

DEPARTMENT: Community Services
DIVISION: Pioneer Ridge
SECTION: Emergency Response
SUBJECT: Code Green – Evacuation

STATEMENT:

In response to an emergency situation, the decision may be made to evacuate parts or all of Pioneer Ridge Long Term Care. All staff must be aware of their responsibilities to assist in keeping the residents and staff safe.

In any stage of evacuation, the technique used to move the resident shall be the safest yet most effective means possible, based on the individual situation.

Pioneer Ridge has a reciprocal agreement for temporary shelter for our residents with Jasper Place and Glacier Ridge Retirement Residence in the event that an evacuation is necessary.

In the event that a City Wide Disaster is declared, the Administrator/designate would contact the City Disaster Planning Committee, to determine which location(s) our residents would be evacuated to.

Agreements with local facilities are made based on locale and geographical location to admit residents on a temporary basis in the case of a facilities emergency.

PROCEDURE:

The authority to activate Code Green rests with the PIC in collaboration with the City of Thunder Bay Emergency Management Team.

To initiate an evacuation, the PIC or designate will:

Using a telephone perform a building wide page, and announce (3 times):
“CODE GREEN – (SPECIFY HOLDING AREA)”

Upon hearing the alarm or "Code Green"

Listen for the announcement of the location of the emergency
Check any rooms or offices in your areas (staff rooms, classrooms, closets)
Close doors
Using the safest route possible:

Return / report to your nursing unit, or
Report to the closest nursing station, or
Report to the Disaster Control Centre

Managers will initiate fan out lists if directed to by the City of Thunder Bay Emergency Management Team.

Note : Residents should not be left unsupervised. Some staff may need to stay with residents.

Follow the directions of the Person in Charge or Selected Person on Duty

STAGES OF EVACUATION:

A complete evacuation normally occurs in successive steps through the building:

- ② **Partial (Site)** - evacuation from the immediate area of emergency (i.e. fire in a resident's room).
- ② **Horizontal** - evacuation beyond corridor fire doors and/or into an adjacent secure area.
- ② **Vertical** - evacuation to another level.
- ② **Complete** - evacuation of the entire building.

PRIORITIES FOR EVACUATING RESIDENTS:

1. Nearest to the source of danger
2. Ambulatory – 4 or 5 residents will be accompanied by a staff member.
3. Requiring assistance – will be transported by blanket carry if no wheelchair/stretchers available
4. Non ambulatory /noncompliant.

To minimize traffic confusion, staff will “keep right” when moving down corridors.

RESPONSIBILITIES OF REGISTERED STAFF/MANAGER FROM EMERGENCY AREA

REGISTERED STAFF - those who are assigned on their work schedule to assume responsibility for the code green emergency until the Manager /Leadership arrives.

1. Determine the need for an immediate evacuation in conjunction with first person who identifies the emergency.
2. Determine evacuation exit(s) and or stairwells to be used.
3. Put on the orange safety vest from the evacuation bin and remain in a central location to be accessible.
4. Obtain portable radios to liaise with all resident home areas within the building if required.
5. Be calm and reassuring
6. Assign a staff member to report the holding area with the evacuation bin, portable radio and medication cart to await residents.
7. Complete resident evacuation record as residents are being evacuated to holding area by safest route.
8. Ensure no residents are remaining in the emergency area by carefully checking the resident home area such as: closets, behind curtains, bathrooms, behind doors and under beds and in cupboards.
9. Close resident room doors and place Flex-Evac marker - located on the bottom of the door - to the **VACANT** position (**see Figure 1**) to indicate room has been checked and cleared of residents.

(1) If the door is opened while the Flex-Evac marker is in *VACANT* position, it will close, indicating re-entry and alerting staff to check room again (see **Figure 2**)

Figure 1 – Indicates room has been successfully evacuated



Figure 2 – Indicates the room must be re-checked



10. Remain in affected area until the last person leaves.
11. Report to the holding area for roll call.
12. Document any decisions made.
13. Attend debrief meeting as required.

Before attempting to evacuate residents, a quick assessment of the immediate danger and the residents' physical condition and size must be made. Emergency removals may be done by one or more persons.

When attempting the lift of a resident requiring more than one person, it is advisable that one person assumes command of the situation and directs all the instructions.

Horizontal evacuation

Residents should be removed from the area of emergency, into a safe area beyond the fire doors.

Stage One

Evacuate the room of origin, only if you are able, then the rooms on each side of and opposite the room of origin. Make certain to close all doors and activate the flex-evac strips.

Stage Two

Evacuate all ambulatory residents and residents in wheelchairs next. They should be moved in a group, whenever possible. Make certain to close all doors and activate the flex-evac strips.

Non-ambulatory residents should be moved next. (May require more than one person) Make certain to close all doors and activate the flex-evac strips.

Resistant residents should be removed last, if they are not in immediate danger.

If further evacuation is required: Vertical evacuation

Residents should be moved into a holding area beyond the fire doors.

Stage Three

Residents from the emergency unit are now taken to a lower level away from the emergency (but never into a below grade level)

Stage Four

Residents on floors above the emergency are now taken to a lower level away from the emergency (but never into a below grade level)

If further evacuation is required: Total evacuation

Stage Five

Residents are now taken to the exterior of the home

The Person in Charge will consult with the Administrator and the designate at the temporary shelter locations to determine how many residents will go to each location.

In the event that a City Wide Disaster is declared, the Administrator would, in collaboration with a member of the City Disaster Planning committee, determine which location(s) the residents would be evacuated to.

Arrangements for the transportation of residents will be made in accordance with the Municipalities' Emergency Plan. Fire Department / Police officials on site will assume the lead role in accessing required services, e.g. buses, ambulances, portable transporter units.

The information required in any request for transportation is:

- a) Total number of independently mobile residents
- b) Total number of residents requiring assistance
- c) Total number of residents in wheelchairs
- d) Destination

Additional support will be required in assisting residents to transfer onto transport vehicles and on arrival at the receiving areas or temporary shelters for transfer out of vehicles. Therefore, anyone able to do so will be requested to accompany residents. Nursing staff will provide leadership in identifying priority health needs and how these needs can be met depending on the circumstances.

At the receiving area Pioneer Ridge staff will stay with the residents until relieved

The Disaster Control Centre will arrange for the transportation of staff from receiving areas or temporary shelters back to the Home.

FIRST RESPONSE IN OTHER AREAS

1. If the CODE GREEN announcement does not involve your area to either evacuate or to receive residents:

- a. Continue your normal duties, but remain alert for further instructions.
- b. Be available to assist with the evacuation of residents, if required

2. If complete evacuation is required all staff:

- a. Follow direction of individual wearing the fire vest.
- b. Perform a quick visual check of your immediate area.
- c. Place Flex-Evac markers on doors of rooms that have been evacuated in the *VACANT* position
- d. Redirect residents and visitors to designated evacuation route.

RESPONSIBILITIES HOLDING AREA

Staff member assigned to holding area must:

- 1. Put on a fire /safety vest to indicate “**in charge status**”.
- 2. Obtain portable radios to communicate with registered staff.
- 3. Clear an area in preparation to receive residents.
- 4. Rapidly assess residents and coordinate emergency care of severely injured residents.
- 5. Prioritize injured/ acutely ill residents for transfer to another institution. Place evacuation identification tag (red, blue or green) for residents being sent to evacuation site
- 6. Document on the resident evacuation record where residents are being transferred to when relocating to another site.
- 7. If additional help is required contact registered staff on portable radios
- 8. Ensure that one staff member remain with residents at all times.
- 9. Encourage and reassure residents to remain calm.
- 10. Attend debrief meetings as required.

The Command Centre is located at main entrance (fire panel) contact by using portable radio or cell phone

The Manager/PIC will oversee the emergency until the arrival of Administrator, designate and/or Leadership.

1. Control all communication regarding the evacuation.
2. Liaise with emergency responders.
3. Dispatch additional personnel as requested.
4. Keep staff informed on the progress of the emergency situation.
5. Notify the Administrator at 807-628-7566 (enter the 10 digit phone number you are calling from to receive a call back regarding the emergency).
6. When instructed by Emergency Responders that the emergency is over, the PIC will announce (3 times):

“CODE GREEN – ALL CLEAR”

7. Arrange for relocation site and transportation for residents in a complete evacuation
8. Document all actions and decisions taken.
9. Arrange for debrief meeting.

EVACUATION INFORMATION

COMMUNICATION

To communicate from the emergency area to the holding area zone(s) staff will use **portable radios**. They are provided on all resident home areas. Cell phones are used by registered staff as well and the overhead paging system (807-684-3954).

EVACUATION BINS

Evacuation Bins are clearly labeled and located on all resident home areas. They contain - code green evacuation plan, safety vest, evacuation holders, colored tags, resident evacuation record. The evacuation bin will not be used to carry medications from the med carts when there is a vertical or a complete evacuation of Pioneer Ridge. Medications will be re-dispensed by the contracted pharmacy (Janzen's).

EVACUATION TAGS

The Evacuation Tags are color coded to facilitate visual identification for relocation purpose. Evacuation Tags will be completed with the name of the resident, room where the resident was located and with the name of the facility the resident is being relocated to.

NAME

ROOM

RELOCATION SITE

1. **RED TAGS** are used for residents that will be transferred to Thunder Bay Regional Health Science Centre.
2. **BLUE TAGS** will be used for clients that will be transferred to another health care facility.
3. **GREEN TAGS** will be used for clients that will be discharged home.

COMPLETE EVACUATION:

The next stage of the evacuation procedure is the complete evacuation of residents, Pioneer Ridge has reciprocal agreement to accept each other resident in the event one of the sites must evacuate immediately. The evacuation bag must be used to carry medications from the med carts when a complete evacuation of Pioneer Ridge is warranted.

The Command Centre will contact the possible relocation sites and arrange for immediate transport and relocation of the residents. Possible relocation sites may include Jasper Place and Glacier Ridge.

Medications will have to be ordered and re-dispensed, according to medical records, by the contracted pharmacy (Janzen's).

CITY WIDE DISASTER

In the event that a City Wide Disaster is declared, the Leadership team would contact or be contacted the City Disaster Planning Committee to determine which locations(s) the residents of the Pioneer Ridge would evacuate to.

The City of Thunder Bay has agreements with local facilities based on locale and geographical location to admit residents on temporary basis in the case of a facilities emergency.

Following a total evacuation the Leadership, Directors and Managers in consultation with the Medical Director will identify when the residents can be returned to Pioneer Ridge. Next of kin should be notified by each home area.

An inspection must be made by an authorized individual(s) or emergency responders to ensure the building is deemed safe for re-occupancy of residents.

Medications will have to be ordered and re-dispensed, according to medical records, by the contracted pharmacy (Janzen's).