

## **GENERAL STAFF - CODE GREEN** **EVACUATION**

**Code Green Facility ICS Org Chart on next page**

**CODE GREEN** – Partial evacuation, removal of clients and staff from the danger area to a safe area behind a set of fire doors within the facility.

**CODE GREEN STAT** – Complete evacuation of the entire facility to a safe location.

### **GENERAL RESPONSE BY STAFF:**

- Secure your department by shutting down all equipment; Including but not limited to:
  - HVAC
  - Oxygen or other medical gases
  - Propane / natural gas
  - Appliances
- Close all windows and doors.
- All staff report to the Incident Commander.
- Assist with client evacuation as directed.
  - Use emergency evacuation techniques to move clients as required.
  - Consider using ARJO Maxi-slides to assist with moving clients.
- Assist with other duties as assigned.

# INCIDENT COMMANDER - CODE GREEN EVACUATION

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**CODE GREEN** – Partial evacuation, removal of clients and staff from the danger area to a safe area behind a set of fire doors within the facility.

**CODE GREEN STAT** – Complete evacuation of the entire facility to a safe location.

- Determine the need to evacuate.
- Ensure that staff have secured their department areas by shutting down all equipment including HVAC, oxygen/medical gases, and propane or natural gas
- Page **“Code Green with Location” x3** \_\_\_\_\_  
Input directions to activate PA
- Call 911** for assistance.
- Initiate your staff call-out by contacting the **Staff Call-Out Centre**
  - **RESTON at 1-204-877-3925** or if unavailable
  - **SANDY LAKE at 1-204-585-2107**
  - If unavailable contact EMS On-Call Supervisor via FleetNet,  
“On-Call Supervisor this is \_\_\_\_\_, Code Green initiate our staff call-out.”  
Name of facility
- Direct staff to remove clients from the affected area.
  - Remind staff to use the Door Markers to indicate an empty room.
- Delegate a staff member to assign each client a tracking number and log the information on the Facility Casualty Tracking Form-C1
  - Client ID tags are located: \_\_\_\_\_  
Input ID Tag Location
- Initiate a roll-call to ensure all clients and staff have been evacuated.
- Re-assess the situation to determine if further evacuation is required:
  - **If NO** – Begin client / family / staff notifications and documentation.
  - **If YES** – Implement **“CODE GREEN STAT”**
- Page over PA – **“CODE GREEN STAT” X3.** \_\_\_\_\_  
Input PA activation instructions
- Determine if there is sufficient staff to evacuate.
  - If additional staffing is required contact the **Staff Call-Out Centre**
- Designate a staff member to open the **Refuge Site** \_\_\_\_\_  
Input Refuge Location
  - Refuge Site key / site contact information: \_\_\_\_\_
  - Delegate a staff member to gather equipment as per Client Relocation Checklist-R1
- Designate staff to report to the **Refuge Site** to prepare to receive clients.
  - Send Group 1 relocation items with these staff.(List in Disaster Binder)
- Initiate client transport with available means.
- Once the facility has been evacuated, confirm that everyone is accounted for.

Reporting Forms:

- Incident Report Form QI-XVIII-31(a)
- Facility Status Report Form-F5
- Facility Casualty Tracking Form-C1
- Client Relocation Checklist-R1
- Post Event Form-P2

## MANAGER - CODE GREEN EVACUATION/RESUMPTION TO SERVICE

**CODE GREEN** – Partial evacuation, removal of clients and staff from the danger area to a safe area behind a set of fire doors within the facility.

**CODE GREEN STAT** – Complete evacuation of the entire facility to a safe location.

### **COORDINATOR and/or MANAGER(s):**

- In conjunction with Executive member or designate, determine bed availability to relocate clients and staff.
- Assess the need for additional resources.
- Make necessary contacts to procure needed resources.
- Families of clients at the affected facility shall be notified of the event.
- Consult with the ARHA Executive, for providing the timely and correct release of information to the media.
- If the event qualifies as a Critical Occurrence or Serious Workplace Incident, notify Executive member or designate as per policy QI-XVIII-311.
- Notify Human Resources Manager so that notice to affected unions can be provided.
- Verify completion of all required forms and documentation as indicated below.**

### **Facility Re-entry / Resumption of regular services:**

- Establish that the facility is operational with fully restored services/utilities with workplace health & safety in conjunction use Facility Status Report Form-F5
- Consult with Executive to determine a return to facility date and planning to return clients and staff to the facility.
  - Executive to notify MB Health.
- Notify Human Resources Manager so that notice to affected unions can be provided.
- Coordinate the notification of planned return date and times are sent to clients' family or alternate care providers in advance of the move.
- Confirm that staffing schedules are adjusted to reflect the resumption of services at the previously evacuated site.
  - Provide for adequate staffing levels and advance notice to staff and care providers.
- Coordinate for the planning and transportation of clients and staffing for the return to service of the facility.

### **Reporting Forms:**

- |   |   |
|---|---|
| <input type="checkbox"/> Incident Report Form QI-XVIII-311(a) | <input type="checkbox"/> Post Event Form-P2             |
| <input type="checkbox"/> Disaster Notification Checklist-D1   | <input type="checkbox"/> Facility Status Report-F5      |
| <input type="checkbox"/> Facility Casualty Tracking Form-C1   | <input type="checkbox"/> Client Relocation Checklist-R1 |
| <input type="checkbox"/> Bed Availability Status Report-B1    |   |

# Facility ICS – Organizational Chart

## Suggested Initial Staffing for: CODE GREEN

