



# Code Green – Evacuation

**POLICY**

Number: **AD-06-191**

**Manual:** Global Administrative Manual

**Approval Date:**

May 26, 2023

**Section in Manual:** Risk Management

**Approved by:** Leadership Quality, Safety & Risk Committee

**Cross References:** *Emergency/ Disaster Incident Management System (IMS) AD-06-225, Code Red – Fire Emergency AD-06-190, Leadership Team On-Call Protocol*

## Purpose

The purpose of this policy is to initiate an orderly response during evacuation - either within a certain perimeter of a St. Joseph’s Care Group facility or an entire facility - until the situation is contained.

## Policy Statement

All sites and departments must develop and maintain a Code Green sub-plan that outlines specific Code Green response procedures (e.g. holding areas, relocation sites, evacuation routes, etc.). Site sub-plans must be consistent with the SJCG Code Green Policy. It is the responsibility of site management to review site sub-plans annually and update as needed with engagement from appropriate site stakeholders (i.e. site Joint Health & Safety Committee). Managers are responsible for ensuring that all employees are aware of their responsibilities during a Code Green.

In addition to the Code Green policy, Managers and staff must also follow their site sub-plans for Code Green procedures specific to their site and department.

A copy of the Code Green site sub-plan must be provided to Occupational Health, Safety & Wellness for record keeping and posting on the intranet.

This material has been prepared solely for use at St. Joseph’s Care Group (SJCG). SJCG accepts no responsibility for use of this material by any person or organization not associated with SJCG. No part of this document may be reproduced in any form for publication without permission of SJCG. A printed copy of this document may not reflect the current electronic version on SJCG’s iNtranet.

## Scope

This policy applies to any emergency that warrants a partial or complete evacuation of a SJCG site.

## Definitions

Code Green is the term used to communicate that an evacuation is required to protect clients, staff, visitors, and all other building occupants from potential harm resulting from a hazardous situation (e.g. flood, bomb threat, fire, etc.)

**Code Green** – evacuation is imminent but there is adequate time available to coordinate the movement of staff and clients.

**Code Green STAT** – evacuation is required immediately

### **STAGES OF EVACUATION:**

**Horizontal Evacuation** – moving clients from a hazardous unit/space to a safe unit/safe on the same floor (passed at least one set of fire doors)

**Vertical Evacuation** – moving clients from one level of a building to another level.

**Complete Evacuation** – removing all occupants from a building

**Holding Area** – a safe space to temporarily hold clients, staff and visitors in the event of an evacuation.

**Incident Manager** – The person responsible for managing the incident at the affected site. The IMS Committee assigns the role of Incident Manager.

**Incident Management System (IMS)** – standardized and coordinated approach to emergency management

## Code Green Procedure

### **FIRST RESPONSE IN EMERGENCY AREA**

Upon discovery of an emergency that has the potential to warrant an evacuation:

1. Staff will report emergency or potential emergency to.

2. Code Green Lead/ designate of the affected unit/area and Leadership on-call will determine whether to initiate a Code Green.
3. Leadership on-call will activate IMS if necessary and designate an Incident Manager on site.
4. Call 911 if emergency services are required.
5. Incident Manager will put on an emergency vest and direct staff to call **“Code Green – Location”** three times by dialling \*67 on any landline phone. For sites who do not have the \*67 phone function for announcing emergency codes, please refer to the Table 1 below.

**Table 1: Emergency code communication for sites that do not have \*67**

Site	Emergency Code Communication Process
Heritage	<ul style="list-style-type: none"> <li>- Dial 0 on any landline phone within the Heritage to contact Front Desk. Inform Front Desk employee of emergency code and location. Front Desk employee will announce the code throughout the building.</li> </ul>
PR Cook	<ul style="list-style-type: none"> <li>- Dial 0 on any landline phone within the Heritage to contact Front Desk. Inform Front Desk employee of emergency code and location. Front Desk employee will announce code throughout the building.</li> <li>- Use radios to communicate emergency to other PR Cook employees</li> </ul>
Sister Leila Greco	<ul style="list-style-type: none"> <li>- Emergency is communicated via radio</li> </ul>
The Lodge on Dawson	<ul style="list-style-type: none"> <li>- Emergency is communicated verbally or via radio</li> </ul>
Medium & High Support Housing	<ul style="list-style-type: none"> <li>- Emergency is communicated verbally</li> </ul>

6. Managers will initiate fan-out lists if directed to by IMS.
7. Determine what holding area to evacuate clients of affected unit/department.
8. Incident Manager will coordinate transfer of clients on affected unit to the holding area.
9. Conduct a head count of clients and staff in the holding area.

10. Take direction from emergency services upon their arrival.
11. Once the emergency is declared over, the Incident Manager will coordinate the transfer of clients back to their designated unit and direct staff to announce **“Code Green – All Clear”** three times by dialling \*67 on any landline phone (for sites who do not have the \*67 function, refer to Table 1).
12. All staff that are directly involved in the Code Green will complete one joint Emergency Code Audit Form and submit to their Manager and Occupational Health, Safety & Wellness.

## Code Green Roles & Responsibilities

### MANAGER/DESIGNATE WHERE EMERGENCY OCCURS

1. Upon discovery/notification of emergency, assess the area and remove any person(s) in immediate danger.
2. Notify Leadership on-call.

### LEADERSHIP ON-CALL/IMS COMMITTEE

1. Upon notification of emergency, determine the need for IMS committee activation.
2. Activate Command Centre at the affected site to control all communications regarding the Code Green emergency. The Command Centre will keep Police, the IMS committee, and staff informed on the progress of the emergency.
3. Designate an Incident Manager on site.
4. Determine the need for fan-out list initiation.
5. Facilitate a debrief following the Code Green, if required.

### INCIDENT MANAGER

1. Put on emergency vest.
2. Direct staff to call 911 if emergency services are required and to announce **“Code Green – Location”** three times by dialling \*67 on any landline phone (for sites who do not have the \*67 function, refer to Table 1).
3. Determine the holding area that clients will evacuate to.

4. Coordinate the transfer of clients to the designated holding area.
5. Direct staff to conduct a head count of all clients and staff.
6. Take direction from emergency services (if applicable).
7. Once the Code Green is declared over, direct staff to announce **“Code Green – All Clear”** throughout the site by dialling \*67 on any landline phone (for sites who do not have the \*67 function, refer to Table 1).
8. Coordinate the transfer of all evacuated clients back to their designated unit.
9. Complete an Emergency Code Audit Form with all necessary staff.

### **STAFF IN EMERGENCY AREA**

1. Take direction from unit/department Incident Manager and emergency services.
2. Announce **“Code Green – Location”** throughout facility.
3. Transfer clients from affected unit/department to the identified holding area.
4. Announce **“Code Green – All Clear”** when directed.

### **ALL STAFF**

1. Upon hearing the Code Green announcement, immediately return to your unit/department.
2. Take direction from your department manager/ designate.
3. Await further instruction.

## **Code Green – STAT Procedure**

*Refer to the site Code Green Sub-Plan for site-specific evacuation procedures.*

### **FIRST RESPONSE IN EMERGENCY AREA**

Upon discovery of an emergency requiring immediate evacuation:

1. Unit/department Manager/ designate will assume control over the emergency and put on an emergency vest.
2. Remove all clients/staff/visitors from immediate danger (e.g. the room of fire origin).

3. Call “**Code Green STAT – Location**” throughout the facility by dialling \*67 on any landline phone (for sites who do not have the \*67 function, refer to Table 1).
4. Call 9-911 for emergency services if required.
5. Assign staff to receive clients at the designated holding area.
6. Evacuate the remaining clients/staff/visitors to closest safe holding area.
7. The order of evacuation for clients is as follows:
  - a. Clients nearest to the source of danger
  - b. Ambulatory clients
  - c. Clients who require assistance (e.g. wheelchair or walkers)
  - d. Non-ambulatory and non-compliant clients
8. Obtain unit/department evacuation bag and bring it to the temporary holding area.

#### **UPON EVACUATION OF CLIENTS TO HOLDING AREA**

1. Perform roll call for staff and clients.
2. Assess clients for injuries.
3. Determine if a relocation area or site is required for clients;
4. Use Resident/Client Evacuation Tags to identify client name, room/unit and relocation site.
5. Coordinate transportation of clients to relocation site (if required).
6. Once the emergency is declared over by emergency services, transfer clients back to their designated unit.

## **Code Green – STAT Roles & Responsibilities**

*Refer to the site Code Green Sub-Plan for site-specific evacuation procedures.*

#### **MANAGER/DESIGNATE WHERE EMERGENCY OCCURS**

1. Upon discovery/notification of emergency, assess the area and remove any person(s) in immediate danger.
2. Notify Leadership on-call.

3. Direct staff to continue to evacuate clients from affected area.

### **LEADERSHIP ON-CALL/IMS COMMITTEE**

1. Upon notification of emergency, determine the need for IMS committee activation.
2. Activate Command Centre at the affected site to control all communications regarding the Code Green emergency. The Command Centre will keep Police, the IMS committee, and staff informed on the progress of the emergency.
3. Designate an Incident Manager on site.
4. Determine the need for fan-out list initiation.
5. Identify a relocation site if necessary and coordinate transportation of clients to designated relocation sites. Refer to the affected site's Code Green Sub-Plan for specific evacuation information such as holding areas and relocation sites.
6. Facilitate a debrief following the Code Green, if required.

### **INCIDENT MANAGER**

1. Put on emergency vest.
2. Direct staff to call 911 if emergency services are required and to announce **“Code Green – Location”** three times throughout the site by dialling \*67 on any landline phone (for sites who do not have the \*67 function, refer to Table 1).
3. Determine the holding area that clients will evacuate to.
4. Coordinate the transfer of clients to the designated holding area. Assign a staff member to receive clients at the holding area.
5. Direct staff to conduct a head count of all clients and staff.
6. Take direction from emergency services (if applicable).
7. Coordinate transfer of clients to a designated relocation site if directed by IMS. Ensure transfer of clients is tracked and documented.
8. Assign a staff member to receive clients at the relocation site.
9. Once the Code Green is declared over, direct staff to announce **“Code Green – All Clear”** throughout the site by dialling \*67 on any landline phone (for sites who do not have the \*67 function, refer to Table 1) .

10. Coordinate the transfer of all evacuated clients back to their designated unit.
11. Complete an Emergency Code Audit Form with all necessary staff.

### **STAFF AT DESIGNATED HOLDING AREA/RELOCATION SITE**

1. Clear enough space to receive evacuated clients.
2. Designate a small area to assess and tag clients upon their arrival to the holding area.
3. Utilize Resident/Client Evacuation Tags (located in evacuation bags) to identify client name, room/unit and relocation site (if applicable).
4. Take direction from emergency services upon their arrival.

### **ALL STAFF**

4. Upon hearing the Code Green announcement, immediately return to your unit/department.
5. Take direction from your department manager/ designate.
6. Await further instruction.

## **Education & Training**

1. All employees are required to complete the Fire Safety & Emergency Code LMS module once per year.
2. Managers are required to ensure that employees review the corporate emergency code policies and emergency site sub-plans at least annually.
3. Emergency Code Audits must be completed after every emergency code.
4. Each department/site will complete mock exercises or table top exercises at a minimum of once per year and provide documentation of such to Occupational Health, Safety & Wellness.

## **References**

OHA Emergency Management Tool Kit



