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| Subject: Code Green (Evacuation)                                       | Date Approved: September 25, 2017 |
| Approved by: Executive Director  | Date Revised:                     |
| Specific to: All Staff, Board of Directors,<br>Students and Volunteers | Next Review Date: September 2020  |

**PRINCIPLE:**

The North Huron Family Health Team (NHFHT) is committed to providing the safest environment possible for patients and staff members. Code green will be the term used to refer to the **EVACUATION** of patients and personnel from the building in a rapid and safe manner when an actual or potential danger exists.

**POLICY:**

NHFHT will work with LWHA-Wingham site to reduce the risks of evacuation to patients and staff members. In the event of an evacuation all employees have a responsibility to:

- Know and understand their responsibilities for a code green
- In the event of an evacuation, all staff must hang the green “All Clear” door hanger on the outside of the door handle once the room has been evacuated and is empty.
- At the end of each business day, all staff must hang the green “All Clear” door hangers on the outside of their doors to indicate that the room is empty.
- Keep up to date and review policies to update your awareness
- Know where the evacuation equipment is located and how to use it (e.g.: wheelchairs, portable stretcher, etc.)
- Ensure the safety and well-being of patients, yourself and peers
- Remain calm and never panic

The Joint Health & Safety Committee (JH&SC) members’ responsibilities are to:

- Determine and announce Code Green
- Pick up their Emergency Evacuation packages in their designated locations
- Take charge of the evacuation until they are relieved by the local fire department
- Check that the green “All Clear” door hangers are hung on all room doors in their own designated areas
- Comply with the occupational health and safety regulations
- Ensure that all staff members are adequately trained on the procedure and use of equipment

Employer’s responsibilities are to:

- Ensure equipment, materials and protective devices (N95 masks) as prescribed are provided, maintained in good condition and used correctly by employees
- Ensure procedures are carried out in the workplace and all employees are provided with training as required.

**PROCEDURES:**

1. You must initiate evacuation procedures immediately if imminent danger is present.

2. Remain calm and do not shout for example, “fire” as patients may panic. If imminent reasons exist to evacuate the building, anyone can pull the alarm or announce “Code Green” over the paging system (dial 5800 to request main floor reception to page “Code Green”). Dial 0 to request WDH switchboard to dispatch Maintenance staff for assistance.
3. Upon hearing the announcement of Code Green, or the fire alarm, staff shall immediately proceed to evacuate all patients from the building to the designated meeting area which is the Catherine Street Wingham and District Hospital parking lot (across the street from the staff entrance), via the most appropriate and safe route.
4. As all rooms are evacuated, staff/physicians are asked to close the door behind them and hang the green “all clear” sign on the outside of the door handle so that it is visible from the hallway.
5. Staff must direct or escort patients from C and D halls, and from the front waiting area, as safely and as quickly as possible to the safest and closest exit and proceed to the designated meeting area.
6. Under no circumstances should staff or physicians re-enter the building if it is unsafe to do so or if there is a fire. They must wait with patients in the designated meeting area.
7. **Designated Meeting Area:**  
The Catherine Street Wingham and District Hospital parking lot (across the street from the staff entrance)
8. **Exit Routes:**  
For all types of evacuations, move along the right hand side of the corridors and leave the building from the safest exit:
  - 8.1 Parking Lot B entrance (Frances Street)
  - 8.2 Staff entrance (Catherine St.)
9. Evacuation drills will be practiced yearly and evaluated for needs of improvement and in consultation with the local fire department. Record of the drill will be kept for 1 year after the drill.
10. The Code Green policy will be reviewed yearly in conjunction with the drill.
11. In the event of a tornado, **DO NOT EVACUATE THE BUILDING**. Go to the main floor of the building and find an inside wall away from windows, in a crouching position and take cover, protecting your head with your hands and arms.