

MAPLE VILLA LONG TERM CARE CENTRE

DEPARTMENT: ADMINISTRATION DATE OF ORIGINAL ISSUE: AUG 1987

ISSUED &
APPROVED BY: ADMINISTRATOR REVISED: MAY 2018SIGNATURE: *Barb Goetz*

TO: ALL STAFF AND VOLUNTEERS

SUBJECT: EVACUATION – CODE GREEN

Evacuation is the movement of residents to a temporary safe area or refuge, either horizontally or vertically. Total evacuation of all occupants from the building would be the final stage, if deemed necessary by the senior person in charge of the Fire Department.

There are three evacuation stages as follows:

HORIZONTAL: Removal of residents from a fire affected area to a fire safe area on the same floor.

VERTICAL: Removal of a resident from a fire affected or threatened floor to a fire safe floor or area within the building.

TOTAL / COMPLETE: Evacuation of the building – removal of residents from the fire affected or threatened building

Because this facility is designed with compartmented fire zones on each floor, only the first stage of evacuation should be necessary.

The fire barrier doors on each floor will automatically close when alarm sounds. All residents on the affected floor shall be moved immediately to the opposite side of the doors away from the danger area and staff are to await instructions as to further evacuation, vertical or complete.

Due to the nature of the structure, in the event that the fire affected area is on the 1st floor, southside, it is necessary to evacuate immediately and horizontally (1st floor) followed by horizontal evacuation 2nd floor above affected area, prior to vertical or complete evacuation.

In case of complete evacuation during bad weather (rain, snow, cold temperatures), there will be designated "holding areas" where residents shall be gathered together within the facility until transportation arrives. The designated areas will be as such according to the area of danger (opposite side of the building) and will be designated by the person in charge of the evacuation.

If necessary outside "holding" areas shall be apartment parking lot or lobby on each side of the facility.

THE HOLDING AREAS ARE:

1. Activity Room
2. Main Dining Room 1st Floor
3. Lounge 1st Floor

A designated staff member shall be appointed by the person in charge to remain in the holding area with the residents while other staff continue evacuating.

Only the Fire Chief or the Administrator or designated person shall order a complete evacuation.

ORDER OF EVACUATION OF RESIDENTS:

1. Residents in immediate danger from fire.
2. Ambulatory residents.
3. Wheelchair residents.
4. Non-ambulatory residents.
5. Resistive residents

RESPONSIBILITY DURING EVACUATION:

The charge nurse will be responsible for directing the removal of residents, making sure the residents can be identified, maintaining a record of residents evacuated and where, removal of evacuation bag, staff work schedules and medication carts.

EVACUATION BAG

To ensure adequate resources are made available to deal with emergency evacuation.

Contents include, residents I.D. bands, resident contact information, personnel phone numbers, other contacts (i.e. Pharmacy, Ministry of Health, Placement Service), and the key for access to the relocation site (Burlington B.G's building), also a "Red" cap and orange vest to be worn, designating person "in charge", flashlights, walkie-talkies, clipboard, evacuation log sheets, pencil and paper, first aid kit, and residents Kardex.

The above-mentioned articles shall be available at all times in a red bag designated for "EVACUATION" located in the first-floor medication room. It shall be the responsibility of the RN/RPN – first floor to remove this bag in event of an evacuation.

It shall be the responsibility of the RPN on night shift to update this information as necessary on the 12th day of each month i.e. I.D. Bracelets and request updated list of resident contacts from Administrator and staff phone lists.