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Code Green Procedure

Manual:	Emergency Response and Preparedness Manual
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Reviewed By:	Director of Care Environmental Services Manager
Approved By:	Director of Quality Improvement

Policy

Emergency Response Codes

Procedure
- Code Green is announced when there is an emergency, such as a fire, flood, or structural damage to the building, that requires a partial or total evacuation of the building.
- **The Charge Registered Nurse (RN) is the Incident Manager.**
  - The role of Incident Manager **CANNOT be delegated** to another individual except when the Charge RN is injured or unable to initiate the evacuation. In these cases, the most senior available registered staff will assume the role.

Respond
- The Incident Manager or the fire department determines if an evacuation is required.
- **The Incident Manager will announce "Code Green – *LOCATION*" three times at the annunciator panel** when an emergency occurs that requires evacuation.
- All non-nursing staff must report to the Command Centre (café), as well as one personal support worker (PSW) runner from each neighbourhood, and follow the instructions of the Incident Manager.
  - The staff who are in the evacuation zone should not go to the Command Center and must continue evacuating residents from the evacuation zone.
- The Incident Manager will determine the type of evacuation to occur:
  - Horizontal Evacuation
    - Move residents from one area of the floor to another area of the same floor behind fire barrier doors.
  - Vertical Evacuation
    - Move residents from the second or third floor towards the groundfloor.
  - Total Evacuation
    - Total evacuation of the building occurs only in an extreme emergency.
      - *NOTE: Ottawa Emergency Management will be involved in mobilizing an evacuation, including providing transportation to evacuate residents.*

Recover
- After the evacuation zone or whole home has been inspected and approved for resident re-occupancy by appropriate individuals or authorities, the Incident Manager announces all clear

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using the annunciator panel.
- The Incident Management System (IMS) Business Continuity Plan is activated, if required.
- A debrief with staff who were involved in the evacuation should be conducted as soon as possible once the Code Green is declared over.

Tools
- Code Green – Incident Manager Job Action Checklist
- Code Green – Nurses and Managers/Supervisors Job Action Checklist
- Code Green – All Staff Job Action Checklist
- Code Green – Executive Director/Designate Job Action Checklist
- Code Green Poster