



CODE GREEN

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SUBJECT: Stages	SECTION: Code Green
EFFECTIVE: July/95	REVISED: Apr/97, July/98, Aug/01, Jan/02, Mar/03 REVIEWED: May/06, June/09, Feb/10, Dec/21
LOCATION MAIN MANUAL (ORIGINAL): Emergency Measures	LOCATION SUBSIDIARY MANUALS (PHOTOCOPIES):
APPROVED BY: Administration	

DEFINITION:

A CODE GREEN (Evacuation Plan) is called in response to an incident that requires the movement of Residents, visitors and staff to a location away from the incident. This may be movement within the facility or to another prearranged location outside the facility.

A CODE GREEN may be caused by either internal or external incidents, for example:

- Fire
- Flood
- Electrical malfunction
- Environmental disasters (train derailment, chemical spill)
- Bomb threat

STAGES

CODE GREEN – NOTICE:

Is an advance warning to staff to prepare for a potential evacuation of the facility (CODE GREEN – STAT). This code will likely be triggered by notification from an external agency such as OPP or the Fire Department about a deteriorating external event.

CODE GREEN – PARTIAL (Specify Location):

Is a partial evacuation due to a localized threat to human safety. Such a response might result from a localized broken water pipe, loss of electricity, heat, or a toxic spill.

CODE GREEN – STAT:

Is a total evacuation due to a threat that requires emergency evacuation of the facility. Immediate removal of Residents is necessary to prevent injury or loss of life. This evacuation may be either:

- Immediate: When a clear and immediate threat exists
- Delayed: When a threat is present but lead – time exists



SUBJECT: Procedures for Code Green – “Notice”	SECTION: Code Green
EFFECTIVE: July/95	REVISED: Apr/97, July/98, Aug/01, Jan/02, Mar/03 REVIEWED: May/06, June/09, Feb/10, Dec/21
LOCATION MAIN MANUAL (ORIGINAL): Emergency Measures	LOCATION SUBSIDIARY MANUALS (PHOTOCOPIES):
APPROVED BY: Administration	

AUTHORITY TO INITIATE:

- Administrator
- Director of Resident Care or designate

This stage is telephoned to individual departments to inform them of the situation. The recipient of the telephone call will update the staff in their department. (The Code Green Group Page can be utilized)

TERMINATION:

Termination of a CODE GREEN – NOTICE will be relayed via telephone call stating, “Code Green cancelled”.



SUBJECT: Procedures for Code Green - "Partial"	SECTION: Code Green
EFFECTIVE: July/95	REVISED: Apr/97, July/98, Aug/01, Jan/02, Mar/03 REVIEWED: May/06, June/09, Feb/10, Dec/21
LOCATION MAIN MANUAL (ORIGINAL): Emergency Measures	LOCATION SUBSIDIARY MANUALS (PHOTOCOPIES):
APPROVED BY: Administration	

Authority to Initiate

In a partial evacuation the authority to initiate rests with the Administrator, Director of Resident Care or designate. If it is a crisis situation the Registered staff/Supervisor or any staff member may initiate a CODE GREEN - PARTIAL.

The CODE GREEN - PARTIAL will be telephoned to individual departments to inform them of the situation. The recipient of the telephone call will update staff in their department with the location and if necessary the partial evacuation may be upgraded to a CODE GREEN - STAT.

METHODS

Horizontal

This involves moving the residents from the dangerous area laterally to the nearest and safest protected area (i.e. beyond the smoke barrier doors). Direction of the move will be determined by the source of the problem.

Vertical

This involves the upward or downward movement of the residents to a safe area when horizontal evacuation is not possible. Depending on what type of problem, residents and staff in the area directly under or over the problem may have to be moved as well.

Termination

Termination of a CODE GREEN - PARTIAL will be relayed via telephone call stating, "Code Green cancelled".



SUBJECT: Procedures for Code Green – “Stat” & Group Page	SECTION: Code Green
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LOCATION MAIN MANUAL (ORIGINAL): Emergency Measures	LOCATION SUBSIDIARY MANUALS (PHOTOCOPIES):
APPROVED BY: Administration	

Authority to Initiate

The decision to initiate a facility evacuation (CODE GREEN – STAT) rests with the senior person on duty i.e. the most senior of the following

- Administrator
- Director of Resident Care
- Charge Nurse

Implementation

During Regular Business Hours:

When it is determined that a total evacuation of the facility (Code Green) is necessary, the person with the authority to initiate the Emergency Call Back procedure, will decide if the Call Back will be implemented on site or if Huronia Alarm and Fire Security (1-888-363-9311 or 705-760-0843 or 705-645-4108) will implement the call-back. If the Emergency Call-Back is going to be implemented on site, the **Emergency Call-Back** policy and procedure will be followed (see: “Emergency Call-back” Policy and Procedure). Then either the Facility Staff member in charge or Peerless Security will be requested to initiate the Code Green Group Page.

CODE GREEN GROUP PAGE

The Code Green Group Page includes the Fairvern Staff holding the following Positions:

- Charge Nurse
- Director of Resident Care
- Maintenance Manager
- 1st & 2nd Floor RPN’s
- Administrator

- Resident Care Coordinator
- Program Manager
- Manager of Support Services

During Non-Business Hours: (i.e. evenings, nights, weekends, and stat holidays)

When it is determined that a total evacuation of the facility (CODE GREEN) is necessary, the person with the authority to initiate the evacuation will contact Huronia Alarm and Fire Security (1-888-363-9311 or 705-760-0843 or 705-645-4108) and ask that they implement the Fairvern Nursing Home Emergency Call-back.

Senior Person on Duty:

1. Establish a command Post (see “Code Green Command Post” Policy and Procedure).
2. Initiate Special Directives. (See “Special Directives” Policy and Procedure)
3. Mobilize staff to evacuate residents and visitors.
4. Evacuate staff.
5. Assess situation for return to normal operations.

Staff:

1. Remove anyone in immediate danger.
2. Refer to the Master Evacuation List posted at each Nurses Station to determine Resident Class.
3. Instruct all visitors to either:
 - Leave by appropriate exit
 - Assist in an emergency evacuation
 - Accompany the resident they were visiting to the appropriate exit.



SUBJECT: Emergency Command Centre/Communication Centre	SECTION: Code Green
EFFECTIVE: July/95	REVISED: Apr/97, July/98, Aug/01, Nov/02, Mar/03, Sept/05, June/09, July/10, Aug/14 REVIEWED: May/06, June/09, Feb/10, Dec/21
LOCATION MAIN MANUAL (ORIGINAL): Emergency Measures	LOCATION SUBSIDIARY MANUALS (PHOTOCOPIES):
APPROVED BY: Administration	

Location

The Emergency Command Centre will be the Fairvern Business Office unless the emergency situation prohibits its use, in which case one of the following sites may be utilized:

- Medical Records Office/Laundry Staff Room
- Boardroom
- A neighbor's home

Emergency

- Administrator
- Finance Manager
- Director of Resident Care
- Resident Care Coordinator
- Charge Nurse

Additional Staff for Emergency Command Centre

- Clerk (log-keeper)
- Communications Person
- 2 staff as "runners"

Equipment/Supplies

- **Evacuation Box** located at each Nurses' Stations with the necessary supplies to transfer residents, the Emergency Call Back lists for staff, and the floor specific Master Resident Evacuation Lists
- Walkie-Talkies

Duties of Emergency Command Centre Leader

1. Notify Communications (Huron Alarms and Fire Security 1-888-363-9311 or 705-760-0843 or 705-645-4108) of the location of the Emergency Command Centre. Request that they call the Senior Administrative Person on call.
2. Initiate Call-Back System if necessary. Inform staff which entrance they should report to if not to use the Main Entrance.
3. Consult with the Fire Department to determine if it is safe to use the elevators for evacuation and notify staff.
4. Specify exit points to be used for evacuation and notify staff.
5. Notify Maintenance Manager if exit points need to be cleared of snow, or any other blockage.
6. Determine numbers of each Class (1-4) of residents from Master Resident Evacuation List.
7. Determine which reception sites are accessible (if external event, some reception sites may be closed).
8. Contact reception sites to determine the numbers of residents they can accept.
 - Class 1- Faith Baptist Church
 - Class 2- Muskoka Landing
 - Class 3- MAHC
 - Class 4- Huntsville Legion
9. Contact Transportation Companies
 - Ambulance Service (will respond by calling 9-911)
 - Campbell Bus Lines (705-789-1975) for wheelchair accessible transport (3 buses which are able to accommodate 5 wheelchairs in total). Alternate phone number are 705-380-0195, 705-380-0194, or 705-645-2989)
 - Hammond Transportation (705-645-5431) for wheelchair accessible transport (1 bus stationed in Huntsville which can accommodate 3 wheelchairs-more buses in Bracebridge can accommodate approximately 6-8 more wheelchairs)
 - Huntsville Transit (705-789-8118)
10. Decide the allocation of CLASS 1-4 residents to reception sites.
11. Notify the families of residents that may be picked up or inform them of the destination of a resident. See Master Resident Evacuation List for next of kin name and telephone numbers.
12. Communicate as required with the public and/or media, noting that communication to the public and/or media is restricted to the Administrator, Chair of the Board or person designated by either the Administrator or Chair of the Board.



SUBJECT: Resident Class For Evacuation	SECTION: Code Green
EFFECTIVE: July/95	REVISED: Apr/97, July/98, Aug/01, Jan/02, Mar/03, June/09 REVIEWED: May/06, Feb/10, Dec/21
LOCATION MAIN MANUAL (ORIGINAL): Emergency Measures	LOCATION SUBSIDIARY MANUALS (PHOTOCOPIES): Code Red
APPROVED BY: Administration	

CLASS 1 (BLUE) Faith Baptist Church

Resident is medically stable, co-operative, and independently mobile using walker/cane/wheelchair and does not require oxygen.

- Granted leave of absence to family**
- Transported to holding area by wheelchair accessible transport (Campbell Bus Lines or Hammond Transportation)

***The decision to release can be made by any of the following:*

- Director of Nursing & Personal Care
- Charge Nurse
- Physician

CLASS 2 (YELLOW) Muskoka Landing

Resident is at risk for elopement.

- Not considered for release therefore sent to another facility with “secure” unit by car, wheelchair accessible transport (Campbell Bus Lines or Hammond Transportation)

CLASS 3 (RED) Huntsville District Memorial Hospital

Resident is medically unstable.

- Not considered for release, therefore sent by ambulance to another facility.

CLASS 4 (GREEN) legion – Huntsville Branch

Resident is medically stable but physically requiring total personal care or is Oxygen dependent.

- Not considered for release, therefore sent by ambulance to another facility capable of providing total personal care.



SUBJECT: Evacuation Exit Points	SECTION: Code Green
EFFECTIVE: July/95	REVISED: Apr/97, July/98, Aug/01, Jan/02 REVIEWED: May/06, June/09, Feb/10, Dec/21
LOCATION MAIN MANUAL (ORIGINAL): Emergency Measures	LOCATION SUBSIDIARY MANUALS (PHOTOCOPIES):
APPROVED BY: Administration	

The following points of entry/exit can be utilized to evacuate residents / staff and volunteers from the building.

1. Front Entrance
2. Door located across from the Director of Resident Care's office in the lower level of the building.
3. East Exit on ground floor
4. Rear Exit to patio on main floor



SUBJECT: Command Post/ Communication Centre	SECTION: Code Green
EFFECTIVE: July/95	REVISED: Apr/97, July/98, Aug/01, Nov/02, Mar/03, Sept/05, June/09, July/10 REVIEWED: May/06, June/09, Feb/10, Dec/21
LOCATION MAIN MANUAL (ORIGINAL): Emergency Measures	LOCATION SUBSIDIARY MANUALS (PHOTOCOPIES):
APPROVED BY: Administration	

Location

The command post will be the Fairvern Business Office unless the emergency situation prohibits its use, in which case one of the following sites may be utilized:

- Medical Records Office/ Laundry Staff Room
- A neighbor's home
- Boardroom

In the event that the Town of Huntsville must be evacuated the following facilities will be utilized (These are the same ones that would be used by MAHC)

Leader

Administrator
Director of Resident Care
Resident Care Coordinator
Charge Nurse

Additional Staff

Clerk (log-keeper)
Communications Person
2 staff as "runners"

Equipment/Supplies

- Call-back lists for staff
- Copy of Master Resident List
- Walkie-Talkie

Duties of Command Post Leader

1. Notify Communications (Hurononia Alarm and Fire Security 1-888-363-9311 or 705-760-0843 or 705-645-4108) of the location of the COMMAND POST. Request that they call the Senior Administrative Person on call.
2. Initiate Call-back system if necessary. Inform staff which entrance they should report to if not to use Main Entrance.
3. Consult with the Fire Department to determine if it is safe to use the elevators for evacuation and notify staff.
4. Specify exit points to be used for evacuation and notify staff.
5. Notify Maintenance Manager if exit points need to be cleared of snow, or any other blockage.
6. Determine numbers of each Class (1-4) of residents from Master Resident List.
7. Determine which reception sites are accessible (if external event, some reception sites may be closed).
8. Contact reception sites to determine the numbers of residents they can accept.
 - Class 1 – Faith Baptist Church
 - Class 2 – Muskoka Landing
 - Class 3 – MAHC
 - Class 4 – Huntsville Legion

(**refer to the following letters of consent for contact phone numbers)
9. Contact Transportation Companies
 - Ambulance Service (will respond by calling 9-911)
 - Campbell Bus Lines (705-789-1975) for Wheelchair accessible transport (3 buses which are able to accommodate 5 wheelchairs in total)
 - Alternate phone #s – 705-380-0195
 - 705-380-0194
 - 705-635-2989
 - Hammond Transportation (705-645-5431) for wheelchair accessible transport (1 bus stationed in Huntsville which can accommodate 3 wheelchairs – more buses in Bracebridge which can accommodate approximately 6-8 more wheelchairs)
10. Decide the allocation of CLASS 1 – 4 residents to reception sites.
11. Notify the families of residents that may be picked up or inform them of the destination of a resident. See Master Resident List for next-of-kin name and telephone numbers.
12. Communicate as required with the public and/or media.



SUBJECT: Special Directives	SECTION: Code Green
EFFECTIVE: July/95	REVISED: Apr/97, July/98, Aug/01, Jan/02, Mar/03 REVIEWED: May/06, June/09, Feb/10, Dec/21
LOCATION MAIN MANUAL (ORIGINAL): Emergency Measures	LOCATION SUBSIDIARY MANUALS (PHOTOCOPIES):
APPROVED BY: Administration	

Policy

It is the responsibility of all facility staff to assist in evacuation of residents.

Directives

1. All staff are to return to their departments immediately or proceed to the closest resident area nearest their department to assist evacuating residents upon being notified of a CODE GREEN -PARTIAL OR - STAT.
2. Shift work will be readjusted to suit the situation. Staff may not terminate their shift without first reporting to the Director of Resident Care/ Charge Nurse on duty.
3. Days off will cease during the period of the emergency. Be prepared to stay in the facility or alternate location until the emergency has been resolved.
4. Staff are to direct visitors to either:
 - Leave by the most appropriate exit
 - Assist in an emergency evacuation.
 - Accompany the resident they were visiting to the appropriate exit.
5. All staff that is required to return to the facility are to park either along the far (trees) edge of the front parking lot or along Mountview Avenue and use the main entrance unless told otherwise. Staff are to report to the Business Office unless told otherwise. (As communicated during the staff call-back procedure). Staff are not to call the Home as this will tie up the phone lines.
6. Communication with the public or media will be handled by the Command Post Leader.
7. Private telephone calls are prohibited.
8. The registered staff shall cancel all the residents' appointments, interim transfers and admissions. The Program Manager shall cancel all public activities.



SUBJECT: Departmental Responsibilities for Code Green – Stat & Location of 2-way radios	SECTION: Code Green
EFFECTIVE: July/95	REVISED: Apr/97, July/98, Aug/01, Jan/02, Mar/03, Feb/06, June/09, Oct/09 REVIEWED: May/06, June/09, Feb/10, Dec/21
LOCATION MAIN MANUAL (ORIGINAL): Emergency Measures	LOCATION SUBSIDIARY MANUALS (PHOTOCOPIES):
APPROVED BY: Administration	

Nursing Department:

Responsibility: Charge Nurse or designate (may delegate)

1. Determine numbers of each class of residents using the Master Resident List posted at each nursing station. (Classes 1-4) **Bring Master Resident List, Care Plan books, and blank Emergency Transfer Records** from each floor to the safe waiting area.
2. Package in clear plastic bags the **resident’s chart** and any **medications** that are specifically for that resident, and store with the resident. Label the plastic bag with the resident’s name and place a color-coded armband on the resident to identify both their class and their name.
3. An **evacuation kit** containing the necessary bags and labelling materials, a Staff Sign-in sheet for those staff who respond to the Staff Call-Back and a walkie-talkie will be available at both nursing stations.
4. Take the **First Aid Box** located in the first Floor Clean Utility Room, to the designated safe waiting area.
5. Take the **staff scheduling binders**, located in the first floor nursing station and the **staff sign-in Record** to the designated safe waiting area.
6. **If time, take a commode chair, 2 urinals, attends/pads and a box of gloves** to the designated safe waiting area.

Maintenance Manager

- Ensure designated exit points are cleared of snow, or any other blockage.
-

Dietary/Housekeeping:

- Assist in the evacuation procedures as assigned.

Business Office/ Activations:

- Search the basement level for any residents/staff/visitors to be evacuated.

Laundry:

- Supply blankets as needed and assist in evacuation procedures as assigned.

Location of Facilities 2-Way Radios:

Walkie-talkies are set to Channel 7/7 and can be found in the following areas:

- 1st Floor nursing station (3)
- 2nd Floor nursing station (3)
- Hobby Kitchen (1)
- Rose Room Kitchen (1)
- Maintenance Manager Office (1)
- Business Office (1)
- Human Resources/Administration Coordinator's Office (1)

These are available to use for communicating in an emergency situation.



SUBJECT: Evacuation Procedures	SECTION: Code Green
EFFECTIVE: July/95	REVISED: Apr/97, July/98, Aug/01, Jan/02, Mar/03, Feb/08, June/09 REVIEWED: May/06, Feb/10, Dec/21
LOCATION MAIN MANUAL (ORIGINAL): Emergency Measures	LOCATION SUBSIDIARY MANUALS (PHOTOCOPIES):
APPROVED BY: Administration	

1. The **ORDER OF EVACUATION** is:

- a) Removal of residents in immediate danger.
- b) Removal of residents from alternate rooms on either side of danger room.
- c) Removal of residents from room across from the most immediate danger
- d) Ambulatory residents and visitors.
- e) Residents in wheelchairs

***NOTE:** Leave any resistant/ combative residents until more assistance is available.

2. Initially move all residents/staff from the room into the corridor.
3. Place all residents along one corridor wall only to ensure a pathway is clear.
4. Take a blanket and pillow from the resident's bed and wrap it around his/her shoulders or place blanket and pillow in their lap if they are in a wheelchair.
5. Position the Evacucheck device on the door in the open (vacant) position to indicate the room has been cleared of all residents.
6. For non-resident areas, ensure all offices, workspaces and washrooms are checked for residents, visitors and staff. Position the Evacucheck device in the open (vacant) position to indicate the room has been cleared of all residents.
7. Move residents from the danger room to a place of safety beyond the corridor fire doors.
8. **DO NOT PROP DOORS OPEN.**
9. Ensure that at least one mechanical lift is available in the safe zone.

10. **DO NOT USE ELEVATORS** to transport residents unless the person in charge of the evacuation gives approval. Walk ambulatory residents down the stairs. Use the evacuation slides for the non-ambulatory residents.

Note: Certain residents have Evacused installed under their mattresses to assist in their evacuation. They are identified on the Evacuation Map “ES”

11. Ensure the residents’ rooms, bathrooms, resident and staff lounges, kitchens, storage/utility/tub rooms, offices and other areas are also checked for residents, visitors and staff. Position the Evacucheck device on the door in the open (vacant) position to indicate the room has been cleared of all residents, visitors and staff.
12. Move the residents to a designated safe waiting area. Areas determined by exit point:
- Front entrance The Rose Room
 - Rear entrance The Rose Room
 - Door beside vending machines Activity Area
 - East Exit on ground floor Chapel

Or if all of these areas are unsafe, move people outside.



SUBJECT: Instructions for Evacuation Exit Points	SECTION: Code Green
EFFECTIVE: July/95	REVISED: Apr/97, July/98, Aug/01, Jan/02, Mar/03 REVIEWED: May/06, June/09, Feb/10, Dec/21
LOCATION MAIN MANUAL (ORIGINAL): Emergency Measures	LOCATION SUBSIDIARY MANUALS (PHOTOCOPIES):
APPROVED BY: Administration	

Purpose

To facilitate resident flow and record the necessary tracking data during the CODE GREEN.

Leader

Registered Nurse or Registered Practical Nurse

Additional Staff

Two Health Care Aides/PSWs per discharge point

DOCUMENTATION

1. The Master Resident List is used to record the destination of the evacuated residents, medications and chart.
2. The person completing the Record of Transfer (**found in the evacuation kits) will document:
 - Resident's name
 - Chart number
 - Resident's room number
 - Diagnosis
 - Special considerations/ behavior of daily living
 - Allergies
 - Last Tetanus shot
 - POA or SDM with telephone number
 - Destination
 - Identification of ambulance, bus, name of relative or friend picking up resident
 - Note where the resident's chart and medications have been transferred to *

*For residents going home with family/friends, the chart will be sent to the COMMAND POST.



SUBJECT: Disruption Policy	SECTION: Code Green
EFFECTIVE: July/95	REVISED: Apr/97, July/98, Aug/01, Jan/02, Mar/03 REVIEWED: May/06, June/09, Feb/10, Dec/21
LOCATION MAIN MANUAL (ORIGINAL): Emergency Measures	LOCATION SUBSIDIARY MANUALS (PHOTOCOPIES):
APPROVED BY: Administration	

PURPOSE

In the event of a prolonged disruption of power, heat or water services, or in the event of an illegal strike or failure by staff to provide care for the residents:

PROCEDURE



SUBJECT: Resident Transfers	SECTION: Code Green
EFFECTIVE: July/95	REVISED: Apr/97, Jan/02, Mar/03, June/09 REVIEWED: May/06, Feb/10, Dec/21
LOCATION MAIN MANUAL (ORIGINAL): Emergency Measures	LOCATION SUBSIDIARY MANUALS (PHOTOCOPIES):
APPROVED BY: Administration	

RESIDENT TRANSFERS DURING AN EVACUATION

In the event of a vertical (moving to the next lower floor) evacuation in which elevators may not be available, staff shall bring residents to the designated stairwell grabbing blankets and pillows to wrap residents to go in down the stair slide.

If enough staff are available it is recommended that a brigade method of evacuation be utilized to transport residents down stairwell slides, i.e. 2 staff to man each flight of stairs and hand off to each other.

If possible, staff shall bring a mechanical lift to the designated stairwell to assist with transfers.

A. Ambulatory Residents

1. Ambulatory residents, if able, walk down first accompanied by staff member(s).
2. Let the resident hold the handrail.
3. If it is found that the resident is unable to cope with the stairs, wrap them in a blanket then place them on the stair slide.

B. Residents in a Wheelchair with Removable Armrests

Use a two-person lift or a mechanical lift

1. Move the wheelchair to the designated stairwell.
2. Place a blanket on the floor next to the wheelchair.
3. Lock the wheels

4. Remove the armrest on the side next to the blanket.
5. Remove the leg rest closest to the blanket.
6. The leader is to:
 - Position him/herself behind the wheelchair,
 - Cross the resident's arms in front of their chest,
 - Grip the resident by using a through-arm grip, i.e. grasp the Resident's opposite forearm low across the abdomen.
7. The assistant is to:
 - Get in a squat position in front of the resident,
 - Wrap arms around the resident's thighs
8. On the count of three, move the resident to the floor with the head very close to the top of the blanket, leaving extra blanket at the end to wrap the feet.
9. Provide the resident with a pillow under their head.
10. Wrap resident in the blanket.

C. Residents in Wheelchairs Without Removable Armrests

1. Use a mechanical lift
2. Obtain extra help e.g. the Fire Department staff

D. Residents in an Evacuated

1. Once the resident is secured in the Evacuated, 2 staff will transport the resident to the closest exit or the closest stairwell.

E. Stairway Evacuation for Residents Wrapped in Blankets

1. One or two staff members drag the resident by the feet to the slide.
2. Two staff on the slide assist the resident down the slide.
3. The leader is to get in a semi-squat position grab the bundled blanket near the neck and lower chest of the resident.
4. The assistant is to get in a semi-squat position and grab the legs of the resident.

5. On the count of three the leader raises the resident slightly and pulls the resident forward while the assistant pulls the legs.
6. The leader moves their right leg down to the first step and holds the head and chest of the resident up off the floor until they reach the slide.

Note: This is to avoid extending the back of the resident and to decrease the amount of drag.

7. The assistant keeps the resident on the slide, then moves the resident away from the bottom of the slide.



SUBJECT: Procedures for Staff Emergency Call-Back	SECTION: Code Green
EFFECTIVE: July/07	REVISED: Aug/14 REVIEWED: Dec/09, Feb/10, Dec/21
LOCATION MAIN MANUAL (ORIGINAL): Emergency Measures	LOCATION SUBSIDIARY MANUALS (PHOTOCOPIES):
APPROVED BY: Administration	

AUTHORITY TO INITIATE

The decision to initiate an **Emergency Call-Back** rests with the senior person on duty, i.e. the most senior of the following:

- Administrator
- Finance Manager
- Director of Resident Care
- Maintenance Manager
- Charge Nurse

PURPOSE

The emergency call-back procedure achieves the maximum number of staff recalled to Fairvern in the shortest possible time period to provide care for the residents or to assist in an evacuation.

PROCEDURE

1. During Business Hours: The person with the Authority to Initiate the Emergency Call-Back will decide if the Call Back will be implemented on-site or if Huronia Alarm and Fire System (1-888-363-9311 or 705-760-0843 or 705-645-4108) will implement the call-back.
After Regular Business Hours: the person with the Authority to Initiate the Emergency Call-Back will notify Huronia Alarm and Fire Security (1-888-363-9311 or 705-760-0843 or 705-645-4108) and request that they implement the call-back.
2. The Management Personnel on the Emergency Call-Back Worksheet shall be called, by the person initiating the Call-Back, and made aware of the evacuation. Contact information and expected arrival times will be recorded on the worksheet.

3. The person initiating the Call-Back will contact the first four (4) people they reach from the caller pool found on the Emergency Call-Back Worksheet, ensuring that each has on hand the current call-back lists.
4. Callers will be assigned a staff list to call (A-D). Callers shall be made aware of the nature of the emergency, so they can relay information to the staff members they reach on their list.
5. The callers shall follow the instructions on the call-back list, being sure to record start and finish times, verification of contact and whether the person will be coming to Fairvern to assist.
6. Upon completion of the list, callers will then phone Huronia Alarm and Fire Security (1-888-363-9311 or 705-760-0843 or 705-645-4108), unless given an alternate phone number), to confirm the completion of their telephone call and to report those staff who are able to attend Fairvern and assist with the evacuation.
7. Once callers have completed call responsibilities, they will then report to Fairvern to assist in the evacuation, if possible.
8. Huronia Alarm and Fire Security will contact the Charge Nurse (705-706-1384) if there are issues that the Home needs to be aware of and report on the number of staff that can be expected to arrive to assist.
9. In the event that no one can be reached on the caller pool list, the person initiating the call-back would assign lists A-D to existing staff either at Fairvern or to Huronia Alarm and Fire Security.

UPDATING

The Administrative Team Clerk shall regularly (at least quarterly) update the call-back lists and provide copies to the caller pool, the Evacuation Boxes at the 1st Floor Nurses Station and in the 2nd Floor Nurses Station, the Administrator, who will provide a copy to On Call Managers Binder, and email a copy to Huronia Alarm and Fire Security (securityservice@huronialarms.com)

LOCATION OF EMERGENCY STAFF CALL-BACK LISTS

- 1ST Floor Evacuation Box
- 2nd Floor Evacuation Box
- Administrator's copy of Emergency Measures Manual, Code Green Section
- Huronia Alarm and Fire Security
- On-Call Managers Binder