

## **Appendix L**

### **CODE GREEN**

#### **Policy**

The Home will initiate Code Green to support the safe and coordinated evacuation of residents, staff, and visitors when conditions present an immediate or potential risk to health and safety. Code Green responses will be managed using the Incident Management System (IMS), with resident safety, continuity of care, and clear communication as the primary priorities.

Circumstances requiring evacuation:

- Fire
- Explosion
- Flood
- Bomb Threat
- Loss of Essential Services such as heat, power, or water for an extended period.
- Toxic spills and leaks e.g., chemical spills, natural gas leaks, and carbon monoxide
- Any other reason the Supervisor/Designate directs an evacuation.

The most appropriately trained senior person in the building (Supervisor/Designate) assumes the role of Incident Commander and dons the Commander vest.

#### **Purpose**

The purpose of this policy is to define the authority, roles, and guiding principles for responding to a Code Green evacuation in a long-term care setting, ensuring a consistent, organized, and resident-centred approach during emergency situations.

#### **Procedure**

##### **1. Planning Evacuation Locations:**

When planning an evacuation, sites must consider a safe meeting area in proximity to the building to ensure all occupants have exited the facility safely.

Note: The safe to meet locations are circled in Image 1 of the Floor Plans (refer to Appendix K).

##### **2. Evacuation Process:**

###### **a. General Order of Evacuation**

- In the event of an evacuation, residents are supported to relocate in a manner that prioritizes immediate safety and mobility needs. Residents facing the most immediate

risk are assisted first, followed by residents who are able to move independently, and then residents who require physical assistance or mobility supports.

b. Room Door Markers During and Evacuation

To support resident safety and ensure that no one is missed during an evacuation, staff use door markers on home area room doors.

- When a staff member enters a room, the door marker is swung down to clearly indicate that the room is currently being checked or supported.
- Once the room has been fully cleared and all occupants have been safety assisted, the door marker is flipped to the designated 'cleared' positions.

This visual system helps staff coordinate their efforts, prevents room from being overlooked, and confirms that every resident has been accounted for during the evacuation process.

c. Use of Elevators During and Evacuation

Some elevators in the Home are designed to remain operational during a power outage. However, elevators are not used during an evacuation unless they have been explicitly cleared by emergency service personnel (such as Fire Services).

Until clearance is provided, residents and staff will use designated stairwells and approved evacuation routes. This approach ensures safety, prevents potential entrapment, and aligns with emergency response best practices.

Once emergency personnel confirm that it is safe to do so, elevators may be used under direction to support the evacuation or relocation of residents who require additional assistance.

### **3. Types of Evacuations**

b. Horizontal Evacuation

- Only the affected area(s) will move at this point.
- All individuals in a targeted zone are moved beyond a corridor fire separation door to an adjacent area on the same floor under the direction of the Incident Commander.
- Once evacuated, account for all occupants.

c. Vertical Evacuation

- All persons on the affected floor or targeted zone are transferred and moved in a descending order towards the ground level at the direction of the Incident Commander.
- Once evacuated, account for all occupants.

d. Total Evacuation

- This involves total evacuation of the building.
- Decision to evacuate will be made by the Incident Commander.
- An Emergency Operations Centre (EOC) will be set up off-site if required.
- Once evacuated, account for all occupants.

#### **4. Evacuation Drills:**

An evacuation drill will coincide with every fire drill (as per Fire Safety Plan). The plan shall include, but is not limited to:

- Consultation with the applicable local emergency response authorities.
- Occupants will be given notice (written/oral) before an evacuation drill.
- A review will be conducted to determine the success and make changes as necessary for improvement.
  - the results of this evaluation will be shared with the site staff members and Joint Health and Safety Committee.
  - any changes to the evacuation plan will be communicated to staff members as soon as possible.
- An Emergency Kit will be maintained by the site Supervisor/Designate and checked once a month to ensure adequate supplies are on hand (see Appendix E).

#### **5. Returning to Evacuated Site:**

Demobilization is the systematic and safe release of resources from an incident.

This should be considered from the earliest stages of an incident, and the site should have an Incident Demobilization Plan (refer to Appendix U).

#### **6. In Preparation for an Evacuation:**

a. The Supervisor/Designate Will:

- Determine the first designated evacuation area on site, such as the front parking lot
- Determine a second designated evacuation site should first site be deemed unsafe.
- Ensure that a site-specific emergency evacuation plan is in place, and that staff members receive training and drills.

b. All Staff Members Will:

Evacuate as follows:

- Those individuals in immediate danger.
- Individuals who are mobility-impaired are moved to a safe area and may need assistance.

#### **7. During Evacuation:**

The Incident Commander Will:

- Implement the Emergency Management Plan if required or advised by First Responders.
- Establish a Command Post and identify IMS Command positions as required.
- Announce the activation of the evacuation by announcing:

**“Attention All staff members, Code Green; (If horizontal or vertical, Announce Location)”**

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- Contact Administrator/Delegate- Andree Quesnel
- Identify the number of staff members required (see Appendix B) and delegate individuals to specific tasks for evacuees.
- Meet all staff members in the pre-determined designated meeting area.
- When evacuated, account for all occupants.
- Ensure Site Emergency Fan Out List is initiated (see Appendix C).
- The Incident Commander will authorize the termination incident and return to business as usual.
- Ensure reporting and documentation of the incident is completed.

### **8. Temporary Shelter, Transportation, and Resident Relocation (if applicable)**

Where a Code Green evacuation requires residents to be relocated beyond the immediate area, the Home will implement pre-planned temporary shelter arrangements and transportation supports to ensure resident safety, continuity of care, and accountability (refer to Appendices D & I).

To support the safe movement and accurate tracking of residents, Appendix L4- Resident Evacuation and Relocation Safety Checklist and Tracking Log is used to document resident identification, care needs, required documentation, and handover steps during relocation.

### **9. Transferring Incident Command to Another Person:**

The role of Incident Commander may be transferred from one Supervisor/Designate to another. May be triggered by:

- Expansion, contraction, or evolution of the incident.
- Needed rotation for the Incident Commander, e.g., rest.

Current Incident Commander Will:

- Provide a full briefing for the incoming Incident Commander.
- Document transfer of command on IMS Form 201 (see Appendix F).
- A Code Green-Post Incident Review and Debrief Form must be completed (Appendix L5).

### **References:**

- Appendix B- Call Back Procedure & Record Sheet
- Appendix C- Staff Emergency Call List
- Appendix D- Emergency Vendor and Community Contact List
- Appendix E- Emergency Kit

- Appendix F- IMS 201 Incident Briefing
- Appendix H- Resources and Supplies (Evacuation & Shelter-in-Place)
- Appendix I- Relocation Agreement Contact List
- Appendix K- Floor Plans
- Appendix L1- Deciding Whether to Evacuate or Shelter-in-Place
- Appendix L2- Shelter-in-Place Guide
- Appendix L3- Emergency Communication
- Appendix L4- Resident Evacuation and Relocation Safety Checklist and Tracking Log
- Appendix L5- Code Green- Post Incident Review and Debrief Form
- Appendix U- Recovery Checklist