

Manual:	Emergency Preparedness	Reference No.:	003020.00
Section:	Code Green - Evacuation		
Subject:	Evacuation Procedure		

POLICY:

To ensure that there is an appropriate plan to evacuate the building that is dependent on various situations/developments.

To promote the safe and effective evacuation of residents in the event of an impending emergency/disaster.

Ensure the systematic evacuation of Residents from immediate danger in the event of impending emergency disaster.

PROCEDURE:

TYPES OF EVACUATION

There are 4 types:

Code Red – this includes the evacuation of the room in which the fire originated, and the rooms on either side, and directly across from the fire location. May also need to evacuate the rooms directly above and below. This evacuation will be announced over the voice communication system as “CODE RED”, followed by the exact location of the fire as indicated on the fire panel x 3.

Code Red is initiated by the person discovering the fire

Code Green - Horizontal Evacuation

To evacuate residents from disaster area to a designated safe area on the same floor. All residents to be horizontally evacuated to a safe area beyond the fire barrier doors.

This evacuation will be announced on the communication system as “CODE GREEN” followed by location(s) to be evacuated. The alarm system is also to be set to the second stage or “evacuation alarm” mode.

Code Green is initiated by the person in charge of the emergency (Control Officer – first floor charge nurse)

The Registered Staff on each unit shall ensure the safety of the residents and their records.

If a resident refuses to evacuate their room, close the door to the room and report the problem to the control officer who will notify the authorities. ** DO NOT FLIP THE EVACUTION TAG

Code Green Stat – Vertical Evacuation

To completely evacuate residents from the disaster area in a vertically downward direction.

Horizontal/Vertical evacuation will be announced on the communication system as “CODE GREEN” or “CODE GREEN STAT” followed by the location to be evacuated. I.e) “CODE GREEN – second floor south”. These directions will indicate which floors are to be evacuated and in which order.

Where time permits all exits which promote safe evacuation will be utilized.

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Where Code Green Stat involves more than one home area/department, evacuation routes to be used by individual home areas/departments will be announced over the voice communication system in order to prevent cluttering/blocking of the stairwells when other exits are appropriate/available.

If a resident refuses to evacuate their room, close the door to the room and report the problem to the control officer who will notify the authorities. **** DO NOT FLIP THE EVAUCTION TAG.**

Total Evacuation

Total evacuation of all persons in the facility as necessary, **This will be indicated by the announcing of “TOTAL EVACUATION “ over the communication system and by the annunciation of stage II fire bells. See EVACUATION CHECKLIST – CONTROL OFFICER, Code Green, Emergency Preparedness Manual**

The decision to initiate Code Green/Code Green Stat is the responsibility of the person in charge at the disaster scene (Control Officer – first floor charge nurse) or the Fire/Police Department, if present.

The order of total evacuation will be determined by the location, severity and the extent of disaster/emergency situation and various options/methods of evacuation may be utilized as safe and appropriate.

Procedure:

The Control Officer (Charge Nurse or designate) is to contact the Executive Director, DOCS, Manager on-call as soon as possible after initiating Code procedures. Immediately after 911 has been called if Executive Director has not already been notified.

Whenever a room has been evacuated, close the door and flip the evacuation tag on the exterior of the door to indicate VACANT.

In order to evacuate the greatest number of people in the least amount of time, evacuate residents in this order:

- 1) Those in immediate danger
- 2) Ambulatory
- 3) Semi ambulatory
- 4) Wheelchair
- 5) Bedridden
- 6) Resistive

The Registered Staff in charge of the unit should remove the sign out logs, Medication carts, unit planner, and Walkie Talkies. The Administrative Staff/In-Charge Nurse will remove the Visitor/Volunteer sign-In Book in an evacuation situation.

Drape the blanket from the bed over the shoulders of the resident. Non-essential items are left behind.

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Once the area is evacuated, no one may re-enter without permission from the Control Officer or Police/Fire Department.

Evacuation Log:

An evacuation Log is located in the Red Evacuation Bag located in the Nursing Station.

Control Officer delegates a staff member to complete the evacuation log provided. This member is responsible for ensuring that all residents are accounted for upon completion of the Evacuation Log.

Once the log is complete the staff member will initiate communication with family noting each successful contact made.

The log is copied and kept by the Executive Director.

Emergency identification – Tagging of Residents

An Alphabetized binder of current Resident Face Sheets in the Red Evacuation Bag will be utilized to identify residents in the event of an evacuation.

Where time permits and if it is safe to do so, an attempt will be made for Charge Nurse/designate to tag and identify residents as they exit the unit with the arm bans available.

The physical safe evacuation of residents remains the priority and where it is not possible tagging will be done once residents have been evacuated to the safe designated area.

The triage area will be set-up such as to accommodate efficient identification and tagging of residents where residents were not tagged as they exited the facility.

Triage – Assessment of Residents

The Control Officer will designate a Registered Staff member to be the lead role of Triage Assessment.

The Control Office will designate staff members to assume the lead role of 2 Triage Areas.

The Triage area staff members will establish 2 holding areas outside each exit utilized;

- ◆ One for non-injured and stable individuals (may be handled by non-nursing personnel)
- ◆ One for those requiring emergency care.

Ensure all necessary supplies and emergency kits are delivered to the triage area.

Follow procedures outlined in EVACUATION CHECKLIST – TRIAGE OFFICER, EMERGENCY PREPAREDNESS – CODE GREEN

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Emergency Fan-Out

The emergency phone system is activated as soon as an emergency situation occurs.
 Follow Emergency Fan out procedure FAN OUT EMERGENCY CALL-IN PROCEDURE – EMERGENCY PREPAREDNESS – CODE GREEN

Communication with families

Executive Director/designate will delegate staff to make the necessary phone calls

When Contacting families:

Convey and reassure that safety and well being of the resident is our number one priority

Notify the family of:

- a) Type of emergency
- b) Time of emergency
- c) Current Status/and or location of resident
- d) Mechanism of access to updated information

Communication with Media

- ◆ The APANS Health Services CEO/or designate is accountable and responsible for communicating with the media as the need arises.
- ◆ All media contact is referred to the Executive Director who then contacts APANS Health Services CEO/or designate.
- ◆ The APANS Health Services CEO/or designate provides a standardized press release as appropriate.
- ◆ The APANS Health Services CEO/or designate initiates or responds to media inquiries during an emergency/disaster.