

THUNDER BAY REGIONAL HEALTH SCIENCES CENTRE		RESPONSE AREA: _____
CODE GREEN SUB PLAN 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 with 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.

Patient Holding Areas: Locations where patients will be sheltered temporarily until they can either return to the unit, are admitted to another department, discharged, or are transported to another location. From the holding area, patients can subsequently be relocated if further evacuations are required. Only one Holding Area is to be used at a time.

If this unit requires immediate evacuation, patients are to be evacuated to:

- Horizontal Evacuation: [insert relevant departments]
- Vertical Evacuation: [insert relevant departments]

In the event of an evacuation, this unit may receive patients from:

- [insert relevant departments]

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.

Ambulation Tags, Caution Tape, & Evacuation Door Tags

- Ambulation tags are located [insert location].
- Caution tape is located [insert location + minimum number of rolls available].
- Evacuation door tags are located on patient rooms, wards, treatment rooms, isolation rooms, delivery rooms, and family rooms.

Suitable Locations for Equipment

- [insert locations where equipment/carts/trolleys, etc. can be safely stored temporarily]

RESPONSE AREA INSTRUCTIONS

CODE GREEN – STAT - [insert response area name] REQUIRES IMMEDIATE EVACUATION

Vested Designate:

Commented [MR1]: The geographical response area to which this sub plan applies. This must be the same title given in all other sub plans (e.g., Code red).

Commented [MR2]: This template is for patient care areas only. All other areas are to use Non Patient Care Area template.

Commented [MR3]: Maps encouraged to be included as an appendix.

Response area is the exact same geographic footprint for Code Amber, Code Black, Code Green, Code Yellow, etc.

Commented [MR4]: This should mirror the muster point already confirmed in other sub plans, e.g., Code Red.

Commented [MR5]: This should mirror headcount process already confirmed in other sub plans, e.g., Code Red. Edit this bullet as needed to match.

Commented [MR6]: All clinical departments must have these resources.

Caution tape can be ordered from Stores.

Commented [MR7]: Remove any instructions that are not applicable to your response area, e.g., area does not have a sister unit in external building, no oxygen shut offs, etc.

Identify any additional response areas specific instructions in the sections below.

- ☐ 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. Determine the most appropriate Holding Area to move patients to.
- ☐ 5. Liaise with Code Green Response Team and emergency services.
- ☐ 6. Use patient roster sheet to account for all evacuated patients.

Workers:

- ☐ 1. Remove people from the room and/or immediate area where the hazard is to a safe location (e.g. beyond the immediate fire doors).
- ☐ 2. Contact Switchboard at 55 and state: "**CODE GREEN-STAT** – [insert response area], **Level X**" and if any stairs are NOT safe to access.
- ☐ 3. Meet at the muster point.
- ☐ 4. Communicate with patients, families and visitors.
- ☐ 5. Evacuate patients to the designated Holding Area in the following order:
 - a. Room of Origin (e.g., fire, spill, or explosive device location).
 - b. Rooms next to and opposite the Room of Origin.
 - c. Ambulatory patients and visitors.
 - d. Non-ambulatory patients.
 - e. Non-ambulatory patients connected to lifesaving devices.
 - f. Resistive patients.
- ☐ 6. As soon as a room is evacuated, close the door and flip the evacuation door tag to white. Where tags do not exist, flag by placing caution tape across the doorframe. If caution tape is not readily available, improvise (e.g. use nursing tape).
- ☐ 7. Ensure that patient charts accompany them. Transfer patient charts and medications to the Holding Area and redistribute once everyone has been safely evacuated.
- ☐ 8. Shut off oxygen valve [insert value location and any steps required to shut off], if appropriate.
- ☐ 9. Move equipment to appropriate storage locations.
- ☐ 10. Ensure all patients are wearing a patient identifier (wristband).
- ☐ 11. Notify sister unit at XXXX to advise them of the response area evacuation.

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

Vested Designate:

- ☐ 1. Put on vest and report to muster point.
- ☐ 2. Delegate one worker to report to the Code Green STAT location.
- ☐ 3. Coordinate the arrival of incoming patients, if applicable.

Workers:

- ☐ 1. All staff are to return to [insert response area] or call into the department at XXXX if unable to return.
- ☐ 2. Meet at the muster point for a 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.
- ☐ 4. Communicate with patients, families and visitors.
- ☐ 5. Notify sister unit at XXXX to advise them of the Code Green STAT in the hospital.
- ☐ 6. No new procedures to be started.
- ☐ 7. Prepare to receive patients from another area and identify patients that may be discharged if required.
- ☐ 8. Move equipment that is temporarily stored in corridors and to appropriate storage locations.
- ☐ 9. Stand-by for further instructions.

A. CODE GREEN – PRECAUTIONARY:

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 staff to report to their Vested Designate.
- 2. Print a hardcopy of the current patient roster sheet and identify potential patients to be discharged.

3. Tag all patients using ambulation tags (green – ambulatory, yellow – wheel chair bound, red – stretcher bound) based on ambulatory status and prepare for patient transfer.
4. Stand-by for further instructions.