



# **Long-Term Care and Services for Seniors**

## **Code Green (Evacuation Plan)**



**Regional Municipality of Durham**  
**Social Services Department**  
**Long Term Care (LTC) and Services for Seniors**

<b>Title: Code Green - Evacuation</b>	
<b>Section/Manual: Emergency Manual</b>	
<b>Reviewed: Jan/17</b>	
<b>Revised: Jun/22, Oct/23, Oct/24, Jan/25</b>	
<b>Peer Group Approval: Emergency Code Committee</b>	<b>Date: October 29, 2025</b>
<b>Also reviewed by: (other peer group)</b>	
<b>Senior Leadership Approval: <i>Laura MacDermaid</i></b>	<b>Date: March 6<sup>th</sup>, 2026</b>

## 1. Policy

- 1.1 The Long-Term Care and Services for Seniors (LTC and SS) Division has an emergency plan which will be implemented in the event of a required evacuation. The safety of Residents, Staff, Students, Volunteers, and Visitors is of primary concern during an emergency.
- 1.2 This emergency plan will be evaluated and updated:
  - A. At least annually and
  - B. Within 30 days of the emergency being declared over.
- 1.3 This emergency plan is exercised at least every three years.
- 1.4 All staff are trained annually on this emergency plan.
- 1.5 In the event of a full/partial evacuation the plan will outline a system to account for the whereabouts of all Residents in the Home, identify a safe evacuation location for Residents, Staff, Volunteers, and Visitors and a plan to transport essential supplies, resources, and medications.

## 2. Purpose

- 2.1 To facilitate a quick and appropriate response to an internal/external emergency.
- 2.2 To provide for the safety and well-being of Residents and Staff in the event of an internal or external emergency.

- 2.3 To complement and be used in conjunction with other existing Emergency Plans such as: Divisional Emergency Plan, Regional Nuclear Disaster Plan, Social Services Emergency Plan, Health Departments' Facilities Plans, Regional Municipality of Durham Master Emergency Plan, and the Emergency Plan of the specific municipality.

### **3. Definitions**

#### **3.1 Command Centre**

- A. The command centre is the reception area in each Home.
- B. A backup command centre is to be used if the location of the command centre becomes compromised. The backup location would be determined by the Emergency Coordinator (EC) and Emergency Assistant (EA).

#### **3.2 Designated Code Response Staff**

- A. Specific staff that have been pre-determined at the Home's emergency committee that will respond to the scene when a code has been called (i.e., designated personal support workers [PSWs] from each resident home area [RHA], members of leadership etc.) in addition to the Emergency Coordinator (EC) and Emergency Assistant (EA).

### **4. Communications**

- 4.1 Emergency plans will be posted on the Long-Term Care and Services for Seniors website and physical copies are available upon request.
- 4.2 Homes will consult internal and external stakeholders regarding emergency plan components.
- 4.3 An emergency system of communication will be used if Family/substitute decision maker (SDM)/Staff need to be informed on any aspect of an evacuation.

### **5. Procedure**

#### **5.1 Code Green has three stages of evacuation**

##### **A. Three Stages of Evacuation:**

- (1)Code Green - Horizontal Evacuation- includes the complete evacuation of the affected area to a designated safe area on the same floor. This evacuation will be announced as "Code Green, Location, Horizontal Evacuation"
- (2)Code Green - Vertical Evacuation- Vertical evacuation includes the complete evacuation of the affected area in a vertically downward/upward direction. This evacuation will be announced as "Code Green, Location, Vertical Evacuation" followed by directions for which floors to be evacuated and in which order.

(3)Code Green - Total Evacuation- Total evacuation involves total evacuation of all persons in the Home. This will be indicated by the sounding of the stage two evacuation alarm (i.e., a rapid continuous ring). Total evacuation is initiated at the discretion of the Fire Department and/or the Administrator/Designate or Person in Charge. Page “Code Green, Location, Total Evacuation”

## 5.2 Page Using the Following Extensions:

Fairview Lodge	Ext
Hillsdale Estates	Use overhead page at reception or at the Fire Panel on the main floor.  If not possible, use the desk phone ext. (wait for the tone, will reach 50 desk phones).
Hillsdale Terraces	Ext wait for tone, push 00 and then make announcement
Lakeview Manor	#, then 00 wait for 2 beeps and make announcement

## 5.3 Emergency Coordinator (EC)

- A. Ensure 911 has been called
- B. If evacuation is required prior to emergency services arriving, the emergency coordinator can initiate code green. After emergency services has arrived, the emergency coordinator will take direction from emergency services
- C. The EC is to direct the Emergency Assistant (EA)/designate to page the appropriate Code Green stage three times (x3) over the paging system.
- D. The emergency coordinator will determine where the residents will be evacuated to: outside fire doors, another home area, another floor, outside the building.
- E. Emergency coordinator will instruct the staff to evacuate the residents in the following order::
- F. People in immediate danger.
- G. Ambulatory persons.
- H. Non-ambulatory persons.
- I. Resistive Residents.
- J. Triage areas will be set up in the receiving area
- K. Emergency coordinator will assign a triage nurse
- L. Direct EA/Delegate to contact Senior Manager or Manager on Call

If Total Evacuation is required:

- M. If total evacuation is necessary, initiate second stage alarm by inserting the key on your key ring into the active fire alarm pull station or activate a second pull station. The

decision to totally evacuate the building is usually made in conjunction with the Fire Department Captain and/or Platoon Chief depending on the actual emergency.

- N. Assign staff member to set up a mobile command centre outside to place identification tags on resident and record that all residents have been accounted for.
- O. Assign triage nurse to move triage area outside and retrieve emergency supply box.

Locations of emergency box are as follows:

Home	Location
Fairview Lodge	Main location – Ashburn Way Team Room Alternate location – utility closet in core area
Hillsdale Estates	Fire Panel Room
Hillsdale Terraces	Auditorium Storeroom
Lakeview Manor	Admin area, photocopy room

- P. Direct EA/designate to Update/inform the Senior Manager and Emergency Social Services at [ess@durham.ca](mailto:ess@durham.ca).

Q.

#### 5.4 Emergency Assistant (EA)

- A. Follow appropriate emergency code procedures until an evacuation is determined.
- B. Once directed by EC, page the appropriate Code Green stage three times (x3) over the paging system..
- C. Contact Senior Manager or Manager On-Call as directed by the EC.
- D. Help establish the mobile command center as directed by the EC.
- E. Ensure all Residents who are being evacuated are passing through the mobile command centre and being recorded.
- F. Assemble equipment, supplies, and documentation as directed by the EC.

#### 5.5 Manager on Call

- A. Inform Administrator or Designate.
- B. Contact Emergency Social Services (ESS) at [ess@durham.ca](mailto:ess@durham.ca) for help coordinating actions external to the Homes.
- C. Perform any duties assigned by Administrator or EC.

#### 5.6 Administrator/Director of Care

- A. Follow appropriate emergency code procedures until a total evacuation is determined.
- B. Complete internal departmental fan out, ensuring Director of Long Term Care and Services for Seniors has been notified
- C. Request ESS to send out Rave Call if required to families and staff

- D. Report to Command Centre.
- E. Assist in the coordination of external resources with ESS.
- F. Notify the pharmacy for activation of Medisystem Emergency Disaster Plan if needed.
- G. Ensure that the Ministry of Long-Term Care (MLTC) have been notified via Critical Incident system if applicable.
- H. Ensure Ministry of Labour has been notified
- I. Document details and prepare a written report of incident for Division and MLTC.
- J. Ensure that the post incident debrief, and evaluation have occurred within 30 days.

#### 5.7 Nurse Practitioner (NP)/Physician/Designate

- A. Attend, if possible, on site, at any evacuation to assess, assist with triage, and provide medical attention as required in collaboration with emergency medical services.

#### 5.8 Triage Nurse (Designated Staff Members)

- A. Set up a safe area to receive and triage resident
- B. Request emergency supply box be brought to triage area
- C. Liaise with EC/EA via portable phone.
- D. Assess each Resident arriving at triage area:
  - (1)Rapidly assess all injured Residents.
  - (2)Determine the care needs of the Resident.
  - (3)Provide emergency care (or direct other staff to provide care).
  - (4)Prioritize injured Residents for removal to hospital, including directing EMS staff to most seriously injured if applicable.
  - (5)Keep a list of all Residents in triage area.
- E. Oversee identification of Residents at triage location

#### 5.9 Registered Nurses (RNs)

- A. Account for all Residents on RHA.
- B. Receive direction from the EC/Designate.
- C. Assist with Resident evacuation.
- D. If determined that a total evacuation is required, help with organizing Residents outside.
- E. Check Resident census from eHR report. If the numbers of evacuees do not correspond to eHR census report, re-check the Residents by name. Check appointment sheets and nursing RHA communication books to determine if Residents are out of the building.
- F. Notify the EC or Designate and command center of Resident count.
- G. Accompany Residents to the evacuee site, as they arrive, Residents are verified against census list.

#### 5.10 Registered Practical Nurses

- A. Receive direction from the EC or Designate.
- B. Perform any other duties as assigned by the EC.

#### 5.11 Personal Support Workers

- A. Assist with evacuating of Residents as directed.
- B. Perform any other duties as assigned by the EC.

#### 5.12 Environmental Services

- A. Assist with the evacuating of Residents as directed.
- B. Assist with transfer of equipment and supplies as required.
- C. Assign a staff member to traffic control.
- D. Perform any other duties as assigned by the EC.

#### 5.13 Food Services

- A. Director of Food Services/Designate if time permits:
  - (1) Ensure all equipment is turned off and all kitchen storage areas are locked.
  - (2) Activate food and fluid provision plan as necessary
  - (3) Assist in the coordination of food and fluid to evacuation site
  - (4) Liaise with suppliers and advise them of special needs as they arise.
  - (5) Maintain a record of any supplies and equipment that leave the premises.

#### 5.14 All Other Staff (Business Office, Recreation and Therapy)

- A. Assist with the evacuating of Residents as directed.
- B. Perform any other duties as assigned by the EC.

#### 5.15 All Others (e.g., Students, Volunteers, Visitors, Contract/Agency workers)

- A. Follow direction from the EC or RHA staff.

#### 5.16 Order of Evacuation

- A. Remove:
  - (1) People in immediate danger.
  - (2) Ambulatory persons.
  - (3) Non-ambulatory persons.
  - (4) Resistive Residents.

#### 5.17 Evacuation Locations (if needed)

Home	Formal Agreement	Alternate(s)
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Fairview Lodge	Abilities Centre 55 Gordon St, Whitby ON L1N 0J2 905-665-8500	St. Johns the Evangelist Parish 903 Giffard St, Whitby, ON L1N 2S2 905-668-3676 or 647-873-3550.
Hillsdale Estates	Abilities Centre 55 Gordon St, Whitby ON L1N 0J2 905-665-8500	Hillsdale Terraces 600 Oshawa Blvd N, Oshawa ON L1G 5T9 905-579-3313
Hillsdale Terraces	Abilities Centre 55 Gordon St, Whitby ON L1N 0J2 905-665-8500	Hillsdale Estates 590 Oshawa Blvd N Oshawa ON L1G 5T9 905-579-1777
Lakeview Manor	Abilities Centre 55 Gordon St, Whitby ON L1N 0J2 905-665-8500	Curling Club 164 Main St, Beaverton, ON L0E 1N0 705-426-7418 Beaverton Legion 517 Mara Rd, Beaverton, ON L0K 1A0 705-426-7852

#### 5.18 System to Account for the Location of All Residents

- A. The RN on each RHA will check the Resident census from the eHR report. If the numbers of evacuees do not correspond to the eHR census report, there will be a re-

check by Resident name. Appointment sheets and RHA communication books will be reviewed to determine if Residents are out of the building. Registered staff will communicate the number of Residents accounted for to the EC.

B. There will be a system used to identify Residents when they leave the building.

5.19 Plan to Ensure Access to Medication (See Appendix 1)

A. This plan will ensure Residents have timely access to all prescribed medications during any potential emergency requiring an evacuation in compliance with the Fixing Long-Term Care Act, 2021.

5.20 Food and Fluid Provision Plan See (See Appendix 3)

A. Food and Fluid Emergency plans are to be implemented when an emergency arises which interrupts regular food service.

5.21 Supplies (See Appendix 4)

A. Each Home will have resources, supplies, and personal protective equipment (PPE) which is vital for an emergency response set aside. The location of these supplies will be:

(1)LVM – Pandemic Storage room – 3rd floor

(2)HT – Emergency supplies in Auditorium storage, PPE in pandemic storage room.

(3)HE – Fire Room and Main Stock Room - main floor.

(4)FVL- Reception area and great room, PPE is in ES stockroom ground floor.

5.22 Transportation Plan – Code Green Total Evacuation

A. **Code Green - Total Evacuation** would be the only Code Green stage where transportation would be necessary. Total evacuation is initiated at the discretion of the Fire Department and/or the Administrator/Designate or Person in Charge.

B. Residents would be evacuated to the evacuation site, families would be contacted to inform of relocation, discussion at that time with family to determine if resident can be housed with family members if possible and based on care planning requirements.

C. Transportation to assist with the evacuation of any of the Homes must be requested through Durham Regional Police Service (DRPS) dispatch who coordinates appropriate transportation to be provided by Durham Region Transit (DRT).

D. Depending on the scale of events, the Regional Emergency Operations Centre (REOC) may be activated. If the REOC is operational, the request to support a Home would be communicated/requested from the Social Services Emergency Operations Centre (SSEOC) directly to the REOC DRPS/Transit representative.

E. For larger scale evacuations, additional transportation support and mutual aid from transit authorities outside of DRT may be requested. This would be requested/coordinated through Emergency Social Services (ESS) and Durham Emergency Management department

## **6. Summary and Debriefing: See Appendix 7**

- 6.1 All departments will be responsible for:
- A. Maintaining a record of residents evacuation locations , supplies and equipment used, where it was sent, and ensuring its return when the evacuation is over.
  - B. Participating in a formal debrief of the emergency within 30 days of the emergency being declared over.
  - C. Assisting in creating revisions and implementation of adjustments to the plan.
  - D. In-servicing any modifications with staff in their respective departments.

## **7. Training Requirements**

- 7.1 General Orientation – New Staff
- A. Education and training on the Emergency Plans are provided through the Divisional Orientation and at Departmental Orientation.
- 7.2 Annual and Ongoing – All Staff
- A. Education is provided on all the emergency codes on an annual basis through e-learning platform.
  - B. Annually, the Home will test the emergency plan.
  - C. Every three years, all homes will work in collaboration with the fire department to complete a planned evacuation. Records will be kept of the testing of emergency plans, planned evacuations, and the changes made to improve the plans.

## **8. References**

- 8.1 Fixing Long Term Care Act, O Reg 246/22 s268
- 8.2 County of Simcoe (n.d.). Emergency Supplies and Emergency Kit Checklist.
- 8.3 MediSystem Policies & Procedures (2021). Medication Handling and Speciality Drugs.
- 8.4 MediSystem Policies & Procedures (2021). MediSystem Care Home Disaster Plan (MEDI-QA-001-T03).
- 8.5 York Region (2022). Emergency Access to Prescriptions Plan (Policy and Procedures).

## **9. Attachments/Appendices**

- 9.1 Appendix 1 - Drug Provision Plan
- 9.2 Appendix 2 – Medisystem Care Home Disaster Plan - Medications
- 9.3 Appendix 3 - Food and Fluid Emergency Plan
- 9.4 Appendix 4 - List of Supplies

- 9.5 Appendix 5 - General Safety Information
- 9.6 Appendix 6 - Emergency Evacuation Techniques
- 9.7 Appendix 7 – Code Debrief and Summary Report

### **Appendix 1 - Drug Provision Plan**

Purpose: To ensure Residents have timely access to all prescribed medications during any potential emergency in compliance with the Fixing Long-Term Care Act, 2021.

#### **Emergency Medication Supplies Kit**

The Emergency Medication Supplies kit is in the Automatic Dispensing Unit Room.

List of Contents:

- 1 box of syringes
- 1 box of gloves
- 1 box of alcohol swabs
- 1 box of pens
- 1 stethoscope and blood pressure cuff
- 1 pill crusher
- Pharmacy Contact Information
- 1 sleeve of med cups

Registered Nursing Staff will:

- Review emergency medication supplies kit list monthly to ensure kit includes appropriate supplies based on current resident population.
- Review emergency medication supplies kit monthly; and, after anytime that it is used, to ensure it is stocked.

#### **Evacuation**

Registered Nursing staff will:

- Lock medication cart and medication room
- Bring emergency medication supplies kit, if able

Nurse Management or Designate will:

- Prioritize access to medication records and medication ordering in collaboration with Nurse Practitioner (NP)/Physician/designate.
- Access Resident medical records remotely through electronic health record (eHR), electronic Medication Administration Record (eMAR), or
- Coordinate with an alternate Durham Region Home to print medication records, if remote access to eHR and eMAR is not possible, or

- Request eMAR sheets from Pharmacy
- Order required medications for emergency delivery.

Pharmacy will (as per MediSystem Care Home Disaster Plan, 2023):

- Replace and dispense all required medications.
- Deliver required medication to alternative locations along with pharmacy supplies and equipment.
- Deliver and print eMAR sheets and/or Prescriber's Medication Review.
- Provide ongoing refills to the alternate location for the duration of the evacuation.

### **Relocation**

Nursing Management or Designate will:

- Securely transport medication carts, refrigerated medications and emergency medication supplies kit to relocation site in collaboration with Environmental Services and the Emergency Coordinator (if applicable).
- Ensure medication records are available.
  - If less than 1 hour prior to relocation: contact pharmacy to obtain eMARs.
  - If 1-2 hrs prior to relocation: print off each Residents' Medication Review Report from PCC (includes all diagnosis and current medications).
  - If greater than 2 hours to relocation: transport residents' charts – (if applicable)
- Prioritize access to medication records and medication ordering in collaboration with NP/Physician, and:
  - Access Resident medication records via eHR
  - Order required medications for delivery to new emergency location.
- Set up secure medication storage, following Pharmacy's Policy and Procedures re: storage of medication and storage of narcotics, controlled and targeted substances.

Pharmacy will (as per MediSystem Care Home Disaster Plan, 2023 see below):

- Replace and dispense all required medications.
- Deliver required medication to alternative locations along with pharmacy supplies and equipment.
- Deliver and print eMAR sheets and/or Prescriber's Medication Review
- Provide ongoing refills to the alternate location for the duration of the evacuation.

### **Loss of Technology**

- Nursing Management or Designate will:

- Access eHR and/or eMARs through an alternate Durham Regional Home, if only one location is impacted.
- Contact Pharmacy for Residents' current medication drug review

### Appendix 2: MediSystem Care Home Disaster Plan - Medication

9.8 In the event of a disaster, fire or other forced evacuation at the Home, Pharmacy will work closely with the Home to provide the following in a timely manner:

- Replacement and dispensing of all required medications
- Delivery of required medication to alternative locations
- Delivery and Printing of MAR Sheets and/or Prescriber's Medication Review
- Provide ongoing refills to the alternate location for the duration of the evacuation

Contact the pharmacy immediately and inform them of the transfer of residents to any temporary facilities. Please call the following people in this order:

	Contact	Phone
1	Pharmacy	(416) 441-2293 (Toronto) (705) 722-7440 (Barrie) (519) 681-9020 (London) (905) 766-3410 (Mississauga) (613) 224-3225 (Ottawa) (705) 524-3542 (Sudbury) (403) 255-3886 (Calgary) (204) 784-2850 (Winnipeg) (587) 635 3148 (Edmonton) (604) 270-4590 (Richmond) (306) 949-3077,3,4 (Regina) (306) 445-6253, 3,4 (North Battleford)
2	After Hours Pharmacist	416-301-7449 / 1-877-631-6334 (Toronto, Mississauga) 1-888-630-6334 (Barrie, London, Ottawa, Sudbury) 1-403-466-6800 (Calgary) 1-833-390-1020 (Edmonton)

		1-778-908-7063 (Richmond) 1-204-470-6025 (Winnipeg) 1-306-999-0466 (Regina) 1-306-445-6253, 3, 3 (North Battleford)
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Communicate which resident(s) require replacement medications and delivery location. Pharmacy will prepare replacement medications in blister cards, vials, or multi-dose packages for the required length of time.

Medications will be prepared and delivered to the temporary facilities once prepared and verified. Any pharmacy supplies, equipment, and documentation records (e.g. MAR sheets) will also be delivered at that time.

**Home Disaster Plan**

In the event the home receives residents evacuated from another home or the community:

- Request that all medications and MAR Sheets & TAR Sheets accompany the resident if possible.
- MediSystem would require the following information in order to fill and dispense medications to these residents
  - Resident's first and last name as it appears on their Health Card.
  - Health Card Number and Version Code
  - Allergy information, if known
  - List of all current medications
  - Name, address, telephone number of prescribing doctor OR
  - Name and telephone number of pharmacy supplying current medications

Pharmacy will make arrangements to dispense medications to these residents in blistercards, vials, or multi-dose packages for the required length of time.

MEDI-QA-001-T03  
2023

*MEDISYSTEM – CONFIDENTIAL*  
*The user is responsible for verifying this document is current.*

### **Appendix 3 - Food and Fluid Emergency Plan**

Food and Fluid Emergency plans are to be implemented when there is an emergency arises which interrupts regular food service.

This can include interruption of water, supplier gas/electrical or cooling/refrigeration units.

This could also include hot weather protocol and menu planning may be altered for any heat related illnesses.

Sample menus are available but should be altered depending on the situation (e.g., gas, electricity, and water). There will be supplies including disposable and paper products and equipment.

The menu could also be aimed towards ensuring cooling and rehydration.

In the event of a full evacuation, the Home will work with Emergency Social Services (ESS) and community organizations to help ensure access to food.

Procedures:

The following would be requested:

- Information for reference per RHA
- An emergency menu will be adapted to meet the nutritional requirements of the Residents based on the availability of food and supplies; availability of staff; availability of water for cooking, drinking, and sanitation; availability of utilities (gas, electricity, and water); ability to meet modified diet needs.
- The food service distributor(s) will be contacted for a special delivery of food, beverages, and supplies as required.
- Contact community agency and partnering facilities for assistance as required.
- Reallocate available staff to safely store, prepare, and deliver meals and snacks as required.

#### **Department lead responsibility:**

- Based on resident needs and availability due to emergency; basic nutritional requirements will be met.
- The Department lead/designate will ensure the availability of:
  - Staffing levels, including direct and supervisor responsibilities
  - Food and delivery
  - Water
  - Devices to assist with making modified dietary needs.
  - Should it be heat related, provide hydration stations in the dining rooms and common areas through the home. Please refer to Heat Related Illness and Prevention Plan.

- Continue to follow proper sanitization and infection prevention and control (IPAC) measures re: food storage, prep and delivery
- Continue to stay connected with community partners re: delivery, supports (rentals of refrigeration units)
- Monitor and record the temperatures in the fridges and freezers during a power failure and discard any items if the temperature exceeds 5 degrees (40 F)  
Menus for each loss of power needed (no gas, no electricity, no water, loss of all essential services)

## Food and Fluid Plan Appendix 4 Pandemic 7-day menu - Week 1

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>BREAKFAST</b>						
<b>Cream of Wheat or Oatmeal</b> 180 mL <b>Hard Boiled Egg</b> 1 each <b>Bran Muffin</b> 1 each Assorted Cold Cereal 180 mL Whole Wheat or White Toast 1 slice Jelly/Jam/Honey/Mar/PB 1 each Margarine 1 each Pepper 1 each Salt 1 each	<b>Cream of Wheat or Oatmeal</b> 180 mL 1 #16 <b>Scrambled Eggs</b> sc. <b>Assorted Danish</b> 1 each Assorted Cold Cereal 180 mL Whole Wheat or White Toast 1 slice Pepper 1 each Margarine 1 each Salt 1 each Jelly/Jam/Honey/Mar/PB 1 each	<b>Cream of Wheat or Oatmeal</b> 180 mL <b>Egg Omelette</b> 1 each <b>Carrot Muffin</b> 1 each Assorted Cold Cereal 180 mL Whole Wheat or White Toast 1 slice Margarine 1 each Salt 1 each Jelly/Jam/Honey/Mar/PB 1 each Pepper 1 each	<b>Cream of Wheat or Oatmeal</b> 180 mL 1 #16 <b>Scrambled Eggs</b> sc. <b>Assorted Danish</b> 1 each Assorted Cold Cereal 180 mL Whole Wheat or White Toast 1 slice Pepper 1 each Salt 1 each Margarine 1 each Jelly/Jam/Honey/Mar/PB 1 each	<b>Cream of Wheat or Oatmeal</b> 180 mL <b>Hard Boiled Egg</b> 1 each <b>Blueberry Muffin</b> 1 each Assorted Cold Cereal 180 mL Whole Wheat or White Toast 1 slice Jelly/Jam/Honey/Mar/PB 1 each Pepper 1 each Margarine 1 each Salt 1 each	<b>Cream of Wheat or Oatmeal</b> 180 mL 1 #16 <b>Scrambled Eggs</b> sc. <b>Assorted Danish</b> 1 each Assorted Cold Cereal 180 mL Whole Wheat or White Toast 1 slice Pepper 1 each Salt 1 each Margarine 1 each Jelly/Jam/Honey/Mar/PB 1 each	<b>Cream of Wheat or Oatmeal</b> 180 mL <b>Cheese Omelette</b> 1 each <b>Chocolate Chip Muffin</b> 1 each Assorted Cold Cereal 180 mL Whole Wheat or White Toast 1 slice Salt 1 each Jelly/Jam/Honey/Mar/PB 1 each Pepper 1 each Margarine 1 each
<b>LUNCH</b>						
<b>Chicken Noodle Soup</b> 125 mL <b>Unsalted Crackers</b> 1 each 1 (3x4 in) <b>Shepherd's Pie</b> <b>G-F Beef Gravy</b> 30 mL <b>Buttered Corn</b> 125 mL <b>Buttered White/WW Bread</b> 1 slice <b>Chilled Diced Peaches</b> 125 mL <b>2% Milk</b> 175 mL <b>Water</b> 175 mL Pepper 1 each Salt 1 each Assorted Juice 89 mL Coffee or Tea 175 mL	<b>Cream of Broccoli Soup</b> 125 mL <b>Unsalted Crackers</b> 1 each <b>Macaroni &amp; Cheese</b> 180 mL <b>Stewed Diced Tomatoes</b> 125 mL <b>Butterscotch Pudding</b> 125 mL <b>2% Milk</b> 175 mL <b>Water</b> 175 mL Salt 1 each Pepper 1 each Coffee or Tea 175 mL Assorted Juice 89 mL	<b>Cream of Mushroom Soup</b> 125 mL <b>Unsalted Crackers</b> 1 each <b>Plum Sauce</b> 1 each <b>Chicken Strips</b> 3 each <b>Pom Pom Potatoes</b> 125 mL <b>Steamed Baby Carrots</b> 125 mL <b>Fresh Fruit Salad</b> 125 mL <b>2% Milk</b> 175 mL <b>Water</b> 175 mL Salt 1 each Pepper 1 each Coffee or Tea 175 mL Assorted Juice 89 mL	<b>Chicken Rice Soup</b> 125 mL <b>Unsalted Crackers</b> 1 each <b>Marinara Sauce</b> 30 mL <b>Meat Lasagna</b> 1 (12th) <b>Cheese Tea Biscuit</b> 1 each <b>Fancy Blend Vegetables</b> 125 mL <b>Orange Gelatin w/ Whip Topping</b> 125 mL <b>2% Milk</b> 175 mL <b>Water</b> 175 mL Salt 1 each Pepper 1 each Assorted Juice 89 mL Coffee or Tea 175 mL	<b>Vegetable Barley Soup</b> 125 mL <b>Unsalted Crackers</b> 1 each <b>Beer Battered Haddock</b> 90 g <b>Lattice Fries</b> 125 mL <b>Dixie Coleslaw</b> 125 mL <b>Tartar Sauce</b> 1 each <b>Lemon Wedge</b> 1 each <b>Applesauce</b> 125 mL <b>2% Milk</b> 175 mL <b>Water</b> 175 mL Salt 1 each Pepper 1 each Assorted Juice 89 mL Coffee or Tea 175 mL	<b>Cream of Celery Soup</b> 170 mL <b>Unsalted Crackers</b> 1 each <b>Ravioli w/Rose Sauce</b> 180 mL <b>Italian Mixed Grilled Vegetables</b> 125 mL <b>Mandarin Oranges</b> 125 mL <b>2% Milk</b> 175 mL <b>Water</b> 175 mL Salt 1 each Pepper 1 each Coffee or Tea 175 mL Assorted Juice 89 mL	<b>Cream of Tomato Soup</b> 125 mL <b>Unsalted Crackers</b> 1 each <b>Grilled Cheese Sandwich</b> 1 each <b>Four Bean Salad</b> 125 mL <b>Vanilla Chocolate Ice Cream Bar</b> 1 each <b>2% Milk</b> 175 mL <b>Water</b> 175 mL Pepper 1 each Salt 1 each Coffee or Tea 175 mL Assorted Juice 89 mL

## DINNER

<b>Southern Style Fried Chicken</b>	90 g
<b>Savory Potato Wedges</b>	125 mL
<b>Sunrise Vegetables</b>	125 mL
<b>G-F Chicken Gravy</b>	30 mL
<b>LoCal Rice Pudding</b>	1 each
<b>2% Milk</b>	175 mL
<b>Water</b>	175 mL
Pepper	1 each
Salt	1 each
Assorted Juice	89 mL
Coffee or Tea	175 mL

<b>Turkey Pot Pie</b>	1 each
<b>Buttered Brussels Sprouts</b>	125 mL
<b>Iced Banana Cake</b>	1 (2x2)
<b>2% Milk</b>	175 mL
<b>Water</b>	175 mL
Pepper	1 each
Salt	1 each
Coffee or Tea	175 mL
Assorted Juice	89 mL

<b>Breaded Sole</b>	90 g
<b>Mashed Potatoes</b>	125 mL
<b>California Vegetables</b>	125 mL
<b>Tartar Sauce</b>	1 each
<b>Lemon Wedge</b>	1 each
<b>G-F Chicken Gravy</b>	30 mL
<b>French Cream Cheesecake</b>	1 (2x3)
<b>2% Milk</b>	175 mL
<b>Water</b>	175 mL
Pepper	1 each
Salt	1 each
Assorted Juice	89 mL
Coffee or Tea	175 mL

<b>Homemade Honey Dijon Ham</b>	90 g
<b>G-F Pork Gravy</b>	30 mL
<b>Mashed Potatoes</b>	125 mL
<b>Green Beans</b>	125 mL
<b>Strawberry Ice Cream</b>	125 mL
<b>2% Milk</b>	175 mL
<b>Water</b>	175 mL
Pepper	1 each
Salt	1 each
Coffee or Tea	175 mL
Assorted Juice	89 mL

<b>Sweet &amp; Sour Chicken</b>	180 mL
<b>G-F Chicken Gravy</b>	30 mL
<b>Homemade Chinese Fried Rice</b>	125 mL
<b>Asian Stir Fry Vegetables</b>	125 mL
<b>Country Carrot Cake</b>	1 (2x2)
<b>2% Milk</b>	175 mL
<b>Water</b>	175 mL
Salt	1 each
Pepper	1 each
Coffee or Tea	175 mL
Assorted Juice	89 mL

<b>Pulled Pork with BBQ Sauce</b>	90 g
<b>G-F Pork Gravy</b>	30 mL
<b>Mashed Potatoes</b>	125 mL
<b>Cauliflower</b>	125 mL
<b>Uniced Chocolate Brownie</b>	1 each
<b>2% Milk</b>	175 mL
<b>Water</b>	175 mL
Pepper	1 each
Salt	1 each
Coffee or Tea	175 mL
Assorted Juice	89 mL

<b>Beef Pot Roast &amp; Gravy</b>	90 g
<b>G-F Beef Gravy</b>	30 mL
<b>Yorkshire Pudding</b>	1 each
<b>Oven Roasted Potatoes</b>	125 mL
<b>Bistro Vegetables</b>	125 mL
<b>Vanilla Pudding</b>	125 mL
<b>2% Milk</b>	175 mL
<b>Water</b>	175 mL
Pepper	1 each
Salt	1 each
Assorted Juice	89 mL
Coffee or Tea	175 mL

### Appendix 4 - List of Supplies

#### List of items in the Disaster box

The manager of Environmental Services/designate will be responsible to ensure that all items are in the disaster bag, reviewing on a quarterly basis and ensuring that the iPad and laptop are accessible and updated.

Item	Amount	Location	Date checked	Signature
iPad	2			
Laptop	1			
Corresponding chargers and power cords with multiple charging ports				
Cell phone chargers				
Foil Blankets	1 per resident			
Resident and staff lists  (her for Resident)  (HCM for Staff)	1			
Way to identify residents	1 per resident to be used during Code Green to identify Resident			
Floor plans	2 sets			

White sticky tags	Box (1)			
Markers	Box (1)			
Pens	Box (1)			
Flashlights	Min (5)			
Batteries	Recommended Packs (5)			
Directional arrows				
Clip boards	Min (3)			
Note pads	Min (2)			
Safety vests	Min (2)			
Caution tape	Roll (1)			
First aid kit	Kit (1) Major Kit (1) Minor			
Work gloves	Pairs (2)			
Hand Sanitizer	Bottles (2)			
Surgical masks	Box (2)			
Gloves	Box (1)			
Medication supply kit items				

## Audit

Date	Completed by:
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## Appendix 5 - General Safety Information

### Order of Evacuation:

- a) Immediate source of danger.
- b) Rooms adjacent to source of danger (Left, Right, Across)
- c) Continue evacuating area away from danger until area has been completely evacuated.

### Evacuation Has Four Progressive Stages

#### 1. Site (Immediate Danger) Evacuation Procedure

- A. Remove the resident(s) from immediate area. It is only necessary to move them into the hall outside the room before returning for the others. If the resident's clothing is on fire apply a bed blanket or a heavy coat.
- B. When the room is vacant, the EVACUCHECK is flipped.
- C. Have someone sound the alarm if this has not already been done.
- D. Once the residents are in the corridor and the door to the danger is closed, then the residents can be moved to safety beyond the corridor fire doors.
- E. Return to the area to assist with transporting other residents beyond the nearest fire doors.

#### 2. Code Green Horizontal Evacuation:

- A. Remove all residents from the affected danger zone beyond the set of corridor fire doors.
- B. Lights are turned on, door closed, and the EVACUCHECK flipped to indicate a room has been checked and is vacant.
- C. One staff member must remain in the safe holding area to offer reassurance and support to the residents.

#### 3. Code Green - Vertical Evacuation:

- A. If gas, smoke, or fire threatens the safe area on the affected floor, the residents would be transported downwards via stairwells.

4. Code Green – Total Evacuation:
  - A. Only carried out upon the direction from the Fire Department Captain/Platoon Chief. This is signalled throughout the Home by the second phase of the Fire Alarm.

### **Passing Through Fire Barrier Doors**

Staff are required to return to their area when page is done or the alarm sounds. When passing through the fire barrier doors, you should always first:

- A. Look through the window (if there is one) to check for smoke. Turn the back of your hand  $\frac{1}{2}$  inch from the door surface to feel for heat. Start at the bottom moving your hand upward. If the door is hot do not enter the room.
- B. If you are uncertain of the location of the Danger or Fire and must open or pass through a door, use caution.

**Caution:** If the emergency is a fire, note that some doors may not get hot or may feel only warm due to their construction, so be very careful when opening any door when there is a fire. The fire will have consumed much of the available oxygen in the room and the closed door will inhibit the entry of additional air from the corridor.

### **EVACUCHECKS**

The EVACUCHECK system will be used when the fire alarm rings, or a Code Green has been paged.

The EVACUCHECK is a reflective visual aid that indicates a room has been checked and is vacant during emergency procedures.

When the evacuation of an area has been declared, the following procedures should be implemented by the responders

- Staff will enter and search all inner and adjacent areas of the room. Resident(s) found are removed from the room, windows are closed, and lights are turned on.
- Upon exiting the room, the **door is closed**.
- Staff will lift the front leaf of the EVACUCHECK and place against the door showing the vacant symbol. The open EVACUCHECK indicates that the room is vacant.

### **Resident Removal from Fire/Emergency:**

1. Initially, move residents from effected area/ fire room into the corridor only (placing them along and against the wall, so they will not be stepped on or tripped over), until the room is cleared. Check the bathroom, the clothes closet(s), and under the bed(s).
2. Take a blanket from each resident's bed and wrap it around their shoulders if ambulatory, use a blanket if necessary to drag the resident (if bedridden). You may require the assistance of another staff member to act as your partner.
3. When the room is vacant, flip the EVACUCHECK. This will indicate that the room is vacant.
4. Have someone **sound the alarm** if this has not already been done.
5. Move residents in the corridor to a place of safety, usually beyond one set of corridor fire doors. **Do not use the elevators.**
6. Remove residents from alternate rooms on each side of the Fire/Danger room and from the room across the hall, as necessary. Ensure that all lounges, communal kitchen, and other such areas are also vacant.

Note: The emergency management coordinator is in charge at the scene of the emergency until the fire department/designate arrives.

## **Appendix 6 - Emergency Evacuation Techniques**

### **Universal Carry**

- Grab ankles, pull legs over side of bed and get the resident in a sitting position.
- Get behind the resident and use a bear hug grip from behind.

- Ease the resident off the bed and lower to the blanket. If the resident is extremely heavy, let them slide down your leg.
- Wrap the resident in the blanket.
- Grasp the blanket at the end above the shoulders, get the resident in a half sitting position, and pull the blanket to safety. Support resident's head and neck.

### **Blanket Carry**

This technique is used by one rescuer to move a resident (conscious or unconscious) along the floor. It keeps the rescuer and resident close to the ground where the air is freshest in cases of fire or gas. It is useful in confined spaces where the rescuer cannot stand up. This method consists of rolling the resident onto a sheet, which is then used as a skid on which the resident's body is pulled. A blanket sheet or canvas stretcher can be used. This method is not the one of choice on carpeted area.

- Place blanket on floor beside bed, flat on the floor.
- Slide legs onto the floor (over side).
- Lift shoulders up and get behind person.
- Place arms around chest, grasping resident's wrists. Lock in place.
- Gradually ease to floor (watch head). Lower head slowly and gently.
- Wrap blanket around body.
- Place resident's arm (the one nearest to you) straight up.
- Place resident's outer arm across chest.
- Support resident's head and neck with one hand and rotate resident's hips with the other.
- Repeat until resident is in the centre of the sheet.
- Grasp the sheet near the resident's head at the hollow of his shoulder and neck.
- Kneel on one knee, slide the resident toward you, reposition yourself, and slide again.

### **EvacuSled (if in place)**

- Step 1 Prepare for Evacuation

Locate Supersled in Storage area, Lock bed brakes, Lower bed, and Cocoon Patient with Bed linens.

- Step 2 Securing the Patient

One Rescuer will stand on one side of the bed and log roll the patient towards them self. The Second Rescuer will slide the Supersled under the patient. Roll the patient onto the Supersled and readjust to ensure the patient is centered. Place in IV, oxygen etc. Secure patient by buckling the 5 cross straps.

- Step 3 Evacuating from Bed

Pivot Supersled to deploy from side of the bed and lower the patient to floor. Alternative option two evacuate from foot end.

- Step 4 Horizontal Evacuation

Using the foot end pull cord, drag the Supersled and patient foot end first to the evacuation stairwell.

- Step 5 Vertical Evacuation

With the carabineer secured, using the belay technique, the head end rescuer eases out the tethering strap as the foot end rescuer pulls the foot end pull cord until the patient reaches the next landing. Unclip and walk down the carabineer to the next landing. Repeat.

### **Double Cradle**

- This involves 2 rescuers, X and Y, both on the same side of the resident.
- X puts one arm under the resident's neck and the other under the small of the back.
- Y puts one arm under the resident's buttocks and the other under the knees.
- Coordinate lift and roll back to let resident slide down your bodies to the blanket.

### **Swing Carry**

- This involves 2 rescuers, X and Y.
- X grasps the ankles of the residents and swings the legs over the edge of the bed.
- Y brings the resident to a sitting position.
- Both rescuers sit on the bed beside the resident and with one arm each, reach behind the resident and grasp their arm at the bicep.
- The other arms reach under the resident's knees and lock together to form a swing.
- When ready, the resident is hoisted up and carried to safety.

### **Chair Lift (if in place)**

- This involves 1 or 2 rescuers.
- Get resident in a sitting position.
- Give resident a Bear Hug hold from the front and ease resident onto a straight back, sturdy chair.

- If the resident needs restraint, use a blanket or sheet to tie them to the chair.
- 1 rescuer tilts the chair back to you and drag to safety.
- For 2 rescuers, one grasps upper back of chair and tilts it back, while the other grasps the front chair legs and picks it up.
- Both carry the resident to safety.

**Side Assist**

- Stand beside the resident.
- Draw resident's left arm around your back and secure with your left arm.
- Snug resident to your body and places the right arm behind them and grasps their right forearm.
- Assist in walking.

**Bear Hug**

- Stand behind the resident.
- With your arm through theirs, grasp resident's wrist and cross over their chest.
- Use your knees to prod the resident on.
- Keep your head to one side to avoid being butted.

**Backwards Emergency Assist**

\*\*\* Note: This is only appropriate in an emergency for evacuation of individual demonstrating challenging behaviour or inability to comply with alternate method of evacuation.

- Two staff approach the individual from the front, one from each side.
- The staff member places their arm (which is closest to the resident) into the axilla (armpit) of the individual - arm bent up at the elbow - palm on the back of individual's shoulder.
- Staff remaining hand firmly supports the back of individual's bent elbow.
- Staff move forward together with individual moving backwards, securely supported, between the 2 staff members. \*\*\* This may necessitate "dragging" the individual backwards on their heels.