SENIORS SERVICES POLICIES AND PROCEDURES

MANUAL: Emergency Management Plan	INDEX NO: EMP04-002		
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SUBJECT: Code Green Staff Roles	Implemented M / D / Y 07 01 22	Reviewed M / D / Y	Revised M / D / Y
APPROVED BY:			
DOCUMENT APPLIES TO: All Staff			
A printed copy of this document may not reflect the current policy. Refer to the electronic version located in the Emergency Management Plan on Surge Learning.			

CHIEF WARDEN – After being told to call CODE GREEN
1. PUT ON the Chief Warden emergency vest

2. Activate fire alarm system stage 2 alarm if evacuation is due to fire emergency

3. ANNOUNCE "Code Green" 3 times slowly and clearly

4. ENSURE emergency crews are on site. If not CALL 911

5. INITIATE the EMERGENCY FAN OUT SYSTEM

6. ENSURE residents and visitors are being evacuated

7. ENSURE med carts and resident charts are being removed with the residents

8. FOLLOW instructions from the emergency crews

9. CONTACT ext. 4577 to initiate support from City of London Emergency Operations Centre and confirm interim relocation facility. Contact other facilities willing to receive residents (see Appendix 'D' - Reciprocal Relocation Agreements located in the Emergency Management Plan)

10. CONTACT City of London Emergency Operations Centre to arrange transportation

CHIEF WARDEN – When the CODE GREEN is over
1. If Code Green was due to a Code Red; RESET fire alarm system-only after instructed to do so by emergency crews

2. RESET door security systems

3. ANNOUNCE 'All Clear Code Green" three times

4. ASSIGN staff to take residents back to their rooms and conduct head count

5. DEBRIEF with staff

6. COMPLETE and distribute Emergency Drill Report

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AREA WARDEN – After being made aware of A CODE GREEN EVACUATION

1. RETURN to your area by the safest route, if you are not already on the area

2. PUT ON the Area Warden emergency armband

3. Tell staff to ensure residents have identification wrist bands on

4. REMIND staff of the designated meeting area outside

5. Tell staff to evacuate residents and visitors using the nearest emergency exit

6. Tell staff to SEARCH rooms, remove any residents, close doors and use red indicator disks when the room is empty

7. Tell staff to MOVE med cart and resident charts, if safe to do so

8. Ensure all residents from your area are accounted for and report any missing residents to the Chief Warden immediately

9. FOLLOW instructions from the Chief Warden and emergency crews

ALL OTHER STAFF – After being made aware of A CODE GREEN EVACUATION

1. If not directly supervising residents, RETURN to your assigned area by the safest route, if you are not already on the area and REPORT to the Area Warden

2. If directly supervising residents REPORT to the Area Warden where you are

3. FOLLOW instructions from the Area Wardens, Chief Warden and emergency crews

4. HELP residents and visitors to the nearest emergency exit

5. USE alternate exit if you encounter smoke or other danger

6. For a vertical evacuation sleds or alternate evacuation techniques to evacuate non-ambulatory residents

7. GO TO the designated meeting area outside the building

8. Stay with the residents from your area

ADMINISTRATOR - After being made aware of A CODE GREEN EVACUATION

1. Assist the Chief Warden with carrying out the duties of the Chief Warden

2. Assume the role of Chief Warden if required.

3. Ensure Communication Plan is consulted and followed accordingly

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MANAGERS - After being made aware of A CODE GREEN EVACUATION

1. Return to your assigned area by the safest route, if you are not already on the area and report to the Area Warden

2. Follow instruction from the Area Warden, Chief Warden and emergency crews

3. Assume the role of the Area Warden if required

4. Assume the role of the Chief Warden if required