate danger if possible.

HORIZONTAL EVACUATION

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)

- 1) The Westview RN will dial **911** to obtain assistance from emergency responders, as necessary.
- 2) When it has determined that an evacuation is necessary, the Westview RN/designate will announce “Code Green (specify area evacuating from and to)” three times overhead.
- 3) Employees go to their assigned work location to assist with the evacuation as per CODE RED DUTIES (Appendix A).
- 4) 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.
- 5) The Registered Practical Nurses (RPNs) will obtain the evacuation tote box (found under desk at each RHA care center).
- 6) Once the resident is removed from his or her room, the evacucheck tag will be opened to indicate the room is vacant.
- 7) The residents will be moved to the designated resident home area by assigned employees.
- 8) The most appropriate procedure for transfer should be used.
- 9) The RPN will obtain the resident list and check off each resident’s name as they leave the affected resident home area. The 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 apply a green wrist band to each resident with the residents name on it.
- 10) 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.

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:
 - a. 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.
 - b. The city officials will inform Fairhaven of facilities available to evacuate to in the event of a critical incident.
 - c. Contact Home and Community Care Support Services at (705) 743-2212 to determine if residents can be placed in other long-term care homes.
 - d. If during business hours contact Fairhaven’s Admissions Coordinator or designate to obtain the list of families willing to provide accommodation to residents in need.
- 3) 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).
- 4) Employees will go to their designated work location and assist in the evacuation as per CODE RED DUTIES APPENDIX A. 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.
- 5) 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.
- 6) 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).
- 7) The Registered Practical Nurses (RPNs) are to obtain the evacuation tote box (located in care center under counter).
- 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 most appropriate procedure for transfer should be used.
- 10) The RPN will obtain the resident list and check off each resident’s name as they leave the affected resident home area. The 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 and apply a green wrist band with the residents name on it.(

- 11)The medicine cart will be emptied into the emergency tote box for transportation. Narcotics must be placed in a separate bag.
- 12)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.
- 13)The Leadership team will debrief and determine any follow up action using the Form EP- CGR4 (Action Plan)..
- 14)Upon the action plan being completed, all documentation from the incident will be forwarded to the Environmental Services Manager.

PREMISES

To be conducted by emergency services.

References

Overhead paging HR530