



# Lakeland Long Term Care

|   |  |
|---|--|
| Distribution: Emergency Response Manual | Page: 1 of 12                            |
| Section:                                | Policy Name: Code Green                  |
| Reviewed by: June 3, 2022 by Andrea Lee | Date of Original Issue: December 1, 2010 |
| Issued by: Steve White                  | Date of Last Revision: August 7, 2019    |

## 2.1 EVACUATION PLAN

### POLICY

The Fire Warden (Nurse Manager) or the Fire Department shall give an order for evacuation, unless circumstances dictate immediate on-the-spot action by others (e.g. fire emergency).

### PROCEDURE

#### Order of Evacuation

The order of evacuation should be as follows:

1. Residents in immediate danger from the fire or disaster;
2. Ambulatory residents
3. Non-ambulatory residents' including wheelchair users.
4. Residents in bed requiring two person lift.
5. Resistive resident

#### Partial Evacuation

Given that the building is constructed into multiple fire separation areas (i.e. fire doors and fire walls), partial evacuation would be the most likely response to a fire. Partial evacuation would involve moving those nearest to the fire beyond the nearest set of fire doors. Partial evacuation will take place at the direction of the Fire Warden or by staff initiative as circumstances dictate.

#### Horizontal Evacuation

Horizontal evacuation refers to moving residents from a fire-affected area to a safer area on the same floor. Horizontal evacuation will be the secondary type of evacuation, with the first holding area being the next Home Area. When necessary, Lakeland Long Term Care (LLTC) residents can be evacuated to the West Parry Sound Health Centre (WPSHC) through the second and first floor entrances, or through LLTC's main entrance. Horizontal evacuation is started immediately when it has been determined that the fire cannot be easily



# Lakeland Long Term Care

|   |  |
|---|--|
| Distribution: Emergency Response Manual | Page: 2 of 12                            |
| Section:                                | Policy Name: Code Green                  |
| Reviewed by: June 3, 2022 by Andrea Lee | Date of Original Issue: December 1, 2010 |
| Issued by: Steve White                  | Date of Last Revision: August 7, 2019    |

extinguished, or contained, or if smoke is threatening that zone. Horizontal evacuation is always away from the fire or disaster.

## Vertical Evacuation

Vertical evacuation refers to moving resident from the second floor to the first floor fire emergency or disaster when a horizontal evacuation to the hospital is not safe (i.e. the fire is in LLTC's main corridor). In this case, the fire separation barrier is the actual floor between the first and second floor (due to type of building construction). On arrival, the Fire Warden or the Fire Department, will determine if type of evacuation is necessary.

## Total Evacuation

In a total evacuation, every occupant in the building is to be evacuated to the outside. Total evacuation would occur when a disaster is such that the health and safety of all residents is in imminent danger regardless of where they are in LLTC, as well as the WPSHC. LLTC residents are to be transported to Belvedere Heights. The decision to initiate a total evacuation shall be at the discretion of the Fire Department or the Fire Warden, in the absence of the Fire Department.

**Note:** In the event of a total evacuation, the WPSHC ERP manual (located in the LLTC Boardroom) will be utilized.

## **ROLES & RESPONSABILIIES**

Roles and responsibilities of staff during an evacuation will include the following functions and tasks:

1. The **Fire Warden** (Nurse Manager) will proceed to the area of the fire or disaster initiating and taking command of the evacuation. The Fire Warden will defer to the Fire Department on their arrival and provide the Evacuation Key.
2. **Staff on those Home Areas not immediately affected by the evacuation**, are to take all necessary steps related to a Code Red or response to a fire, and be prepared to evacuate their area if needed.
3. The **Fire Warden** will assign a staff member to call the **Manager-On-Call**. The **Manager-On-Call** will immediately contact the Administrator or designate. The Administrator or designate will contact the CEO and then proceed to the facility. The Manger-On-Call will contact all other managers, assign sections of the Call-In List (located in the Lakeland Boardroom) or initiate Staff Stat Call-In List to



# Lakeland Long Term Care

|   |  |
|---|--|
| Distribution: Emergency Response Manual | Page: 3 of 12                            |
| Section:                                | Policy Name: Code Green                  |
| Reviewed by: June 3, 2022 by Andrea Lee | Date of Original Issue: December 1, 2010 |
| Issued by: Steve White                  | Date of Last Revision: August 7, 2019    |

available managers. Upon arrival, the Administrator or designate will establish the command center in Lakeland's boardroom. If unsafe, the alternate command center will be the WPSHC boardroom on the fourth floor.

4. **All employees** will be expected to respond immediately to the call. It is mandatory that all staff wear their name badges in order to enter the building and this must be communicated to all employees.
5. The Medical Director and attending physicians will be notified by the **Director of Nursing and Personal Care** or designate.
6. **All employees** on site and as they arrive, will assist in or supervise the performance of individual functions as directed by the senior manager present or other registered staff.
7. In the event of a complete evacuation out of the building all residents are to exit from the building starting with those in closest proximity to the disaster, if the disaster is localized. Otherwise, those nearest the exits will be removed first. Evacuation will be direct to waiting transport and then to the Staging Area. The **Fire Warden** will coordinate the exit of residents from the Home and will ensure that all residents are checked off the Resident list, located in the Emergency Response Box in the LLTC boardroom. Staff will identify those residents left behind and their location (i.e. resistive residents or residents who could not be reached due to the location of the fire), requesting the Fire Department to assist where possible.
8. The **Fire Warden** or delegate, in the absence of the Fire Department, will determine when to evacuate the facility.
9. The Evacuation Binders (located at information Centre) are to be evacuated with the residents, if it is safe to do so. All resident charting is located on Medecare, our electronic system in which the residents Care Plan and MAR are located.
10. Re-entry to the building will only be allowed after the fire department determines that the building is safe.
11. Evaluation and debriefing will occur as soon as reasonable after the event.
12. **All staff** will promptly respond when called upon in an emergency.
13. **All staff**, as they arrive, shall each be assigned responsibilities such as evacuation, relocation of supplies, records, reception etc.
14. **The supervisor for each assignment** will be responsible for directing their support personnel and their area.

## Ensuring Safe Relocation of Residents during a Total Evacuation



# Lakeland Long Term Care

|   |  |
|---|--|
| Distribution: Emergency Response Manual | Page: 4 of 12                            |
| Section:                                | Policy Name: Code Green                  |
| Reviewed by: June 3, 2022 by Andrea Lee | Date of Original Issue: December 1, 2010 |
| Issued by: Steve White                  | Date of Last Revision: August 7, 2019    |

The parking lot at the Torrance Funeral Home (at the bottom of the hill), will be the staging area that all residents will initially be transported to, before transferring to the evacuation site, Belvedere Heights.

The Administrator or designate will identify two Evacuation leads:

1. **Staging Area Lead** will be responsible to:
  - a. Take one of LLTC's hand held radios (located in the LLTC Boardroom), Resident ID Bands (located in Evacuation Binders and copy of the Resident List located in the Emergency Evacuation Box located in the LLTC boardroom.
  - b. Check off a resident's name when the resident arrives in the staging area, ensuring resident ID band is secured to the resident.
  - c. The resident is then transported to the alternate location (Belvedere Heights).
2. **Evacuation Site Lead** will proceed to Belvedere Heights and take charge of residents arriving at that location. The **Evacuation Site Lead will:**
  - a. Take one of LLTC's hand held radios, as well as a copy of the Resident List located in the Emergency Evacuation Box in the Lakeland boardroom.
  - b. Assign LLTC staff as they arrive at Belvedere Heights to be responsible for specific residents.
3. Both the staging area and evacuation site leads will communicate with the Administrator or designate via the WPSHC hand held radios, the number of residents received and the names of those who were not received.

## TRANSPORTATION

Should a disaster force evacuation of LLTC, the following modes of transportation can be used for residents and critical medication, supplies, and equipment:

1. Fire Department
2. Lakeland Long Term Care Van
3. Ambulance Service
4. Public Transit – Taxis, School Buses
5. Volunteers
6. Belvedere Heights Van



# Lakeland Long Term Care

|   |  |
|---|--|
| Distribution: Emergency Response Manual | Page: 5 of 12                            |
| Section:                                | Policy Name: Code Green                  |
| Reviewed by: June 3, 2022 by Andrea Lee | Date of Original Issue: December 1, 2010 |
| Issued by: Steve White                  | Date of Last Revision: August 7, 2019    |

## LINEN SUPPLY

- Should a disaster require relocation, temporary bedding and linen will be available from the WPSHC.
- Should a disaster affect laundry facilities, or there is a mechanical breakdown, an arrangement exists with Belvedere Heights to provide a continuous supply of fresh linen daily until our facility resumes operation.

## CODE GREEN EVALUATION

Members of the leadership team will fill out an evaluation form, after a mock green is completed. See APPENDIX A (Mock Code Green Evaluation form).

## 2.2 RETURN TO THE EVACUATED FACILITY

### 1.0 Policy

To facilitate the safe return of our residents the senior staff of Lakeland Long Term Care and West Parry Sound Health Centre will work together to ensure the Home is inspected and approved for resident re-occupancy by the appropriate authorities.

### 2.0 Procedure

In consultation with the CEO and local authorities, the Administrator will contact the Ministry of Health & Long Term Care Inspection Branch about the readiness of return.

Once the building has been approved for re-entry, the Administrator or delegate will coordinate the following:

- Check all operational equipment and air systems.
- Arrange for meals and snacks for returning residents.
- Notify families about time and date of return. Schedule re-admission of residents who have been with families last.
- Notify the Medical Advisor and Attending Physician(s).
- Contact staff regarding schedules for re-admission
- Gather lists of residents and equipment to be returned.

## Lakeland Long Term Care

|   |  |
|---|--|
| Distribution: Emergency Response Manual | Page: 6 of 12                            |
| Section:                                | Policy Name: Code Green                  |
| Reviewed by: June 3, 2022 by Andrea Lee | Date of Original Issue: December 1, 2010 |
| Issued by: Steve White                  | Date of Last Revision: August 7, 2019    |

- Designate a central control area for returning residents, staff and equipment.
- Double check and identify residents as they disembark from various means of transportation.
- Ensure checklists of residents and equipment are continually updated.
- Ensure that resident and equipment are returned to appropriate areas.
- Establish routine as soon as possible.
- Investigate reports of resident and Lakeland property loss as soon as possible.

### 3.0 After It's All Over:

1. Take equipment inventory to assess losses.
2. Establish additional staffing costs.
3. Reimburse staff for expenses due to travelling etc.
4. Establish total cost of evacuation.
5. Conduct a debriefing session with individuals involved with the evacuation to determine what needs to be changed or improved. Revise the appropriate policies and procedures as required.

## 2.3 FAN OUT PROCEDURE

## 1.0 Policy

To contact owners, managers and additional staff in the event of a fire or emergency

## 2.0 Procedure

The person calling from Lakeland will attempt to contact the Administrator. If the first person on the list cannot be reached, continue down the list until you contact a person. When making your calls, be certain to state the location and type of emergency.

## 2.1 Administrator:

1. Call the leadership team: Health Centre CEO or designate  
Director of Nursing & Personal Care  
Social Services Worker



# Lakeland Long Term Care

|   |  |
|---|--|
| Distribution: Emergency Response Manual | Page: 7 of 12                            |
| Section:                                | Policy Name: Code Green                  |
| Reviewed by: June 3, 2022 by Andrea Lee | Date of Original Issue: December 1, 2010 |
| Issued by: Steve White                  | Date of Last Revision: August 7, 2019    |

Program Manager  
Business Coordinator  
Manager Support Services

2. Report to the Evacuation Control Centre (lobby or other designated location)

## 2.2 Director of Nursing and Personal Care:

1. Call the Nurse Manager's, Nursing Support Assistant and Nursing Administrative Assistant.
2. Call Physicians.
3. Designate team members to activate Staff Stat or call staff in department
4. Perform emergency duties as set out in Fire Safety Plan, or as directed by Fire Warden.

## 2.3 Program Manager

1. Call in team
2. Designate someone to drive car/van and to prepare it with essential materials
3. Perform emergency duties as set out in Fire Safety Plan, or as designated by Fire Warden.

## 2.4 Business Coordinator:

1. Tag residents' belongings, noting their name and where they are going.
2. Check off from the master list that the resident has been accounted for.
3. Perform emergency duties as set out in Fire Safety Plan, or as directed by the Fire Warden.

## 2.5 Social Services Worker:

1. Call family member/first point of contact for resident and inform them where the resident is being moved.
2. Request family members, who are able, to take residents home. Notify Fire Warden, which residents will be going home with family.



# Lakeland Long Term Care

|   |  |
|---|--|
| Distribution: Emergency Response Manual | Page: 8 of 12                            |
| Section:                                | Policy Name: Code Green                  |
| Reviewed by: June 3, 2022 by Andrea Lee | Date of Original Issue: December 1, 2010 |
| Issued by: Steve White                  | Date of Last Revision: August 7, 2019    |

3. Perform emergency duties as set out in Fire Safety Plan, or as directed by the Fire Warden.

## 2.6 Manager Support Services: (Food Service and Environment)

1. Call in team.
2. Perform emergency duties as set out in Fire Safety Plan, or as directed by Fire Warden.

Persons contacted must report to Lakeland as quickly as possible.

Upon arrival at the building, Managers are to report to the Person-In-Charge in the area of the Emergency.

Any Manager may call a meeting of the Managers, as required, as time and circumstances permit, to plan a response to the Emergency. Action of Managers must be coordinated with the Fire Department Officer in Charge.

## 3.0 Contacting Key Staff

### 3.1 Implementation:

If extra staff are required to assist with evacuation procedures, or if relocation seems imminent, the appropriate Department managers on duty, or their alternates, will delegate staff to call in additional personnel from the up-to-date staff listing. The emergency fan-out binder is located in the Lakeland Boardroom. After normal business hours, the individual Department Managers, will be so advised through the Fan Out System and will initiate calling in of additional staff for the department. This may have to be done from their home, if they cannot get to the building.

### 3.2 Calling In Of Staff:

1. Call those living closest to Lakeland first, as identified by the Fan Out List.
2. Identify yourself and state you are calling from Lakeland.
3. Note that it is an emergency and that staff assistance is required.
4. State when they are to come in, what entrance, reporting to whom and in what area.





# Lakeland Long Term Care

|   |  |
|---|--|
| Distribution: Emergency Response Manual | Page: 9 of 12                            |
| Section:                                | Policy Name: Code Green                  |
| Reviewed by: June 3, 2022 by Andrea Lee | Date of Original Issue: December 1, 2010 |
| Issued by: Steve White                  | Date of Last Revision: August 7, 2019    |

### 3.3 Updated Staff Listing:

The Administrator will ensure that an up to date staff listing, by Department, including names, travel time from home to Lakeland, and home telephone numbers, is maintained. Each Department Manager will receive an updated listing regularly. Department Managers will keep a copy of the staff list in a confidential place at their personal residences.

### 2.4 APPENDIX

- APPENDIX A (Mock Code Green Evaluation Form)



# Lakeland Long Term Care

|   |  |
|---|--|
| Distribution: Emergency Response Manual | Page: 10 of 12                           |
| Section:                                | Policy Name: Code Green                  |
| Reviewed by: June 3, 2022 by Andrea Lee | Date of Original Issue: December 1, 2010 |
| Issued by: Steve White                  | Date of Last Revision: August 7, 2019    |

## APPENDIX A: Mock Code Green Evaluation

Date completed: \_\_\_\_\_ Completed by: \_\_\_\_\_

Location Monitoring: \_\_\_\_\_

Did staff know what they were supposed to be doing?      **Yes**      **No**

If no, what were the problem areas?

---

---

---

What were the challenges when moving residents?

---

---



# Lakeland Long Term Care

|   |  |
|---|--|
| Distribution: Emergency Response Manual | Page: 11 of 12                           |
| Section:                                | Policy Name: Code Green                  |
| Reviewed by: June 3, 2022 by Andrea Lee | Date of Original Issue: December 1, 2010 |
| Issued by: Steve White                  | Date of Last Revision: August 7, 2019    |

---

Did arrival of the fire department present any challenges when moving residents?

---

---

---

What additional challenges did we face and how should they be resolved?

---

---

---

Recommendations:

---

---

# Lakeland Long Term Care



|   |  |
|---|--|
| Distribution: Emergency Response Manual | Page: 12 of 12                           |
| Section:                                | Policy Name: Code Green                  |
| Reviewed by: June 3, 2022 by Andrea Lee | Date of Original Issue: December 1, 2010 |
| Issued by: Steve White                  | Date of Last Revision: August 7, 2019    |