



ST. JOSEPH'S
GENERAL HOSPITAL
ELLIOT LAKE

St. Joseph's Manor

Code Green

Evacuation

Issued: December 2021

Revised: July 2022

Overview

St. Joseph's General Hospital Elliot Lake (SJGHEL), St. Joseph's Manor (SJM), is committed to a safe environment for individuals/resident/clients, staff, physicians, volunteers, and visitors.

Code Green is the term used to announce that an evacuation of part or all of SJM is required.

This Policy applies to staff, which in the context of this policy includes employees, board-appointed professional staff (e.g., physicians), students, volunteers, and any other person(s) working on SJM grounds.

Type of Evacuation

The Incident Manager, in consultation with Emergency Services Personnel if applicable, will determine which type of evacuation is required.

1. Floor/Area Evacuation - Move patients from one floor to a **lower floor** or from one area to the next fire safe area.
2. Total Evacuation involves a complete evacuation of the building to the outside.

Note: A Code Green evacuation will be announced through the telephone paging system and will not be accompanied by any alarms like a Code Red which may also require an evacuation.

Code Green may be called when:

The health and safety of the individuals is threatened in a manner that may cause loss of life or serious injury. Code Green may also be called in relation to other Ancillary Codes.

Initiating a Code Green

All staff are required to report a potential risk that may require a Code Green to be called. Staff will inform the Most Responsible Individual or Manager on Call who will assume the role of Incident Manager. The Manager will then discuss with the Emergency Service Personnel and the Vice President of the need to evacuate.

Ancillary Codes

Based on the nature of the hazard/unsafe condition the Incident Manager will determine the type of code to be announced.

Once Emergency Services Arrives on Scene

Incident Manager to meet with Emergency Services and provide location of the issue (i.e., fire, chemical spill etc.) if it is known.

The Emergency Services' main objective is to manage the issue causing the evacuation, not assisting in the evacuation of individuals. If staff cannot evacuate individuals, then Emergency Services will assist in removing individuals in harms way.

Elevators

Based on the environmental conditions the Incident Manager, along with Emergency Services will determine if elevators can be used to move individuals during the evacuation.

Once this is determined, the Incident Manager will use the telephone paging system to announce three times that elevators can or cannot be used. From any SJM phone, dial *75 to announce the Code Green and which type of evacuation is required.

Unit Evacuation

It is the movement of individuals to a safe area on the same floor but on the other side of fire barrier doors that divide each corridor into the fire safe zones.

ALWAYS evacuate individuals away from the fire/hazard site – NEVER through it.

Vertical Evacuation

If you cannot safely evacuate individuals horizontally, the next choice is to evacuate individuals vertically to the next lowest level.

Keep to the RIGHT when using stair well.

DO NOT move individuals to a higher floor.

Evacuation Locations and Routes

2nd Floor

- Take safest route down from 2nd floor (west or east stairwells or elevator) to 1st Floor lobby.
- If the 1st floor is not safe, take the safest route:
 - West stairwell outside and to the hospital lobby;
 - East stairwell to the link to the hospital's 2nd floor nursing wing (ACC).

Alternative exit would be through Manor main entrance to hospital lobby.

1st Floor

- Take safest route to 1st Floor lobby (this may mean taking west stairwell outside and around the building).
- Proceed through Link to the Hospital's 2nd floor nursing wing (ACC).
- Take roll call and report attendance to individual in charge.

* Alternative exit – down east stairwell or elevator to ground level – proceed through link to hospital ground floor.

Evacuation of Rooms Will Proceed as Follows:

1. Enter a room and turn on the lights;
2. Shut any open windows;
3. Remove any occupants/individuals within the room;
4. Check entire room thoroughly including washrooms, closets, etc;
5. Upon completing search in room, place orange tag on door.

All Staff

- Return to your unit immediately upon hearing the Code Green announcement;
- If you cannot reach your unit safely, go to the nearest safe area;
- Prepare your unit to be evacuated;
- If your unit does not need to be evacuated, prepare to assist the evacuating floor/area, or prepare to receive residents from evacuating floor/area;
- If off duty and requested to report to work, respond if available.

Incident Manager

The Most Responsible Individual or Manager on Call will act as the Incident Manager and will:

- Remain calm.
- Notify the Administrator DOC.
- Notify the CEO.
- Determine the need for staff call in.
- Assign roles within the Incident Management System (IMS) Team, if required.
- Determine when Code Green All Clear message is to be given.
- Begin the Ministry of Long-Term Care's process on applying for a Temporary Emergency Licence. Forms can be found here:
 1. [Overview of Temporary Emergency \(TE\) Licence and Beds in Abeyance \(BIAs\) \(EN\)](#)
 2. [Emergency Evacuation Policy \(EN\)](#)
 3. [Evacuation Placement Process \(EN\)](#)

General Instructions

- Ambulatory residents will evacuate first, then fire blankets will be set up and semi-ambulatory and non- ambulatory residents will be brought down the stairs using the safest means possible.
- Fire blankets are located on each level, top of the stairwell on the east and west stairwells of the Manor.

NOTE: ALWAYS USE GOOD BODY MECHANICS WHEN LIFTING AND TRANSFERRING RESIDENT TO PREVENT BACK INJURY

INITIAL STEPS: RESIDENT IN BED

1. Put bed to lowest level.
2. Place resident on a blanket ensuring that the resident's feet are inside the blanket.
3. Ensure the feet and head are inside each end of the blanket.

4. Place pillow on floor at location where hips should be when resident is lowered to the floor.

ONE PERSON TRANSFER

1. Place blanket on the floor near resident's bed. Place 1 arm under the blanket at the resident's shoulders.
2. Slide the resident's upper torso only, to the edge of the mattress, leaving the legs and feet in the centre.
3. Swing the resident's upper body off the bed, easing the hips and buttocks onto the pillow. Allow the resident's hips and legs to slide off the bed to the blanket.

TWO PERSON TRANSFER

1. Logroll resident and place blanket under resident.
2. Slide the resident off the bed. Lower the resident to the floor, guiding the hips onto the pillow.

EVACUATION DRAG Using the blanket, one or more staff members can drag the blanket to the next safe area. Keep the resident's head elevated off the floor to prevent the inhalation of toxic fumes.

RESIDENT TRANSFER FROM CHAIR TO EVACUATION BLANKET Purpose: To safely transfer semi-ambulatory and non-ambulatory residents from a sitting position in a wheelchair, gerichair or lounge chair, to an evacuation blanket on the floor, in order to evacuate in an emergency situation.

Procedure:

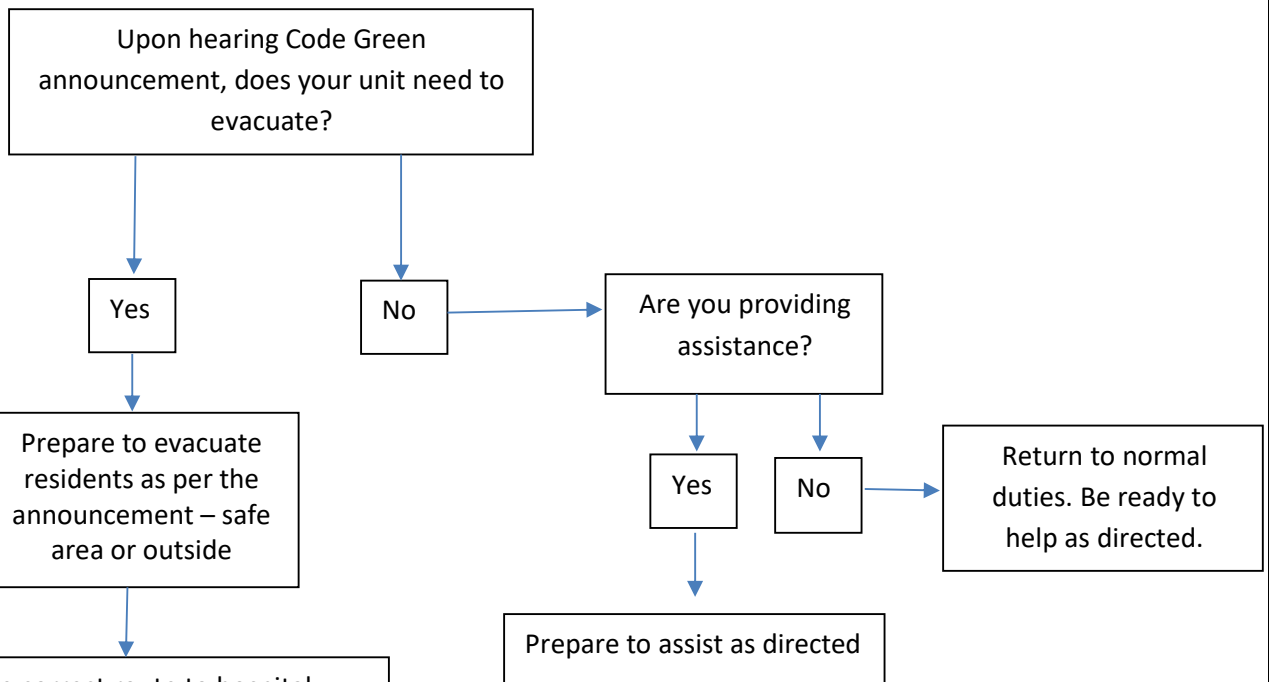
1. Briefly explain procedure to resident and offer reassurance.
2. Place evacuation blanket lengthwise on the floor, covering pillow for hip area, in front of the resident's chair.
3. Lock brakes of chair (as applicable).
4. TWO staff members are required for a lighter weight resident. Each staff member is positioned on one side of the resident.
5. Secure resident under the arm and under the thigh.
6. Lean resident's upper torso slightly forward, to assist in the transfer.
7. Two step transfer:
 - a) On the count of 3, shift resident to a forward sitting position, buttocks to the edge of the chair.
 - b) On the count of 3, gently transfer resident down the front of the chair, to a sitting position on the floor, allowing the hips to centre on the pillow.

NOTE: If the resident is heavy use a third staff member: Face the resident; grasp the resident under both knees, bear the weight of the resident's legs as you assist other 2 staff members in steps 7a and 7b.

AT ALL TIMES, USE GOOD BODY MECHANICS; BEND YOUR KNEES; KEEP YOUR BACK STRAIGHT

8. With one staff member at each end, slide resident to a lying position on the blanket on the floor.
9. Remove pillow form under the fire blanket and proceed to drag resident to the nearest available exit via evacuation slide.

CODE GREEN PROCESS – SJM



Determine correct route to hospital.
Determine who needs assistance in being evacuated.
Assist those in need.
Use proper lifting techniques.
Listen to hear if elevators can be used.

Incident Manager

- Remain calm.
- Notify the Administrator DOC.
- Notify the CEO.
- Determine the need for staff call in.
- Assign roles within the Incident Management System (IMS) Team, if required.
- Determine when Code Green All Clear message is to be given.
- Begin the MLTC's process on applying for a TEL. A link to the forms can be found on page 4.

All Staff

- Return to your unit immediately upon hearing the Code Green announcement;
- If you cannot reach your unit safely, go to the nearest safe area;
- Prepare your unit to be evacuated;
- If your unit does not need to be evacuated, prepare to assist the evacuating floor/area, or prepare to receive residents from evacuating floor/area;
- If off duty and requested to report to work, respond if available.

DISCLAIMER

This is intended as a tool to provide a high-level overview. To ensure a coordinated and effective emergency response, refer to the SJGHEL Code Policy.