

APPENDIX 2 CODE GREEN EMERGENCY CHECKLIST

Date/Time: _____ Person in Charge: _____

Time (note on line below)

____ Locate fire using enunciator panel

____ Assigns staff member to locate the emergency and report back immediately

____ Determine the type of emergency:

____ Determine the need for a "Code Green" (persons in danger)

____ Determine the extent of the "Code Green" (partial or total evacuation)

____ Activate Stage 1 Fire Alarm (uncover and pull fire station)

____ Activate Stage 2 Fire Alarm

____ Call switchboard 5555 and advise the type and location of the emergency.

____ Call 9-1-1 if unable to contact switchboard and advise the type and location of the emergency.

____ Delegate a staff member to announce "Code Green (location) x3 on the paging system.

____ Initiate the staff call back list starting with Executive Director or designate.

____ Determines location of command centre if nursing station is not safe

____ Sets up a treatment centre to triage injured residents if needed.

____ Direct the activities of all personnel.

____ Maintain a record of evacuees (Location Tracking Form in binder in Emergency Response Box)

____ Communicates to the Fire Department or other emergency responders of persons not accounted for and their last known location.

____ Ensure all residents are identified with name badges/tags.

____ Coordinate the transportation of residents.

____ Maintain a listing of all resident's destinations.

____ Transporting the resident's charts to the place where the resident has been relocated.

____ Remove staff schedules and visitor/volunteer logs to the off site emergency location

____ Provide for the continuing care of the residents.

____ Establish a triage area to care for residents/persons in medical distress or suffering injuries.

____ Identifies level of care required of all residents (hospital emergency, temporary transfer to families, and those requiring ongoing long-term care)

____ Maintain communication with Emergency Services.

____ Receive communication from the emergency services and participate in assessing the situation.

____ Notify the Board of Directors Chair

____ Notifies the Ministry of Long Term Care

____ Contacts Town of Halton Hills if necessary

____ Contacts Region of Halton if necessary

____ Notifies the MHI/HIN (administration and community care)