

To: All Staff & Professional Staff

From: Chad Johnson, Code Orange Executive Sponsor

Date: June 8, 2023

RE: Code Orange Policy Update

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*For circulation to All Staff & Professional Staff*

The Hospital's Code Orange (EMER-01) policy has been revised.

**Actions required:**

1. Read this memo and review the updated [Code Orange – Disaster \(EMER-01\)](#) policy to familiarize yourself with important process changes.
2. Managers to ensure that the updated policy, and any [applicable forms](#), are added to their area's emergency binder and that all workers review the attached safety huddle and policy.
3. All departments are to update their sub plans using the revised templates (see attached) and submit to Lisa Begin ([Lisa.Begin@tbh.net](mailto:Lisa.Begin@tbh.net)) by **June 23, 2023**.

**Policy changes:**

- Revised to reflect Infection Prevention and Control guidelines.
- Emergency Department (ED) Manager or Admin Coordinator to prepare an **SBAR** (Situation, Background, Assessment, Recommendation) evaluation for the Senior Leader on Call.
- Available nurses from all clinical units report to **D** entrance doors (previously meeting at C Desk in the ED) and line up in hallway with stretchers/wheelchairs (if available) to transport patients.
- **Code Orange PAUSE** – Activated when the ED has received sufficient nursing support; nurses stop reporting to the D Door entrance to ED and are to await further instructions.
- **Code Orange Resume** – Nurses resume reporting to the D Door entrance to ED.
- **"Hot Wash"** Debrief form for use immediately after the conclusion of a Code Orange.

**Process Reminders:**

- Code Orange is an internal response to a potential or actual disaster (e.g. multi-vehicle crash, train derailment, etc.) that exceeds the Hospital's capacity to provide care and services under normal operations.
- Staff members who are aware of information that may indicate a potential disaster must immediately notify the ED Manager (regular hours) or Administrative Coordinator (after hours).
- Authority to activate Code Orange Stage 1 or 2 rests with the Senior Leader (SL) on call.

**Education:**

- Safety Huddle (see attached)
- Virtual lunch n' learn sessions at 11:30am
  - June 14 <https://thunderbayhospitals.webex.com/thunderbayhospitals/j.php?MTID=m333343df9f2319fc656d0c3a502843d9>
  - June 19 <https://thunderbayhospitals.webex.com/thunderbayhospitals/j.php?MTID=m8b12929539772c12e41ba40d2fd8278a>
- Drill anticipated for July 2023 – more information to follow.

If you have any questions, or would like a calendar invite for one of the above virtual sessions, please reach out to Mēsha Richard, Lead, Emergency Preparedness (ext. 6552 or [mesha.richard@tbh.net](mailto:mesha.richard@tbh.net))

Thank you,  
Chad Johnson, Code Orange Executive Sponsor, Director, Trauma Program, Critical Care, Emergency, Respiratory Services & Nurse Led Outreach Team