

To: All Staff & Professional Staff
From: Ron Turner, Code Green Executive Sponsor
Date: September 15, 2022
RE: Code Green Policy Update

For circulation to All Staff & Professional Staff

The Hospital's Code Green (EMER-90) policy has been revised.

Actions required:

1. Read this memo and review the updated [Code Green - Evacuation \(EMER-90\)](#) policy to familiarize yourself with important process changes.
2. Managers to ensure that the updated policy is added to their area's emergency binder and that all workers review the attached safety huddle and policy.

Policy changes:

- Revised to reflect Infection Prevention and Control guidelines.
- Manager in area of evacuation site or designate (regular hours) or Administrative Coordinator (after hours) prepares an SBAR (Situation, Background, Assessment, Recommendation) evaluation to provide information to the Senior Leader on Call.
- New one page "Hot Wash" Debrief form used immediately after the conclusion of a Code Green in order to document initial responder feedback, including recommendations for improvement.

Process Reminders:

- Code Green is activated if a potential or actual evacuation is required in the Hospital (980 Oliver Rd).
- All departments are required to maintain up-to-date Code Green sub-plans.
- Any worker can initiate a Code Green – STAT, when there is little or no time to evacuate due to the high risk to patient/staff safety (e.g., fire), by calling Switchboard at "55".
- When there is adequate time to coordinate before a threat becomes imminent (e.g., approaching wildfire) movement of patients internally and/or externally is coordinated via the Hospital Command Centre.
- Some Hospital (980 Oliver Rd) departments have a pre-established "Sister Unit" relationship with a department in an external building to aid in communicating emergency details and providing support.

Education:

- Safety Huddle (see attached)
- Example Hot Wash training video: <https://www.youtube.com/watch?v=A8L7PXOurL4>
- Code Red to Green Drills, conducted three times annually. Note: next drill takes place September 22nd!

If you have any questions, please reach out to Mēsha Richard, Lead, Emergency Preparedness (ext. 6552 or mesha.richard@tbh.net)

Thank you,
Ron Turner, Code Green Executive Sponsor, Director, Medicine, Renal and Cardiovascular Services.