

Code Green: Evacuation

Pinecrest Nursing Home

Disclaimer: Any PRINTED version of this document is only accurate up to the date of printing. Always refer to the electronic version of the Policies, Procedures and Processes for the most current versions of the documents in effect.

Subject: Evacuation

Section One – Introduction

There are a variety of circumstances that could necessitate evacuation of the building including: fire, explosion, flood (although probably not at Pinecrest!), bomb threat, loss of heat, power or water for an extended period of time and community disaster - i.e. Toxic Spill

TYPES OF EVACUATION:

When discussing evacuation, there are three levels of evacuation to consider.

1. **Simple Evacuation** involves removing people from one room, for example, removing the occupants of a room where there is a fire to a safe area in the building.
2. A **Partial Evacuation** is what it sounds like – removing residents from an area of danger to another area on the same level, preferably behind a smoke barrier door. At Pinecrest this would be Horizontal Evacuation. Long term care homes that are more than one story need to have a plan for Vertical evacuation which would involve moving residents to another floor, usually downward.
3. **Total Evacuation** would involve total evacuation of the building to the outside and would be carried out only in an extreme emergency.

MAKING THE DECISION TO EVACUATE:

The decision to enact a simple or partial (horizontal) evacuation of a wing shall be made by the Charge Nurse upon discovery of a fire or another situation that threatens the widespread safety of Pinecrest residents & staff. The Fire Safety Plan describes how a simple or partial evacuation would proceed. (see the page titled “Evacuation”)

The decision to implement a total evacuation would be made by the Administrator/ Director of Care or Charge Nurse in collaboration with the Fire Department and EMS. Generally evacuation occurs in three steps – the simple evacuation first, followed by evacuation of those within the affected zone and then, only if necessary, total evacuation.

RESPONSIBILITY DURING EVACUATION:

When the decision to evacuate has been made and instructions given as to the degree of evacuation, the Director of Care or Charge Nurse shall be responsible for directing the evacuation including:

Directing staff in the evacuation of residents.

Maintaining a record of evacuees and ensuring that all residents have an identification bracelet or other means of identification.

Transporting the resident's charts & medications to the place where residents have been relocated.

Sequence of Evacuation

1. Evacuate the room of origin first, if possible. If any resident in the room uses oxygen, immediately turn off oxygen and remove resident from the room.
2. When leaving room of origin, ensure door is closed and, if room empty, post an orange marker on outside of door. Place wet bedding or towels in front of the door of fire origin to reduce smoke entering the hall.
3. Evacuate the rooms on either side of the room of fire origin and the room directly across the hall. If any resident in one of those rooms has oxygen, evacuate that room next. Immediately turn oxygen off and remove resident from the room. Mark evacuated rooms with orange markers on doors
4. Evacuate ambulatory persons next. They should be moved in a group whenever possible. If they are not moved, they may open their room doors and be exposed to fire and smoke. Visitors and other occupants capable of evacuating should be instructed to leave the fire area on their own or with some assistance. Visitors could provide assistance if given suitable instructions. Residents requiring assistance should be reassured and told to remain in their rooms with the door closed. They will be evacuated as soon as possible.
5. Residents in wheelchairs should be moved next.
6. Other non-ambulatory residents should then be evacuated.
7. Finally, evacuate resistant residents. If they are not in immediate danger, they should be left in their room with the door closed. The Code Coordinator (Charge Nurse) must be informed of their location.
8. When the fire zone has been evacuated, a final search of all rooms, with the exception of the room of origin, should be carried out if possible. (at this time staff should also move any equipment in the hall into empty rooms. A staff should then be assigned at the separation doors leading to the fire zone to prevent re-entry of unauthorized persons.

Code Green Introduction

When evacuating residents:

Staff must recognize their personal limitations and abilities when preparing to move a resident using an evacuation technique. It is important to recognize if a resident is too heavy to be moved by one rescuer. Sometimes the rescuer may have an injury or problem such as a bad back, that could prevent them from using a certain type of lift or carry. The rescuer should be able to determine how the resident should be safely moved. Other than the room where the fire is located, staff should have adequate time to transfer residents using a mechanical lift. Once the Room of origin is evacuated, staff should refocus, reminding each other that there is time to work at a steady pace without need to panic or rush.

Total Evacuation

If the fire or smoke conditions in the building become severe, total evacuation of the building may be necessary. This may be determined by the Code Coordinator and/or the fire department and would involve evacuating residents to the exterior of the Nursing Home by taking them to the back of the building, to the east, across the driveway (by the stone wall)

2 PSWs should work together to transfer residents to wheelchairs, geri-chairs, loungers, commodes, blankets on the floor, etc and remove from room to hall

1-2 PSWs work together to porter residents to next fire zone

Revised: 08/23.

Code Green Introduction

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Code Green Worksheet

Code Green Work Sheet

Code Coordinator			
			Has 911 been called?
			Has Administrator &/or DOC been called? Jenelle Whalen-705-768-7515 or Shelly Griffin – 705-887-5987 or 705-308-0478
			Use the central zone or whichever zone is safe. Use Back Yard only as last choice*** if residents must be moved to external waiting point at back of building, assign 1 registered staff & 3 PSW to remain at back while other PSWs, and support staff assist residents to the waiting point.
			Determine which door will be the main door (front door, service door, North hall door) All other doors will be restricted to use by EMS personnel only.
			Retrieve CODE GREEN BOXES (2) or delegate registered staff to get from Treatment Room - place at Nurses Station
Delegate the tasks below:	<i>specify below who assigned to each task</i>	# staff req'd	** as staff report for assignment – go to the page that outlines their position & assign the next available task to them – write the staff name next to the task they have been assigned.
Administrator			Notifications - List 1 (all lists are clipped together in Code Green Supplies box.) Act as contact person with emergency services
DOC			Triage residents (determine order of evacuation & evacuation location) Give List 2 Give remote access to PCC to Reg staff going to Case if able

Code Green Worksheet

Registered Staff

1(name)	1	Door Monitor: to run main door	Give List 3 *** will need a cell phone
2(name)	1	Conduct a resident head count.	List 4 - head count & id bracelets
3(name)	1	Med Nurse: responsible for the Residents' Charts, MARs, Medications, treatments – print MARS	List 5 - work with Triage Nurse – as residents identified for evacuation – give their bag & sheet to PSW to collect personal belongings if able
4(name)	1	Triage (with DOC if here)	List 2 (if DOC not here) should have cell phone
5(name)	1	supervise residents in building – move from evacuated residents to residents in rooms	
6(name)	1	send to Case Manor to assist arriving residents when evacuations start	List 6a (small sheet)
7(name)	1	send to Legion to assist residents when evacuation there starts	List 6b (small sheet)
8(name)	1	send to United church to assist residents when evacuations there start	List 6c (small sheet)
9(name)	1	ask DOC for remote access and go to Case Manor to print required information (ask DOC)	

Code Green Worksheet

Nurse Clerk		2 staff List 7 Go to an office space that is available
1(name)		
2(name)		

PSWs

staff req'd

1(name)	1	Report to Registered staff #2 to assist with head count & apply ID bracelets
1(name)	2	report to Registered Staff #5 to stay with evacuated residents in control zone & ensure security at exit doors
2(name)		
1(name)	2	report to Registered Staff #5 to monitor & assist residents in unevacuated hall, assist as needed, & ensure security at exit doors
2(name)		
PSW or Activities staff (name)	1	monitor door to evacuated area – ensure no residents, staff enter
PSW or Activities staff 1 (name)	2 or 3	Report to Registered Staff #4 – Triage Nurse 2 assist to collect residents personal belongings for evacuation
2 (name)		
3 (name)		
PSW or Activities staff 1(name)	2	refer to Registered Staff #1 – Door Monitor assist at door with evacuations
2 (name)		

Code Green Worksheet

PSW (name)	2	Report to Triage Nurse 2 Assist Residents & belongings to Exit once ready for evacuation Ensure residents being evacuated are properly clothed and covered as appropriate.
(name)		

PSW 1 (name)	6	drive to receiving location and assist residents there until replaced List 6d (small sheets) List 6e List 6f List 6g List 6h List 6i
2 (name)		
3 (name)		
4 (name)		
5 (name)		
6 (name)		

HK, Laundry

1 (staff)	2	List 9 Gather required supplies for residents Report to Registered Staff #1 Door Security with supplies.
2 (staff)		

Maintenance	Restrict building to all unauthorized persons Maintenance Keep front parking lot and driveways free of traffic List 8
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Dietary	report to kitchen List 10
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Code Green Worksheet

Staff with a Truck	to move wheelchairs, etc to evacuation locations - report to Door Security
When All residents evacuated	building needs to be made secure (maintenance) staff assignments to replace staff at evacuation locations (Nurse Clerk) arrangements for accommodation for residents (Administrator, DOC) if possible – Pack additional belongings for residents being relocated - if long term - pack all resident' s belongings, label bags with resident's names

Code Green Worksheet

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List 1_Contacts

Admin/DOC

- contact the following using the Emergency Phone list

911 – Fire, EMS, Police as required to inform that total evacuation is being implemented

Jenelle Whalen – 705-768-7515

Shelly Griffin – 705-887-5987 or 705-308-0478

	MOHLTC	during Business Hours – initiate and submit an on-line Critical Incident System form identifying this as a Critical Incident	
		Ministry Of Health – After Hours Emergency contact (leave a message that a critical incident and need to speak to Ministry of Health).	1-888-999-6973
	LHIN	Between 8:30 am – 4:30 pm Monday – Friday: for all System-Level Emergencies / Incidents Notification (Contact: Emily Van de Klippe) (Email: Emily.VandeKlippe@lhins.on.ca)	1-905-430-3308 x 3213 Toll Free: 1-800-263-3877
	LHIN	After Hours Weekdays (4:30pm – 8:30 am), Weekends & Holidays all system related emergencies/ incident notifications	1-833-833-4314 Email: afterhours-ce@lhins.on.ca
	City of Kawartha Lakes	Municipal Call center After Hours Emergency	705-324-9411 1-877-885-7337

List 1_Contacts

	Community Care	wheelchair, stretcher car & volunteer drivers	705-324-7323 x 223 705-324-7323 x 654 after hours call RMH
	Devitts	J & K Devitt Service Inc – Sheree Austin - Joel Austin - Doug Shaw	705-738-2461 705-879-0154 705-464-0879 705-731-7362
	Extendicare Lakefield	Johnathan Scott	705-652-7112
	Royal Canadian Legion	Receiving Center After Hours – Marg Cameron Gary Whalen	705-738-2710 705-738-3092 647-299-5523 686-5523
	United Church	Receiving Center or contact: Sue Zilke or Cathy Bennett	705-738-5135 705-793-2099 705-738-4080
	Case Manor	Receiving Center	705-738-2374
	Caressant Care McLaughlin Road	Receiving Center	705-324-0300
	Riverview Manor	Receiving Center contact: Matthew Riel	705-748-6706
	Ross Memorial Hospital		705-324-6111 Emergency Dept 705-328-6164
	Dr. Rishi Ramdass	Cell Fax	1-416-728-8423 1-705-809-5360
	Dr. Stephan Oldridge	Office Office Fax Cell	705-738-6136 705-738-3771 705-738-7896

List 1_Contacts

<p><i>This is _____ from Pinecrest Nursing Home. We have an emergency that requires we evacuate our residents from our building. Transportation is on its way. We will be transporting #_____ residents to _____(location) shortly for temporary shelter until accommodation can be arranged for them. They will be accompanied by several staff. Please prepare to accept them. You can contact us at _____ (use personal cell phone #)</i></p>		
Nursing Services	Rest Assure	705-340-3258
LTCHomes	Fenelon Court	705-887-2100
LTCHomes	Extendicare Kawartha Lakes	705-878-5392
LTCHomes	Caessant Care on McLaughlin Road	705-324-0300
LTCHomes	Caessant Care Lindsay	705-324-1913
LTCHomes	Frost Manor	705-324-8333
LTCHomes	Victoria Manor	705-324-3558
LTCHomes	Extendicare Lakefield	705-652-7112
LTCHomes	Riverview Manor	705-748-6706
Retirement	Country Estates Retirement Home	1-800-631-9394
Retirement	Kawartha North Retirement Living	705-738-6741
Retirement	Forestview on Mary Retirement Home	705-928-5968
Retirement	Adelaide Place Retirement Community	705-324-7878
Retirement	Lakeland Village Assisted Living	705-328-3444
Retirement	William Place Retirement	705-328-1016

List 1_Contacts

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List 2 Triage

LIST 2 TRIAGE

	from Code Green Box in Treatment Room remove:	
	- ID tag - TRIAGE - add your first name to tag	
	- TRIAGE Transfer Sheets	
	determine order of evacuation of residents & location each resident is to be transferred to (RMH, Case, Legion, United Church)	
	criteria:	
	- residents with injuries, medical conditions requiring assessment	to RMH for assessment by ambulance
	- stable residents requiring transfer by mechanical lift	to Case Manor by ambulance or cc van
	- stable residents requiring wheel/chair to United Church	? bus
		? car
		? community care w/c van
	- stable residents that walk independently to Legion	? bus
		? car
	start TRIAGE Transfer Sheets – Add Lab Label, evacuation location, form of transportation	
	as TRIAGE Transfer Sheets are filled, give to Triage Nurse #2	

List 2 Triage

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List 2 Triage

TRIAGE 2

	from Code Green Box:
	- remove ID: TRIAGE 2, add your first name to tag
	- belongings bags
	- Resident Belongings Sheets
	as TRIAGE nurse identifies a resident for transfer:
	- place a lab label on a Resident Belongings Sheet - (see Nurse Clerk for labels)
	complete: transfer to, transportation by
	- mark resident's name on belongings bag & add lab label
	- PSWs, Activity Staff will report to you to gather resident's belongings
	- give a sheet & bag to PSW/Activity staff to gather resident's personal belongings as able & report back to you when finished
	- give PSW / Activity staff the belongings sheet & bag for next resident on the list
	- give returned sheet & bag to Med Nurse to add medications, & documentation & return to you
	on Triage Transfer Worksheet, add time & additional notes as needed.
	Give Belongings sheet & bag to PSW that is assisting with exits they should collect resident & take to door for evacuation.
	Direct PSW to:
	- find resident & ensure they are properly clothed, covered for transport (look for linen cart with sheets, blankets, etc near exit)
	- take resident with belongings & Belongings sheet to Door Security

List 2 Triage

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List 3 Door Monitor

List 3 Door Security

*** you will need a cell phone for taking photographs

	<p>get Code Green Box from treatment room if not at Nurses Desk. Remove Envelope 1 from box, Leave box at Nurses Desk</p>
Read This First	<p>You are responsible to direct all individuals entering and exiting the building. Emergency personnel may enter by any door. All others, staff, volunteers, family, etc must enter by the Main Door (as specified by the Code Coordinator</p>
	<p>Everyone entering is required to sign in. Everyone exiting the building must sign out You will sign out every resident as they leave the building & ensure they have their belongings bag & belongings sheet</p>
	<p>Open Envelope 1 Contents: Identification badge (Door Security) – add your first name to the tag Sign for Main Door Signs for all other doors Sign in /out sheets for entering the building Sign out sheets for Residents being evacuated Pens</p>
	<p>Complete signs for all doors with restricted entrance by naming the Main door that individuals must enter by (for example: all others must enter at Front Door)</p>
	<p>Post appropriate signs at all doors (get tape from nurses desk or main office)</p>
	<p>Put sign in sheets at Main door with pens.</p>
	<p>As staff enter building – ensure they sign in, with time of arrival. Dietary staff should immediately go to the kitchen and follow the Code Green procedure for Dietary staff. All other staff should be directed to the Code Coordinator for assignment</p>
	over

List 3 Door Monitor

	<p>1 or 2 PSWs or Activities staff will be assigned to assist you with residents being evacuated.</p> <ul style="list-style-type: none">- They should help you to check that residents leaving the building have all the items listed on their Resident Belongings Sheet.<ul style="list-style-type: none">- Use your cell phone to take a photograph of resident belongings list so we have a record of what they have taken with them & write the resident's info on the Resident Exit List
	<ul style="list-style-type: none">- PSWs should then assist the resident to the transportation and help them board (if necessary).<ul style="list-style-type: none">- Mobility aides that cannot go with the resident should be placed in an area outside the door for transport to their evacuation location.
	<ul style="list-style-type: none">- Note: At some point HK or Laundry staff will report to you to label & sort equipment that needs to go to evacuation locations. Once someone is found to move the equipment these staff can help to load and transport

List 4 _ Head Count

List 4 Head Count

	Your task is to do a head count to establish the location of every resident, identify if any residents are missing, and then apply an ID bracelet to every resident in the building
	One PSW will be assigned to assist you with this.
	The Nurse Clerk have been assigned to print resident lists for you to use for the head count. Look for them for this information.
	Divide the residents by wing for the head count. One staff to find all the residents that have been evacuated from the affected wing & one to establish where the residents from the unaffected wing are. It may be helpful to mark beside each name, where they are currently located.
	When the head count is completed – identify if there are any missing residents. Report to Code coordinator and determine search plan for finding any missing residents.
	The Nurse Clerk has also been assigned to prepare the ID bracelets. They will bring them to you as they complete them. (or go and get what they have completed) They will start with bracelets for the residents who have been evacuated from their rooms.
	Working together, (2 staff needed to confirm that the identity of the resident matches the name on the bracelet) apply the ID bracelets to each resident.
	Document that each bracelet has been applied on the resident lists.
	When all residents have been located and are wearing their ID bracelet, report back to Code Coordinator for next assignment.

List 4 _ Head Count

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List 5 Medication Nurse

	get your identification tag "Med Nurse" in Code Green box in Treatment Room
	- add your first name to the tag
	if printing is available – start to print MARS – start with wing that has been evacuated.
	Gather in 1 location: (consider using the tub room)
	- med carts, treatment cart, chart racks, health card & transfer books, MARs
	HK staff come to you to assist with supplies. Give them the attached list and direct to bring these supplies will be asked to collect extra blankets, sheets, towels and bring to your area to add to Resident's belongings as needed before being evacuated
	Triage Nurse #2 will give you Resident's belongings list and belongings bag after PSWs have added personal effects.
	Add: MARS (if available)
	Medications
	Treatments
	Residents chart (blue binder)
	Health card
	DNR sheet
	(check on Resident belongings list, each item you add to the bag)
	Tell Triage #2 that resident's pack is complete (she will give to a PSW to take, with the resident, to the door for evacuation)

List 5 Med Nurse

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List 6_ Receiving Center

Registered staff

*** leave your cell # with code coordinator

Go to: ___Case Manor_____

- drive your own vehicle or travel with another team member going to the same location

1 Registered staff and 2 PSWs are assigned to each location

You will assist residents as they arrive from Pinecrest.

- assist with transfers, toileting, snacks & meals
- medications
- assessments, supervision

Do not leave until replaced or directed to do so.

Registered staff

*** leave your cell # with code coordinator

Go to: _____United Church_____

- drive your own vehicle or travel with another team member going to the same location

1 Registered staff & 2 PSWs are assigned to each location

You will assist residents as they arrive from Pinecrest.

- assist with transfers, toileting, snacks & meals
- medications,

Do not leave until replaced or directed to do so

Registered staff

*** leave your cell # with code coordinator

Go to: _____Legion_____

- drive your own vehicle or travel with another team member going to the same location

1 Registered staff and 2 PSWs are assigned to each location

You will assist residents as they arrive from Pinecrest.

- assist with transfers, toileting, snacks & meals
- medications
- assessments, supervision

Do not leave until replaced or directed to do so.

Registered staff

*** leave your cell # with code coordinator

Go to: _____Riverview Manor_____

- drive your own vehicle or travel with another team member going to the same location

1 Registered staff and 2 PSWs are assigned to each location

You will assist residents as they arrive from Pinecrest.

- assist with transfers, toileting, snacks & meals
- medications, - assessments, supervision

Do not leave until replaced or directed to do so.

List 6_ Receiving Center

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List 6_ Receiving Center

PSW

Go to: _____Case Manor_____

- drive your own vehicle or travel with another team member going to the same location

1 Registered staff and 2 PSWs are assigned to each location

You will assist residents as they arrive from Pinecrest.
- assist with transfers, toileting, snacks & meals

Do not leave until replaced or directed to do so by Pinecrest Registered staff or management.

PSW

Go to: _____Legion_____

- drive your own vehicle or travel with another team member going to the same location

1 Registered staff and 2 PSWs are assigned to each location

You will assist residents as they arrive from Pinecrest.
- assist with transfers, toileting, snacks & meals

Do not leave until replaced or directed to do so by Pinecrest Registered staff or management.

PSW

Go to: _____Case Manor_____

- drive your own vehicle or travel with another team member going to the same location

1 Registered staff and 2 PSWs are assigned to each location

You will assist residents as they arrive from Pinecrest.
- assist with transfers, toileting, snacks & meals

Do not leave until replaced or directed to do so by Pinecrest Registered staff or management.

PSW

Go to: _____Legion_____

- drive your own vehicle or travel with another team member going to the same location

1 Registered staff and 2 PSWs are assigned to each location

You will assist residents as they arrive from Pinecrest.
- assist with transfers, toileting, snacks & meals

Do not leave until replaced or directed to do so by Pinecrest Registered staff or management.

List 6_ Receiving Center

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List 6_ Receiving Center

PSW

Go to: _____ United Church _____

- drive your own vehicle or travel with another team member going to the same location

1 Registered staff and 2 PSWs are assigned to each location

You will assist residents as they arrive from Pinecrest.

- assist with transfers, toileting, snacks & meals

Do not leave until replaced or directed to do so by Pinecrest Registered staff or management.

PSW

Riverview Manor

- drive your own vehicle or travel with another team member going to the same location

1 Registered staff and 2 PSWs are assigned to each location

You will assist residents as they arrive from Pinecrest.

- assist with transfers, toileting, snacks & meals

Do not leave until replaced or directed to do so by Pinecrest Registered staff or management.

PSW

Go to: _____ United Church _____

- drive your own vehicle or travel with another team member going to the same location

1 Registered staff and 2 PSWs are assigned to each location

You will assist residents as they arrive from Pinecrest.

- assist with transfers, toileting, snacks & meals

Do not leave until replaced or directed to do so by Pinecrest Registered staff or management.

PSW

Go to: _____ Riverview Manor _____

- drive your own vehicle or travel with another team member going to the same location

1 Registered staff and 2 PSWs are assigned to each location

You will assist residents as they arrive from Pinecrest.

- assist with transfers, toileting, snacks & meals

Do not leave until replaced or directed to do so by Pinecrest Registered staff or management.

List 6_ Receiving Center

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List 6_Receiving Center

Registered staff

*** leave your cell # with code coordinator

Go to: ___Caessant Care (McLaughlin Rd)_____

- drive your own vehicle or travel with another team member going to the same location

1 Registered staff and 2 PSWs are assigned to each location

You will assist residents as they arrive from Pinecrest.

- assist with transfers, toileting, snacks & meals
- medications
- assessments, supervision

Do not leave until replaced or directed to do so.

Registered staff

*** leave your cell # with code coordinator

Go to: _____

- drive your own vehicle or travel with another team member going to the same location

1 Registered staff & 2 PSWs are assigned to each location

You will assist residents as they arrive from Pinecrest.

- assist with transfers, toileting, snacks & meals
 - medications,
- Do not leave until replaced or directed to do so

Registered staff

*** leave your cell # with code coordinator

Go to: ___Extendicare (Lakefield)_____

- drive your own vehicle or travel with another team member going to the same location

1 Registered staff and 2 PSWs are assigned to each location

You will assist residents as they arrive from Pinecrest.

- assist with transfers, toileting, snacks & meals
- medications
- assessments, supervision

Do not leave until replaced or directed to do so.

Registered staff

*** leave your cell # with code coordinator

Go to: _____

- drive your own vehicle or travel with another team member going to the same location

1 Registered staff and 2 PSWs are assigned to each location

You will assist residents as they arrive from Pinecrest.

- assist with transfers, toileting, snacks & meals
 - medications, - assessments, supervision
- Do not leave until replaced or directed to do so.

List 6_Receiving Center

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List 7 Nurse Clerk

List 7 Nurse Clerk

	If PCC & a printer is accessible, print 5 copies of a resident list and give to the RN conducting a head count. If not available, manually make up a list of residents (by room # - using the chart racks as a guide)	give 3 copies to the RN conducting a head count.
		give 2 copies to Triage Nurse
	prepare emergency identification bracelets - start with evacuated residents	
	ID bracelets are in Code Green Box in Treatment Room	
	use Lab Labels (in Med Room) to make ID bracelets	
	As you finish with Lab Labels – take to TRIAGE	
	- When bracelets are ready, give to the Nurse doing Head Count	
	answer telephone	
	other duties as required by Code Coordinator, Triage nurse, DOC, Administrator	
	Collect completed TRIAGE Transfer Worksheets from Triage Nurse	
	contact families re evacuation & where resident sent – document on TRIAGE Transfer Worksheet	

List 7 Nurse Clerk

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List 8 Maintenance

- keep front parking lot and driveways free of traffic
- restrict building to unauthorized persons
- direct staff, volunteers, families, etc to front entrance.

Only Emergency Staff may enter any entrance. All others must enter by Front Door & sign in and out

List 8 Maintenance

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List 9 HK Laundry

List 9	Supplies Collection:
	collect as many of the items below – pile on (or in) a clean linen cart & take to Door Security Nurse at Main Door
	** do not go into areas of building that are not safe!
	blankets & spreads (check clean linen cupboards, rm 68, rm 44 back left corner)
	sheets (check clean linen cupboards, room 68)
	towels (bath towels in back right corner)
	pads (clean linen cupboards, 68)
	any slings you find
	pillows

Once supplies collected:

Outside the main entrance, out of the way of people coming in & out:

- label & sort equipment that needs to go to evacuation locations. (for example, resident's wheelchairs or walkers.)
- A list at the door will tell you where the residents has been taken. Mark the location & resident's name on tape and attach to equipment.

Once someone is found to move the equipment, help to load and transport equipment to the evacuation sites.

List 9 HK Laundry

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List 10 Dietary

Direct staff in dietary to collect food, supplies needed, to take to evacuation sites

Keeping in mind, safe food handling practices, pack

- juice, tea bags, coffee, disposable plates, bowls, cutlery
- bread products, margarine, cookies, canned meats, soups, supplements, fresh fruit
- using bags as cold packs, pack milk, yogurt, cold meat, cheese, hard cooked eggs (if available) in cardboard boxes or bus pans

send 2 + staff to each location to commence food prep.

prepare beverages, snacks for staff, emergency workers, residents

set up 3 carts with beverages, disposable cups & snack

- 1 to Main Dining Room to serve residents
- 1 to wing that was not evacuated
- 1 to service wing – some place that emergency staff can access it

List 10 Dietary

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Code Green Box Contents

Contents of **Code Green Supplies Box**

	Quantity
ID tags:	
TRIAGE	1
TRIAGE 2	1
MED NURSE	1
Envelope 1 – For Door Security	
Lists for Staff Assignments	
Pens, Pencils	
TRIAGE Transfer Sheets	25
Resident Belongings Sheets	65
Extra Copy Code Green	

Contents: **Envelope 1 – For Door Security**

Sign for Main Door	1
Signs for all other doors	6
Sign in, sign out sheets	10
Resident Tracking Sheets	5
Pens	3
Tape	1
ID tag: DOOR SECURITY	1

Code Green Bracelets & Bags Box Contents

Resident Identification bracelets	65
Resident Belongings Bags	65
Permanent Markers	
Pen, Pencils	

Code Green Box Contents

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Resident Belongings

Triage	<i>Attach resident lab label here</i>	Transfer to
		Transportation by

check if included		Notes, comments
PSW	Glasses	
	Dentures	
	Walker	
	Wheelchair	
	Incontinent Products	
	Sweater, Coat, etc	
	Footwear	
	Other	
Med Nurse	MARs	
	Medications	
	Treatments	
	Chart (Blue book)	
	Health Card	
	DNR sheet	
	Blanket	
	Pillow	
Sheets		
Towel		
Other		

TRIAGE Transfer Sheet

Resident		Transfer to
<i>attach lab label here</i>		Transfer by
Time:	POA Called	Comments

Resident		Transfer to
<i>attach lab label here</i>		Transfer by
Time:	POA Called	Comments

Resident		Transfer to
<i>attach lab label here</i>		Transfer by
Time:	POA Called	Comments

Resident_Exit_List

Resident	time	transferred to	transferred by	belongings bag	notes

Sign In Sheets

Code Green Sign In - All persons entering Pinecrest during an Emergency MUST sign in and out.
Only Exception: EMS personnel

Name	Time In	Time Out	Staff	Family	other (specify)

Sign In Sheets

Code Green Sign In - All persons entering Pinecrest during an Emergency MUST sign in and out.
Only Exception: EMS personnel.

Name	Time In	Time Out	Staff	Family	other (specify)

Main Entrance

All Staff, Volunteers & Visitors
must enter here.

Please sign in as you arrive
& see Door Security for assistance

Sign out when leaving the building

DO NOT ENTER

EMS Personnel Only

All others must enter at

**Medication
Nurse**

**Triage
Nurse 1**

**Triage
Nurse 2**

**Door
Security**
