THUNDER BAY REGIONAL HEALTH SCIENCES CENTRE	RESPONSE AREA:	
CODE GREEN SUB PLAN Non Patient Care Area	DATE OF LAST REVIEW:	
PREPARED BY:	APPROVED BY:	Template version: 2

PURPOSE: Document provides department specific information to be completed during a Code Green. Sub-plan must be stored in the unit's emergency code binder <u>with</u> the current Code Green policy.

REFERENCES: Refer to Code Green Policy (EMER-90) for Hospital wide instructions

RESPONSE AREA INFORMATION

Response Area Lead (Vested Designate)
- [insert position title] or designate to wear the emergency code vest and ensure response area instructions are carried out within the response area.
- Any designates should be well informed as to their roles and responsibilities when wearing the vest.

Evacuation Routes
- Identify all evacuation routes; there should be a minimum of 2 routes.

Muster Point
- All workers report to [insert location] for a headcount and to receive instruction from the vested designate.
  Note: If at any time this location is determined to be unsafe an alternative will be communicated by the vested designate based on the particulars of the incident.

Headcount
- Vested designate or delegate will do a physical headcount of all workers in the response area as well as track all workers that could not safely return and have confirmed their location by phone.

Location of Caution Tape
- Caution tape is located [insert location + minimum number of rolls available].

RESPONSE AREA INSTRUCTIONS

[insert response area name] REQUIRES IMMEDIATE EVACUATION:

Vested Designate:
- ☐ 1. Put on vest and report to muster point.
- ☐ 2. Conduct a headcount.
- ☐ 3. Assign tasks to all responding workers (e.g., clearing specific rooms).
- ☐ 4. Liaise with Code Green Response Team and emergency services as applicable.

Workers:
- ☐ 1. Remove people from the immediate area where the hazard is (e.g. fire, chemical spill, flooding) to a safe location (e.g. beyond the immediate fire doors).
- ☐ 2. Contact Switchboard at 55 to:
  - a. Activate the appropriate Emergency Colour Code (e.g. Code Red, Code Brown, Code Grey).
  - b. <u>Only</u> if assistance is required to help safely evacuate the area state: **"Code Green - STAT – [insert location] - Level X"**
  - c. Inform Switchboard if any stairs are NOT safe to access.
- ☐ 3. Meet at the muster point.
- ☐ 4. Communicate with patients, families and visitors.
- ☐ 5. Continue to evacuate: As soon as a room is evacuated, close the door and flag with caution tape across the doorframe. If caution tape is not readily available, improvise (e.g. use nursing tape).
- ☐ 5. Notify sister unit at XXXX to advise them of the response area evacuation.

UPON HEARING CODE GREEN - STAT OVERHEAD
(Different Hospital Response Area requires support)

Vested Designate:
☐ 1. Put on vest and conduct a headcount.
☐ 2. Delegate one worker to report to the Code Green STAT location.

Workers:
☐ 1. All staff are to return to [insert response area] or call into the department at XXXX if unable to return.
☐ 2. Participate in headcount.
☐ 3. Notify all persons in [insert any rooms/areas with low audibility] of Code Green STAT in progress as they cannot hear overhead pages in these areas.
☐ 3. Communicate with patients, families and visitors.
☐ 4. Notify sister unit at XXXX to advise them of the Code Green STAT in the hospital.
☐ 5. Stand-by for further instructions.

CODE GREEN – PRECAUTIONARY, PARTIAL, or FULL HOSPITAL EVACUATION
The Hospital's Incident Management Team will coordinate the movement of patients in the event that there is adequate time available to prepare before a threat becomes imminent (e.g. approaching wildfire, toxic spill) or any time when there is a need to evacuate a large portion or all of the Hospital.

All areas:
1. All workers to report to their vested designate.
2. All departments will stand by for direction from the Incident Manager.

Commented [MR8]: Delete this line if not applicable:

Code Green Responders: pre-designated staff who report to the Response Area Lead at the evacuation site to assist with removing patients from the incident site upon Code-Green STAT evacuation.
The team consists of:
1. Staff from all patient care areas (1 per unit) (24/7)
2. Housekeeping staff (x1) (24/7)
3. Porter (x1) (weekdays 0715 h – 2330 h; weekends 0730 h – 2330 h)
4. Security Guard (x1) (as available)
5. Respiratory Therapist (x1) (24/7)
6. Administrative Coordinator (after-hours)
7. Incident Manager (Senior Leader on Call or designate) (24/7)

Commented [MR9]: Consider: All workers are to return to their home departments. If you have a meeting room in your response area footprint where people cannot clearly hear announcements, please ensure that you are notifying them of the Code.