Subject: CODE GREEN / CODE GREEN STAT - Horizontal and Complete Facility Evacuation	Policy: 2.09
Effective Date: January 2, 2003	Site: MM, MRR
Revised: September 30, 2022	Approved By: Monica Klein-Nouri

STATEMENT OF POLICY

The Meighen Health Centre is committed to ensuring a healthy and safe environment for employees, residents and visitors by developing and maintaining a comprehensive, site-specific program to respond to situations requiring a horizontal evacuation.

APPLICATION OF POLICY

STEP 1

- Charge Nurse/Nursing Designate of the affected area will determine a safe area (LEVEL A or B) to move residents onto the same floor

> MANOR LEVEL A
> Moving residents from one wing to the other on the same unit

> MANOR LEVEL B
> Moving residents from the affected unit to the adjacent unit on the same floor

> RETIREMENT LEVEL A
> Moving residents from the immediately affected area to the area beyond the first fire separation door on the same floor.
> - 2nd Floor 2 fire separation doors
> - 3rd Floor 2 fire separation doors
> - 4th Floor 2 fire separation doors
> - 5th Floor, No fire separation doors available; move one floor down
> - 6th Floor, No fire separation doors available; move one floor down

- Charge Nurse/Nursing Designate will instruct staff to move residents to a safe area
- Charge Nurse/Nursing Designate will instruct visitors to go with

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their resident
- Charge Nurse will page the following announcement:

Page LTC Button
Example Announcement - Manor
> **Code Green Moore unit to Dinnick Unit**
> **Code Green Moore unit to Dinnick Unit**
> **Code Green Moore unit to Dinnick Unit**

Paging Button
Example Announcement - Retirement
> **Code Green 4th floor West to 4th Floor East**
> **Code Green 4th floor West to 4th Floor East**
> **Code Green 4th floor West to 4th Floor East**

STEP 2
- Nurse/Nursing Designate at the affected area will consult with the fire department to determine code green for other affected areas or the need for code green stat
- Nurse/Nursing Designate will obtain a resident list for the affected area

STEP 3
- Staff will make residents comfortable until it is deemed safe to return to their unit
- Charge Nurse will prepare to contact resident POAs
- Charge Nurse will prepare for alternating meal space and communicate to staff
- Charge Nurse will prepare for alternating resident care and communicate with staff

** At any point, Code Green Stat may be called by Fire Department

CODE GREEN STAT

STEP 4

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- Executive Director/Designate will initiate fan out a list which may be given to a designate/rep

STEP 5
- Executive Director/Designate will contact evacuation sites (#'s are found in the emergency plan binder)
- Executive Director/Designate will assign copying of the current resident list from reception x 6
- Executive Director/Designate will assign copying of current resident photos from reception x 6
- Executive Director/Designate will assign copying employee list obtained from IDT x 5
- Executive Director/Designate will move the command center to an outside community room or MRR

STEP 6
Command Center Leader Responsibilities
- Assign the Environmental Services Manager/designate to turn off the gas
- Assign available Nurses to triage
- Assign 2 runners to Triage to communicate details back to Command Center
- Assign staff that report to reception to assist with carrying residents down the stairs
- Assign available Chaplains to Triage

STEP 7
DOC/ADOC/Designate Responsibilities
- Prepare triage at one of the following sites:
  a) Community Room
  b) Basement MRR
  c) Main lounge MRR
  d) Outside front entrance outside the fence on the lawn
- Obtain first aid kits (2) from reception

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- Obtain a copy of the residents' list, residents' pictures and staff list from the reception
- Administer first aid as deemed necessary
- Document details of people being sent to the hospital for notification purposes.
- Forward documentation to Command Centre

STEP 8
Command Center Leader Responsibilities
- Attempt to send Moore unit, including their staff, to Ewart Angus (Manor) evacuation site
- Attempt to send the other units to Kensington Gardens (Manor) evacuation site
- Attempt to send residents to the homes of their POAs (Retirement)
- Attempt to send residents to evacuation sites (Retirement)
- Obtain suppliers list and assign notification or notify managers to make contact
- Assign management reps with access to point click care to print the resident contact list (may be done on or off property depending on the situation)
- Assign the manager as Evac Team Leader to go to each evacuation site in preparation to receive residents and staff
- Assign HR/Designate to obtain/access schedule
- Each staff should follow their scheduled work time at the evacuation site that they were initially sent to or the site that has the shift counterpart – for three days maximum
- Contact the Ministry of Health and Area Commander/Designate and communicate the situation to determine the need for The Salvation Army Emergency Services
- A team must be left at the command center to greet staff that did not get contacted by the fan out (not on the list or did not receive the message)
- There may be a need to greet visitors or family members of the residents
- Assign PCC administrator (Office Manager/DOC/ADOC) user to activate remote access

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STEP 9
Evacuation Site Team Leader Responsibilities
- Obtain a resident list, resident photo and employee list
- Obtain the address and phone number, and directions to the assigned evacuation site from Fan Out List
- Go to the assigned evacuation site
- Meet emergency contact at the assigned evacuation site and obtain details on the evacuation area and supplies
- Prepare for the arrival of staff and residents
- Ensure everyone is accounted for upon arrival
- Notify the pharmacy of residents at your evacuation site
- Obtain computer access for PCC and notify family members of residents at your evacuation site
- Allow staff to take turns using a phone to contact loved one
- Contact the Command Center leader with regular status updates

STEP 10
Command Center Leader Responsibilities
- Contact the MLTC to determine evacuees' placement in another Long-Term Care Home
- Contact the Area Commander/Designate to determine the insurance report and next steps
- Conduct a debriefing when same to do so (See appendix A)

Planned Drill
- Debriefing Team Leader(s) will be assigned to the appropriate area with the steps within this policy or corresponding form to review employee performance and provide direction if required for quality improvement purposes
- Debriefing reports will be reviewed by the appropriate Department Head and other team members as appropriate for quality improvement purposes

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APPENDIX A – Code Green/Green Stat Evaluation Form   IAMM ☐   MRR ☐

Unit/Area	Date:	
Debriefing Leader:	**Position:**	**Signature:**
Drill Conducted By:	**Position:**	**Signature:**

PARTICULARS	YES	NO	NA	COMMENTS
Did the staff know what to do?				
Did staff follow instructions?				
Were the evacuation sites suitable for temporary housing?				
Was pertinent information readily available for first responders?				
Did the first responders arrive on site on time?				
Did the staff receive defusing/debriefing services from SA?				
Did staff follow step 1?				
Did staff follow step 2?				
Did staff follow step 3?				
Did staff follow step 4?				
Did staff follow step 5?				
Did staff follow step 6?				
Did staff follow step 7?				
Did staff follow step 8?				
Did staff follow step 9?				
Did staff follow step 10?				

STAFF PARTICIPATION

Print Name	Position	Signature	Print Name	Position	Signature

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DEBRIEFING LEADER USE ONLY

Staff participant #:
Start time of event:
Total event time:
Threat reported by?
Code initiated by?