



MANUAL:	Emergency
SECTION:	CODE GREEN
SUBJECT:	Total Evacuation

POLICY

It is the policy of Schlegel Villages to provide a safe and secure environment for all residents. To that end, if an emergency situation occurs, (fire or non-fire), which potentially places the safety of our residents at risk, an effective emergency evacuation procedure will be employed.

DEFINITIONS

Code Green Total Evacuation

A Total Evacuation is a complete evacuation of all people from inside the entire building outside of the building or to emergency shelters. The decision to totally evacuate all persons will be made by the Charge/Lead Nurse in consultation with the General Manager or designate and with Emergency Services as needed. A Total Evacuation will be announced over the voice communication system as **“CODE GREEN – Total Evacuation”**. Some examples of situations that may result in a Total Evacuation are: Bomb Threat, Large Scale Fire, Total Mechanical Breakdown, Major Flooding, External Disaster, etc.

A Total Evacuation of a Village could take up to several hours to fully complete. An initial Horizontal or Vertical Evacuation to quickly move residents from an area that is unsafe to an area of safety will in most cases occur first followed by a decision to do a Total Evacuation as needed. A Total Evacuation requires pre-prepared resources, an organized plan of action, training of Team Members and competent execution of the plan.

TOTAL EVACUATION COMMITTEE AND PLAN

This committee will include, at a minimum, the General Manager/ Assistant General Manager, Director of Environmental Services, Director of Nursing Care/ Wellness Coordinator, Director of Food Services/ Hospitality and others as needed at the discretion of the General Manager. This committee will develop a **Total Evacuation Plan** which will include:

1. Emergency Shelter Agreements and Contacts
2. A Transportation Plan for residents, team members and volunteers including Emergency Transportation Agreements/Arrangements and Contacts
3. Emergency Contact Fan Out List and Process
4. Emergency Services Contact Information
5. Triage Process to determine which Emergency Shelter and Type of Transportation matches the Residents needs
6. A System of tracking where Residents have been sent for Emergency Shelter



7. A System for transferring/accessing Resident medical records and supplies while at Emergency Shelters
8. Building/Site Maps showing Designated Triage, Staging and Assembly Areas as well as Transportation Pick Up areas
9. A plan for food, fluid and drug provision

A copy of the Total Evacuation Plan will be kept in the Emergency Binder in **Tab 03-03 – Total Evacuation Plan**. Total Evacuation Plans should be developed in consultation with appropriate Emergency Services. This committee will meet at least annually to review the current Total Evacuation Plan and make any necessary changes/updates.

ROLES AND RESPONSIBILITIES

General Manager/Assistant General Manager or Designate

- 1) Ensures that offsite Emergency Shelter Agreements are in place and current.
- 2) Ensures that Emergency Transportation Agreements or Arrangements are in place and current.
- 3) Ensures that Emergency Contact Fan Out list is current
- 4) Ensures that the Emergency Services Contacts are current
- 5) Ensures that the Evacuation Committee meets at least Annually to review the Total Evacuation Plan and update
- 6) Participates/Assists in all Drills

Director of Environmental Services

- 1) Holds Annual training with all Charge/Lead Nurses and Leadership Team on the Total Evacuation Plan
- 2) Schedules and performs a Total Evacuation Drill as per RHRA, MLTC and Fire Code requirements with Emergency and Community Services attending as needed.

Director of Nursing Care/ Wellness Coordinator or Designate

- 1) Participates/Assists in all Training and Drills
- 2) Lead in developing the Triage Process, Tracking System for Residents and System for Transferring medical records, drugs and supplies

Director of Food Services/ Director of Hospitality or Designate

- 1) Participates/Assists in all Drills
- 2) Lead in developing plan for food and fluid provision.

DETAILED PROCEDURE

1. The decision to initiate a Total Evacuation of the building will be made by the Charge/Lead Nurse in consultation with the General Manager or designate and with Emergency Services as needed.
2. The Charge/Lead Nurse will announce “**Attention all Team Members - Code Green – Total Evacuation**”, 3 times, over the PA system along with the Location of the Control Centre. The Control Centre should be established at the Village Office unless it is unsafe to do so. *(During a Fire Emergency or when otherwise*



necessary, the Second Stage Fire Alarm will be activated to alert all building occupants of the Total Evacuation.)

3. All RPNs, Team Leaders and Leadership Team should report to the Control Centre for further instructions to systematically organize and execute the Total Evacuation Plan.
4. All other Team Members should begin preparation to evacuate. All activities including bathing, dining, recreational, salon, etc. should be stopped immediately. When time permits, Residents should be dressed appropriately for current weather conditions and given a blanket.
5. All Independent Residents in Retirement should prepare to leave the building and immediately proceed by the nearest route and exit and report in to the Designated Assembly Area.
6. The evacuation should proceed with one area/Neighbourhood at a time from the area closest to danger to the area furthest from danger. The Charge/Lead Nurse will announce the area/Neighbourhood to evacuate. The Residents should be evacuated first to a staging area for Triage and then to transportation and offsite Emergency Shelter.
7. Team Members will be assigned to go to Emergency Shelters to care for the Residents as needed.
8. The Evacuation will continue until all areas/people are evacuated. 2 Team Members will be assigned to double check each area to ensure that they are clear of Residents, Team Members and Visitors and report back to the Charge/Lead Nurse.

EVACUATION DRILLS/TRAINING

Evacuation Training will be provided on orientation for all team members. The Leadership Team will strive to achieve 100% team member attendance on annual refresher training for Evacuation. Refresher training may be in the form of education sessions, tabletop exercises, walk-through drills, functional drills, evacuation drills, or full-scale exercises.



CODE GREEN – TOTAL EVACUATION DRILL

Form Revised: March 2016

Date: _____ Time of Incident: _____ Location: _____

Scenario Description:

of Residents Evacuated: _____

Circle the appropriate answer

Was a “Code Green” announcement made? Yes No

Was the Control Centre and announcement clear? Yes No

Was each area evacuated in order and identified by the Charge/Lead Nurse? Yes No

Was a Triage, Assembly and Transportation area set up and identified? Yes No

Were all Residents evacuated, assigned emergency shelter and accounted for? Yes No

Names of Team Members who participated:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Comments/Recommendations:

Charge/Lead Nurse: _____ Signature: _____

Leader: _____ Signature: _____