

Emergency Preparedness

CODE GREEN INCIDENT ACTION PLAN V1.1



SOUTHLAKE
REGIONAL HEALTH CENTRE

Code Green Overview

What is the Situation?

An evacuation of a unit (horizontal), floor (vertical), or complete building evacuation.

Initial Priorities/Steps:

1. Confirm the Code has been activated
2. Establish the Code Incident Commander
3. Assign Operational Roles and hand out their Assignment Checklist (*see below*)
4. Provide an update to Central Communications on the situation

What are the Objectives of the Code Response?

- ☐ Identify and provide an effective alert and response system for an evacuation.
- ☐ Safely and effectively coordinated the evacuation of patients, staff and visitors.
- ☐ Coordinate with Bed Allocation, clinical teams and regional/provincial agencies to transfer patients to alternate units or other centres.
- ☐ Ensure accountability of all staff and patients.

Location of Incident Command:

- ☐ Primary – Evacuation Site
- ☐ Secondary/Executive IMT Activation – Emergency Operations Centre (EOC)

Supporting Resources:

- ☐ Southlake Emergency Response Plan
- ☐ Emergency Code Command Board
- ☐ Evacuation equipment (Medsleds/Evac-chairs)
- ☐ Code Green tracking forms

Communicate this Code through:

- ☐ Overhead Page
- ☐ MS Teams – Southlake Emergency Management Communications

Provide updates to the nature of the code and resource requirements as soon as possible!

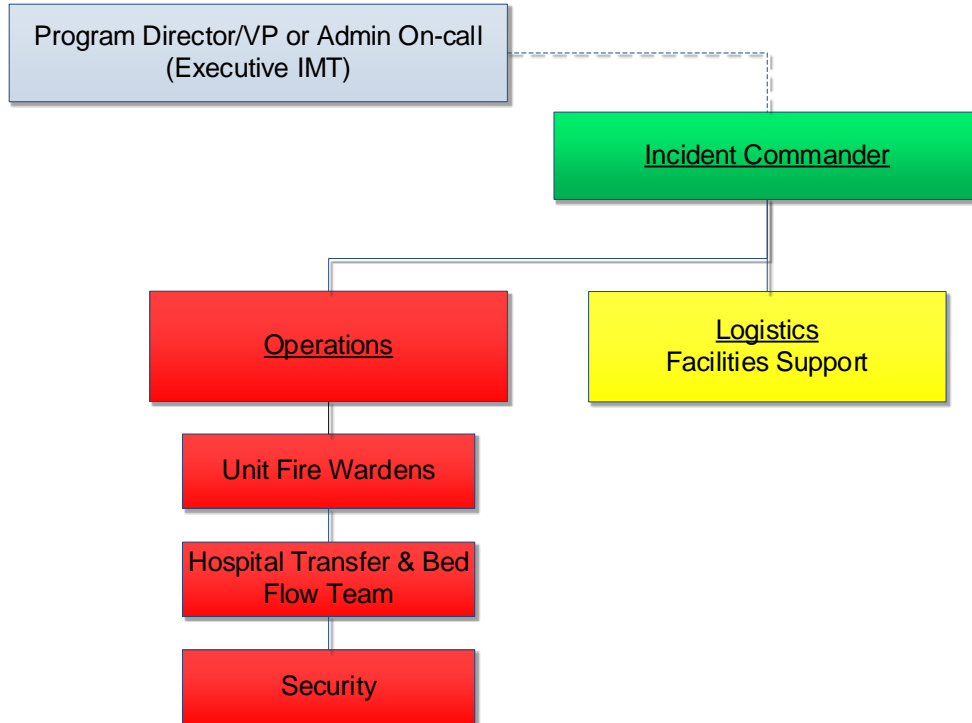
THIS IS A GUIDE – ADAPT THIS PLAN AS REQUIRED

Incident Management Team (IMT) Initial Response:

The following list indicates the *likely initial* positions required in order to implement this Incident Action Plan. It is the responsibility of the Incident Commander and Section Chiefs to establish any relevant additional units, especially for extended operations. Please reference the *Southlake Corporate IMT Activation Process and IMS Position Checklists* for further information.

IMS Position	Primary IMT	After-Hours/Alternate
COMMAND	Department Manager	<ul style="list-style-type: none"> Clinical Support Manager On-site Supervisor/Manager
UNIT FIRE WARDENS	Unit & Floor Fire/Emergency Wardens (See Immediate Action Drills for Responsibilities)	<ul style="list-style-type: none"> Unit Senior Staff/Most Responsible
HOSPITAL TRANSFER & BED FLOW TEAM	Manager, Bed Allocation, Physician or Surgeon & Paramedic Supervisor	<ul style="list-style-type: none"> Bed Allocation Staff Intensivists/Anesthetists/Surgeon Alternate ED or ICU Physician
SECURITY	Manager, Security & Parking	<ul style="list-style-type: none"> Security Supervisor Senior Security Guard
LOGISTICS - FACILITIES SUPPORT	Manager, Facilities	<ul style="list-style-type: none"> EVS Supervisor Facilities On-Call

Code Green Incident Management Team (IMT) – Organizational Structure:



Incident Commander

This position is normally staffed by:

- Department Manager
- Clinical Support Manager
- On-site Supervisor/Manager

Where you should report to:

- Evacuation area or the Emergency Operations Centre (EOC) (if activated)

Resources you will need:

- Incident Commander vest
- Copy of the Emergency Response Plan and Annexes
- Code Response Command Board
- Code Green Forms
- Evacuation Equipment

Notes

Use this section for notes:

Actions

Actions		
1. Assess the situation	<input type="checkbox"/>	Assess the situation and determine the extent and nature of the evacuation (horizontal, vertical, complete). Contact Central Communications to activate a Code Green (if not already done).
2. Request additional resources required to assist in the evacuation	<input type="checkbox"/>	Advise Central Communications to announce the requirement for additional staff. Confirm if emergency services are required (Police, Fire, Paramedics).
3. Notify the Facilities On-Call (if after-hours)	<input type="checkbox"/>	The Facilities On-Call will assist with building infrastructure
4. Coordinate the safe evacuation from the hazardous area		Coordinate with staff and emergency services to ensure a safe and effective evacuation. Communicate with the Unit Fire Wardens and Floor Wardens to organize the evacuation
5. Assess impact to Clinical Operations	<input type="checkbox"/>	Assess what clinical services are impacted and determine contingencies to maintain essential services.

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6. Activate the Emergency Operations Centre (EOC) if multiple departments involved	<input type="checkbox"/>	Coordinate the development of an incident action plan. Establish operational periods, objectives, strategies, and regular briefing schedule. Complete IMS 201 – Incident Briefing Form
7. Consider Executive IMT activation	<input type="checkbox"/>	Update senior leadership on any prolonged or complex incident. In consultation with the Program Director/VP or Admin On-call, expand the IMT structure as required.
8. On-going tasks	<input type="checkbox"/>	Refer to the Southlake IMS Position Checklists for additional tasks.
9. Clear the Code	<input type="checkbox"/>	Once the response is complete, clear the code.

Hospital Transfer & Bed Flow Team

This team is normally staffed by:

- Manager, Bed Allocation
- Physician/Surgeon or Medical Officer
- Supervisor, Paramedic Services

Where you should report to:

- Bed Allocation Office (East Building 1st Floor)

Resources you will need:

- Identification Sticker (Patient Movement Team Leader)
- IMS Forms
 - IMS 255 Master Patient Evacuation Tracking
 - IMS 260 Disaster Patient Evacuation Tracking

Notes

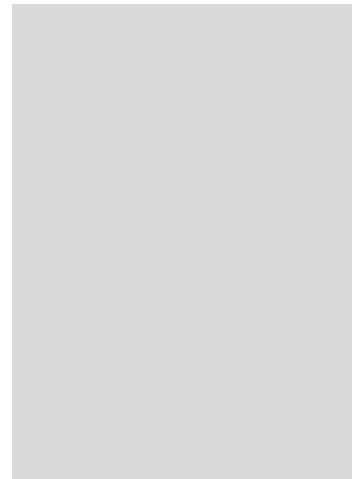
Use this section for notes:

Actions

1. Set up Hospital Transfer & Bed Flow Team – Assign personnel	<input type="checkbox"/>	Establish a coordination desk in the Bed Allocation Office
2. Immediately assess the hospital bed census	<input type="checkbox"/>	Immediately assess the hospital bed census. Identify bed allocation based on the type of Code Green and who requires transfer to another health care facility.
3. Establish communications both internally and externally	<input type="checkbox"/>	Establish communication with Georgian Central Ambulance Communication Centre and CitiCall. Coordinate all transfers out of the hospital with Paramedic Services and Ornge. Ensure appropriate tracking and assignment of resources. (A Paramedic Supervisor will be assigned to this unit on arrival). Georgian CACC – 1-888-263-1424 CitiCall – 1-800-668-4357
4. Provide patient information for patient's being transferred out of Southlake	<input type="checkbox"/>	Complete IMS 260 – Disaster Patient Evacuation Tracking for any patient transferred out by Paramedic Services, Ornge, or Private Transfer.
5. Track patients leaving Southlake	<input type="checkbox"/>	Complete IMS 255 – Master Patient Evacuation Tracking for any patient

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		transferred out by Paramedic Services, Ornge or Private Transfer.
6. Coordinate patient movement to other units in the hospital	<input type="checkbox"/>	Coordinate with other units and the Incident Commander to maximize bed space availability and the movement of patients to other units (if possible).
7. Prioritize patient evacuation priority	<input type="checkbox"/>	Prioritize patients based on their evacuation priority (Red, Yellow, or Green) at the Patient Evacuation Staging Area who are being transferred out of the hospital. Affix the appropriate coloured ribbon to the patient and place in the colour-categorized area.



Security Team Leader

This team is normally staffed by:

- Manager, Security & Parking
- Supervisor, Security

Where you should report to:

- Evacuation area

Resources you will need:

- Identification Sticker (Security Team Leader)

Notes

Use this section for notes:

Actions

1. Provide security for evacuation	<input type="checkbox"/>	Provide security for the evacuation as required (i.e. mental health patient security).
2. Clear areas for evacuation purposes	<input type="checkbox"/>	Clear areas such as the main lobby if being used for patient evacuation staging.
3. Assist with a search	<input type="checkbox"/>	Clear evacuated areas and advise Incident Command
4. Assist with evacuation	<input type="checkbox"/>	Be prepared to assist with evacuating patients as required.

Logistics – Facilities Support

This position is normally staffed by:

- Manager, Facilities
- EVS Supervisor

Where you should report to:

- Evacuation area

Resources you will need:

- Logistics Section Chief vest

Notes

Use this section for notes:

Actions

1. Carry out the responsibilities of the Senior Fire Warden	<input type="checkbox"/>	Review the Fire Warden Responsibilities.
2. Support the building's critical infrastructure	<input type="checkbox"/>	Provide any technical expertise and services to emergency services.
3. Provide assistance to the Incident Commander	<input type="checkbox"/>	Assist with the evacuation or providing technical support.
4. Utilize appropriate PPE as required	<input type="checkbox"/>	Based on the nature of the work

Code Response Strategies:

1. Code Green Types
2. Evacuation Strategies
3. External Incident – Evacuation Decision Process

Code Response Strategy #1 – Code Green Types

Horizontal Evacuations – This is the primary evacuation method to be utilized. This method involves evacuating staff, patients and visitors to a safe location on the same floor by moving at least two fire doors away from the hazard.

Vertical Evacuation – This method involves moving patients preferably down at least two levels away from the hazard. This involves the use of rescue stretchers and other methods to evacuate if the elevators are inaccessible or inoperable.

Complete Evacuation – This method involves a complete evacuation of the facility. Everyone should evacuate to the closest emergency assembly area. Assistance from local Paramedic Services will be required to facilitate holding and transfer of patients to alternate facilities.

Emergency Assembly Areas – Unit Fire Wardens are responsible for setting up emergency assembly areas once everyone is evacuated to a safe location. Patients will be tracked using the *Code Green – Patient Evacuation Tracking Form*. This information should be immediately communicated to the Hospital Transfer and Bed Flow Team so they may coordinate a new bed or location for the patient.

Code Response Strategy #2 – Evacuation Strategies

The Hospital Transfer and Bed Flow Team is responsible for coordinating the movement of patients to temporary or other clinical locations. This may occur in any type of evacuation.

Patient Evacuation Staging Area – Main East Entrance

Secondary Patient Evacuation Staging Area (if main is inaccessible) – Emergency Department

Alternate Patient Evacuation Staging Areas – If either staging area is inaccessible, any safe, open location with access by ambulance may be utilized. Ensure any staging area established is well communicated throughout the hospital.

Patients being transferred to alternate facilities should have a completed IMS 260 – Disaster Patient Evacuation Form accompanied with the patient. The Code Green Coordinator will assign a priority coloured IMS 260 form to each patient on arrival at staging according to the following categories:

- Red – priority
- Yellow – delayed
- Green – minor

Patients should be positioned in the appropriate colour-coded priority groups for easy identification

Equipment:

- Medsled Evacuation Stretchers – Central, West, Cancer, MAB, NICU (all even number patient floors)
- Stryker Evacuation Chairs – MAB (West stairwell, even number floors), Cancer (Level 2, both stairwells)

Code Response Strategy #3 – External Incident – Evacuation Decision Process:

