

TITLE:	Code Green – Evacuation	POLICY #:	XVIII-E-10.00
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MANUAL	Emergency Management	APPROV. AUTH:	Administrator
ORIGINAL ISSUE:	February 2017	SCOPE:	Sun Parlor Home
PAST REVISIONS:	Feb/17, Feb/18, Feb/19, Feb/20, Feb/21, Feb/22, Jul/22, Jan/23, Jan/24		
CURRENT REVISION:	January 2025		

Code Green – Evacuation Policy #: XVIII-E-10.00

POLICY:

The Home will activate the Code Green Evacuation Plan upon direction from Emergency Services or the Incident Manager (RN in Charge) or designate.

PROCEDURE:

The Administrator will:

- 1) Ensure evacuation supplies are inspected regularly for functionality, expired dates, and restocking as needed.
- 2) Ensure emergency/evacuation supplies are kept in an accessible, secure location(s) that all team members are aware of and can easily access.

The Incident Manager (RN in Charge) or designate will:

- 1) Activate the Evacuation Plan as required to respond to the emergency situation.
- 2) Notify Ward Clerk to announce Code Green, including identification of the area affected.
- 3) Complete the Incident Manager Evacuation Checklist during the evacuation process.

All Team Members will:

- 1) Upon hearing Code Green announced, follow procedures related to the type of evacuation.
- 2) Take direction from the Incident Manager (RN in Charge) or designate.

Reference:

Contracted Pharmacy Provider Disaster Management Procedures

ON LTC: MLTC Emergency Evacuation Policy (July 15, 2021):

[https://urldefense.com/v3/_https://www.ltchomes.net/LTCHPORTAL/Content/Snippets/Emergency*20Evacuation*20Policy*20\(EN\).pdf_ ;JSU!!NzF2aeWtLfMAxVs!XjP0SiDCkriqwEGwmehHLq_LjUyQQ8S0y1-v9Mk4kxzUheiWOFnuujhC_TBpCEv1n_DSyRU\\$](https://urldefense.com/v3/_https://www.ltchomes.net/LTCHPORTAL/Content/Snippets/Emergency*20Evacuation*20Policy*20(EN).pdf_ ;JSU!!NzF2aeWtLfMAxVs!XjP0SiDCkriqwEGwmehHLq_LjUyQQ8S0y1-v9Mk4kxzUheiWOFnuujhC_TBpCEv1n_DSyRU$)

ON LTC: MLTC Emergency Placement Process (July 15, 2021):

[https://urldefense.com/v3/_https://www.ltchomes.net/LTCHPORTAL/Content/Snippets/Evacuation*20Placement*20Process*20\(EN\).pdf_ ;JSU!!NzF2aeWtLfMAxVs!XjP0SiDCkriqwEGwmehHLq_LjUyQQ8S0y1-v9Mk4kxzUheiWOFnuujhC_TBpCEv1gqC976k\\$](https://urldefense.com/v3/_https://www.ltchomes.net/LTCHPORTAL/Content/Snippets/Evacuation*20Placement*20Process*20(EN).pdf_ ;JSU!!NzF2aeWtLfMAxVs!XjP0SiDCkriqwEGwmehHLq_LjUyQQ8S0y1-v9Mk4kxzUheiWOFnuujhC_TBpCEv1gqC976k$)

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ON LTC: MLTC Emergency Placement Form (July 15, 2021):

[https://urldefense.com/v3/https://www.ltchomes.net/LTCHPORTAL/Content/Snippets/Emergency*20Placement*20Form*20\(Appendix*20B\).docx](https://urldefense.com/v3/https://www.ltchomes.net/LTCHPORTAL/Content/Snippets/Emergency*20Placement*20Form*20(Appendix*20B).docx) ;JSUIJQ!!NzF2aeWtLfMAxVs!XjP0SiDCKriqwEGwmehHLq_LjUyQQ8S0y1-v9Mk4kxzUheiWOFnuujhC_TBpCEv1rxflv-k\$

ON LTC: MLTC Overview of Temporary Emergency License and Beds in Abeyance (July 15, 2021):

[https://urldefense.com/v3/https://www.ltchomes.net/LTCHPORTAL/Content/Snippets/Overview*20of*20Temporary*20Emergency*20\(TE\)*20Licence*20and*20Beds*20in*20Abeyance*20\(BIAs\)*20\(EN\).pdf](https://urldefense.com/v3/https://www.ltchomes.net/LTCHPORTAL/Content/Snippets/Overview*20of*20Temporary*20Emergency*20(TE)*20Licence*20and*20Beds*20in*20Abeyance*20(BIAs)*20(EN).pdf) ;JSUIJSUIJSUIJSU!!NzF2aeWtLfMAxVs!XjP0SiDCKriqwEGwmehHLq_LjUyQQ8S0y1-v9Mk4kxzUheiWOFnuujhC_TBpCEv1TCg6uOM\$

Attachments: XVIII-E-10.00(a) Deciding Whether to Evacuate or Shelter in Place
XVIII-E-10.00(b) Code Green – Incident Manager Evacuation Checklist
XVIII-E-10.00(c) Code Green Evacuation Plan Template (LTC)
XVIII-E-10.00(d) Code Green Evacuation Plan Template (RET)
XVIII-E-10.00(e) Evacuation Supplies
XVIII-E-10.00(f) Resident Identification System
XVIII-E-10.00(g) Evacuation Resident Log
XVIII-E-10.00(h) Relocation Sites Evacuation Agreements Chart – Template