

St. Joseph's Care Group	SITE: Heritage
CODE GREEN SITE SUB PLAN	APPROVAL DATE / DATE OF LAST REVIEW: July 7, 2022
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PURPOSE: Document provides site-specific information regarding the steps to be followed during a Code Green. A current copy of this sub-plan must be kept in your site's evacuation bag (if applicable).

REFERENCES: Code Green – Evacuation AD-06-191

1. SITE SPECIFIC INFORMATION

CODE GREEN RESPONSE LEAD:

Upon code activation, the **RN/designate** must wear the emergency vest and is responsible for ensuring response instructions are carried out within his/her response area.

If the responsible Lead indicated above is not present, one person must wear the vest. All staff who may be required to carry out these responsibilities must be well informed as to their roles and responsibilities when wearing the vest.

UNIT HOLDING AREA

If one or more resident rooms on a home area require evacuation, residents will be evacuated to that home area's dining room. Emergency services and/or manager/designate will communicate if further evacuation is required

HOLDING AREA(S)

- Georgian Room
- PR Cook Dining Room
- Heritage Lobby

RELOCATION SITE

- Corpus Christie Church

RESIDENT HOLDING AREA(S):

Resident holding area(s) are locations where clients will be sheltered temporarily until they can either return to their unit, be transferred to another unit, discharged or be transported to another location.

- *Bethammi resident home areas will horizontally evacuate to the closest home area on the same floor (e.g. 2 South will evacuate to 2 North).*

UNIT	HORIZONTAL EVACUATION LOCATION	VERTICAL EVACUATION LOCATION
2 nd Floor	Dining Room	Heritage Lobby
3 rd Floor	Dining Room	2 nd Floor
Laundry/Enviro Services	Defer to vertical	Lobby
Building Services	Defer to vertical	Lobby
Foundation	Lobby	Lobby
Diabetes Health	Lobby	Lobby

LOCATION OF EVACUATION BAG(S)

- 2nd and 3rd floor nursing stations

EVACUATION BAG CONTENTS

See Appendix A for “Evacuation Bag Inventory Checklist”

1. Emergency vest
2. Empty name tags (enough for all residents on the unit)
3. Clipboard and pencil
4. Blank Resident Identification Tags
5. Resident Evacuation Record
6. Evacuation Room Check Record
7. Site Code Green Sub Plan

EMERGENCY CODE COMMUNICATION

1. Staff communicate the emergency to front desk
2. Front desk staff call the emergency code on the overhead pager
3. Staff on 2nd and 3rd floor communicate via emergency radio to RN at front desk

EMERGENCY TRANSPORTATION OF RESIDENTS

- City of Thunder Bay will be contacted for emergency transportation of residents

2. FIRST RESPONSE IN EMERGENCY LOCATION

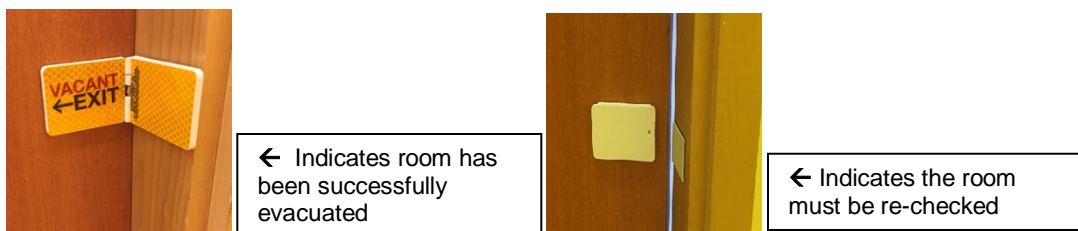
The following outlines actions to be taken by the department in the event of a Code Green.

RESPONSIBILITIES OF CODE GREEN LEAD:

1. Put on emergency vest and ensure response instructions are carried out;
2. Determine what Emergency Code needs to be activated (e.g. Code Grey, Code Orange)
3. Determine if a Code Green STAT (immediate evacuation of affected area) is required;
4. Notify Manager of affected area and Leadership on-call;
5. Communicate emergency(s) on overhead pager;
6. Remain central location in/immediately outside affected unit/department and assign tasks to all responding staff;
7. Ensure a staff and client roll call is completed upon relocation to holding area;
8. If residents or staff require medical attention, direct staff to call 911;
9. Coordinate transportation of residents to relocation sites if required;

RESPONSIBILITIES OF STAFF AT EMERGENCY LOCATION:

1. Immediately report to the person wearing the emergency (Code Green Lead);
2. Determine a safe evacuation route for residents;
3. Evacuate all residents/staff/visitors from affected area to a safe holding area;
4. Residents are to be evacuated in the following order:
 - Room of origin – location of hazard (fire, toxic spill site, etc.);
 - Ambulatory residents (take in groups if possible);
 - Residents requiring walking assistance (wheelchairs and walkers);
 - Non-ambulatory residents (blanket carry to holding area with 2 staff minimum);
5. Once each room is evacuated, ensure the door and windows are closed;
6. Use the Evacuee door markers (located on each client room door) to indicate successful evacuation;



7. Use the “Resident Room Check” record to confirm that all rooms have been checked;
8. Transfer evacuation bags, essential equipment and medications to holding area;
9. Perform a resident and staff roll call;
10. If there are any residents or staff that require medical attention, call 911;
11. In the event that residents are being transferred to relocation sites, complete the “Resident Evacuation Record”;
12. Ensure all resident name tags are correctly filled out prior to transfer;

3. RELOCATION OF RESIDENTS

In the event that Bethammi Nursing Home residents are temporarily relocated to Corpus Christi Church:

CODE GREEN RESPONSE LEAD:







1. Ensure a head count of all residents in the holding area(s) is completed.
2. Retrieve the evacuation bag located at the front desk and take out the black key fob – this key fob will unlock the Corpus Christi doors.
3. Contact Leadership on-call
4. Direct a staff member to gather any essential supplies (medications, PPE, etc.) in preparation to relocate.
5. Proceed to the Corpus Christi Church and go to the side door.
6. Use the black key fob to open the side door.
7. Once the door is open, you will hear the security alarm beeping. At the security alarm panel located inside the side door, enter the security code “7793” – this will disable the alarm.
8. Proceed back to the Heritage holding area(s) and direct staff to evacuate residents to Corpus Christi.

4. POST EMERGENCY RECOVERY

1. Once emergency location is deemed safe to occupy, transfer all residents back to their designated rooms;
2. Transfer equipment and medication back to the unit;
3. Staff of the emergency location will review and complete the Emergency Code Audit form;
4. Restock the unit’s evacuation bag if required;
5. Emergency Code Audit form must be emailed to the SJCG Health & Safety Coordinator;
6. Manager of emergency location will facilitate a formal debrief (using the SJCG Incident Debrief Template) if required;
7. Site management and Occupational Safety will review the Code Green Policy and site sub-plan within 30 days of the emergency being declared over.

Appendix A: Evacuation Bag Inventory Checklist

The Evacuation Bag Inventory Checklist will be used to audit the contents of all site evacuation bags. Evacuation bags are to be audited annually and after each use.

ITEM	CHECK
	<p>Emergency Vest</p> <p>Date: _____</p> <p>Initials: _____</p>
	<p>Empty Name Tags</p> <p>Date: _____</p> <p>Initials: _____</p>
	<p>Blank Resident Tags</p> <p>Date: _____</p> <p>Initials: _____</p>
	<p>Clipboard & Pencil</p> <p>Date: _____</p> <p>Initials: _____</p>
	<p>Resident Evacuation Record</p> <p>Date: _____</p> <p>Initials: _____</p>
	<p>Evacuation Room Check Record</p> <p>Date: _____</p> <p>Initials: _____</p>
	<p>BNH Code Green Sub-Plan</p> <p>Date: _____</p> <p>Initials: _____</p>