# CODE GREEN - EVACUATION

## Determine if evacuation is necessary:

**An evacuation may take place** if an area is threatened by:

- Fire;
- Chemical spill;
- Hostage taking;
- Bomb threat;
- Wildfire;
- Overland Flooding; or
- If instructed to do so by:
  - the Fire Department or RCMP;
  - Admin On Call, Nurse Manager / Charge Nurse, Disaster Management Coordinator, or Maintenance Manager.

There are two main types of evacuation that may take place:

- Within Community;
  - Within the facility (Horizontal or Vertical),
  - Secondary evacuation within the community (i.e. another facility; this will include horizontal or vertical evacuation within the facility as well).
- Out of community;
  - A community-wide threat requires evacuation of Clients and/or employees from the community.

## Within Community

| Step | Task Description | Responsibility |
|---|---|---|
| 1. | Assume responsibility of Incident Commander. | Nurse Manager (or designate) |
| 2. | Activate the Incident Management System (IMS). | Nurse Manager (or designate) |
| 3. | Once established, IMS to coordinate response utilizing this Code Green document and the Generic Facility Shutdown plan (link below). | Incident Commander |
| 4. | Contact Registration Clerk and report Code Green and location. | Nurse Manager (or designate) |
| 5. | Announce via page three times and every ten minutes after until resolved **where applicable.** | Registration Clerk |
| 6. | Call Emergency services number if required (i.e. 911). | Registration Clerk |
| 7. | If after normal hours of operation, notify Admin On Call and Maintenance On Call. | Registration Clerk |
| 8. | Designate an Employee to act as Personnel Pool Officer (where applicable). | Nurse Manager (or designate) |
| 9. | Stop all routine client care activities. | All Employees |
| 10. | Return to work area to assist with evacuation. | All Clinical Employees |
| 11. | Instruct all clients and visitors to remain calm and begin gathering all clients and their belongings. | All Clinical Employees |
| 12. | Report to Personnel Pool location and sign in (if applicable). | All Non-clinical Employees |
| 13. | Request additional assistance from clinical employees and personnel pool as required. | Nurse Manager (or designate) |
| 14. | Contact the Personnel Pool for further assistance if additional resources are required. | Nurse Manager (or designate) |
| 15. | Designate duties to all non-nursing employees who report to the Personnel Pool. | Personnel Pool Officer |

| 16. | Track each employee, where they have been deployed to and when they return. | Personnel Pool Officer |
|-----|------------------------------------------------------------------|------------------------|
| 17. | Will determine level of response required, Stage 1, 2 or 3 and appropriate means to communicate announcement of **Code Green – Evacuation.** | Nurse Manager (or designate) |
| 18. | Access the EVAC Kit to obtain the required Checklist(s) and equipment. Where one is not available, checklists can be accessed on the intranet and/or through the links at the end of this document. | Nurse Manager (or designate) |
| 19. | When instructed to do so, begin to evacuate clients to the designated area. | All Employees |
| 20. | Direct/control traffic and restrict visitors from entering the affected facility. | Maintenance/Security Employees (as applicable) |
| 21. | Direct employees' evacuation once all clients have been evacuated. | Nurse Manager (or designate) |
| 22. | Complete a walk-through of department ensuring area is clear and all evacuation markers are turned after clients have been removed. | Nurse Manager (or designate) |
| 23. | Obtain client charts and care plans. | Nurse Manager (or designate) |
| 24. | Notify Registration Desk when the code is all clear. | Nurse Manager (or designate) |
| 25. | Announce the code is 'all clear' over paging system where applicable. | Registration clerk |
| 26. | Complete the Post Evacuation Unit Checklist. | Nurse Manager (or designate) |
| 27. | Ensure an occurrence report is completed. | Nurse Manager (or designate) |
| 28. | Lead employees through a Post Event Huddle. | Nurse Manager (or designate) |

## Out of Community

**Note: The following steps are in addition to the steps above for evacuations within the community.**

| Step | Task Description | Responsible |
|------|------------------|-------------|
| 1. | Ensure necessary documentation is completed for evacuees (Client Evacuation/Re-entry Tracking Form) and ensure client information is transferred to physicians at reception site(s). | Nurse Managers |
| 2. | In conjunction with Pharmacy, arrange for client medications to accompany them with their relocation. Medications to be removed from the evacuation site(s). | Clinical Employees |
| 3. | In conjunction with HR representative, arrange for sufficient staffing to accompany evacuees to their relocation site(s) and to remain at the relocation site(s) until end of shift.<br>• Return transportation may need to be arranged through Regional IMS – Logistics Section.<br>• Allow for sufficient staffing at reception site(s) to handle the evacuee admissions.<br>• Notify client families as to where they have been relocated to. | Incident Commander |
| 4. | Complete the following as required:<br>• Identifies date and timeline of evacuation.<br>• Beds are allocated in reception sites for evacuees. | Incident Commander |
| 5. | Transportation coordinates transportation of clients and care equipment for the planned evacuation date. | Logistics Section |

| Step | Task Description | Responsible |
|------|------------------|-------------|
| 6. | Coordinates work schedules and locations and identifies extra staffing needs at reception and evacuated site(s), including provisional staffing and security for the site once evacuated. | HR Planning Section and Site Manager |
| 7. | Maintains communication with local authorities and notifies of evacuation plans to confirm timings, routes, and resources. | Disaster Management Coordinator and Liaison Officer |
| 8. | Maintains contact with local authorities to keep them apprised of the situation. | Disaster Management Coordinator and Liaison Officer or designate |
| 9. | Arranges for "at risk" equipment, files, or furnishings to be moved from floor level to above expected flood level as required.<br>• Electrical equipment or appliances that cannot be moved shall be unplugged.<br>• If the site has sump pumps, regular inspections shall be carried out to ensure they are functioning properly. | Maintenance department |
| 10. | • Ensure all Nutrition Services deliveries to evacuated site(s) are temporarily discontinued.<br>• Notify Meals on Wheels clients of the suspension of services in affected area.<br>• Coordinate the transfer of perishable foods to reception site(s) through Regional IMS – Logistics Section.<br>  o If loss of hydro is expected, transfer all frozen products from evacuated site(s).<br>• Notify all vendors and suppliers of evacuation closure(s). | Nutrition Services Manager/Supervisor |
| 11. | Maintain communications with "at risk" clients to ensure they have emergency plans in place should there be a disruption in services provided to them by the region. | Community Health Program Leaders |
| 12. | • Notify clients of the possible disruption of services and/or alternate clinic locations if applicable.<br>• Remove pertinent case and employee files to alternate office locations.<br>• Remove medications and vaccines to alternate storage locations. | Community Health Providers |
| **During evacuation period** | | |
| 13. | During the evacuation period, the following is considered:<br>• Ensure remaining employees at evacuated site(s) assist to help secure the building. This includes provision for moving furnishings, equipment, and supplies to a safe area within the site(s) or from the site(s).<br>• In conjunction with Regional IMS - Safety/Security Officer, coordinate security for the site.<br>  o Provide for regular routine maintenance of the site(s) during the evacuation period, for as long as the region is able to occupy the site(s), including flood protection equipment (such as sump pumps or barriers) and ensuring the generator and fuel supply are protected from potential flooding. | Incident Commander |

| Step | Task Description | Responsible |
|------|-----------------|-------------|
| 14. | Communications to provide for regular flood status updates to displaced employees and clients/families and an update to all parties when a re-entry date is planned. | Incident Commander |
| 15. | When evacuation period has ended, work with municipal, provincial and federal emergency managers as required to repatriate clients and employees. Consider the following:<br>• Measures to get all systems in the facility fully operational;<br>• Clean facilities as required for Infection prevention and control purposes;<br>• Food supplies and dietary supplies are abundant to accommodate the needs of clients and employees;<br>• Medical supplies are available for restocking;<br>• Support services within the community are established;<br>• Water supplies are abundant to serve consumption and hygienic needs; and<br>• Employees are aware of requirements for repatriation. | Incident Commander |
| 16. | As required, provide Community updates. | Communications Coordinator |
| 17. | As required, provide employee update(s). Ensure employees are provided with information on mental health services. | Incident Commander |
| 18. | Ensure an Occurrence Report is completed. | Nurse Manager |
| 19. | Lead employees through a Post Event Huddle. | Disaster Management Coordinator. |

## Horizontal Evacuation ↔

A "Horizontal Evacuation" is to take place if more than one room is threatened by an emergency situation.
☑ Evacuate all clients, visitors and employees to the safe side of the fire doors. Have visitors assist the clients if possible;
☑ Non-ambulatory clients can be wheeled in bed or wheelchair or moved using a sheet drag;
☑ Keep one employee on each side of the closed fire doors until the area has been evacuated;
☑ All rooms must be checked by person in charge before declaring an area is evacuated.
☑ When a room has been evacuated, flip the evacuation marker located on the outside of each door where applicable.

## Vertical Evacuation ↓

A "Vertical Evacuation" is to take place if one floor, multiple floors or the entire facility is threatened by an emergency situation.
☑ Move everyone to a lower floor (or out of the facility) following the same steps as "Horizontal Evacuation"
☑ **DO NOT USE ELEVATOR IN A FIRE SITUATION.** Only use elevator in a Non-Fire situation.
☑ Non-ambulatory clients can be carried or moved using evacuation bags via the stairwell.

## Definitions; Unique for CODE GREEN

**Stage 1 Evacuation**
- o Involved relocating clients out of harm's way;
- o Activated when a fire or a threat to life in or near a client or employee area;
- o Remove all clients and employees to a safe location beyond a set of fire doors.

**Stage 2 Evacuation**
- o Involved relocating clients out of harm's way away from the site;
- o The client destination is the hospital;
- o If the hospital is compromised, relocate to an approved secondary evacuation site.

**Stage 3 Evacuation**
- o Involves relocating clients out of harm's way away from the site into a more long-term placement;
- o To be led by Senior Management and Disaster Management Officer using pre-planned and evaluated destinations within and outside of Region.

## Additional Information

Refer to the Northern Health Region Policy and Procedure Manual for additional information on:
- AD-01-135 Occurrence Reporting and Management
- AD-03-15 Fire Prevention and Inspection Program
- AD-03-30 Appendix A 3.4.1 Guidelines for Evacuating Clients
- AD-03-30 Appendix A 4.12 Contingency Plans Wildland Fire Smoke
- AD 03 30 Appendix A 4.19 Generic Health Facility Closure Restoration Plan
- Post Event Huddle Form #: NHR_0051
- Personnel Pool Tracking Form #: NHR_0124
- Evacuation Client Log Form #: NHR_0127
- Evacuation Client Pre-plan Form #: NHR_0128
- Evacuation Client Unit Checklist Form #: NHR_0129

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