

THUNDER BAY REGIONAL HEALTH SCIENCES CENTRE	TEMPLATE VERSION: 2	DISTRIBUTION: RESPONSE AREA WIDE
CODE ORANGE SUB PLAN NON CLINICAL AREAS	DEPARTMENT / RESPONSE AREA: TBRHRI- 3 rd floor lab and admin area	
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***Note, this template is for non-clinical departments only.**

PURPOSE: Provides department specific instructions to be completed during a code orange Stage 1 or 2 response. Sub-plan must be stored in the unit's emergency code binder.

REFERENCES: Refer to Code Orange Policy EMER-01 for Hospital wide instructions, response algorithm; code orange forms and important internal contact information; Emergency Fan Out (EMER-110).

1. CODE ORANGE DEPARTMENT LEAD:

Administrative Assistant or designate to wear the emergency code vest and is responsible for ensuring response instructions are carried out within his/her response area.

2. CODE ORANGE – STAGE 1

- Activated to prepare for a potential or actual multiple casualty incident with potential to overwhelm resources in the Emergency Department (ED). The number of incoming casualties can be handled in ED with support from designated departments.

Department specific instructions - Stage 1:

- Designated Department Lead to don emergency code vest and ensure department instructions are carried out.
- Staff return to his/her home unit and check in with manager or designate;
- Locate department fan-out lists;
- Contact departments directly if supports and resources are required, do not leave a voice mail;
- All staff and professional staff must wear their identification cards for building access;
- Refer all media inquires to Communications, Indigenous Affairs and Engagement Dept. (CIAE) and refrain from providing any statements or interviews.

3. CODE ORANGE - STAGE 2

- Activated when a multiple casualty incident overwhelms existing patient care resources and the number and/or severity of casualties cannot be handled in the Emergency Department.

Department specific instructions - Stage 2:

- Complete Code Orange – Stage 1 instructions;
- Implement Code Orange Stage 2 sub-plans;
- Initiate department emergency fan out lists as per Emergency Fan Out policy (EMER-110);
- All staff arriving to the Hospital to assist report to Staff or Professional Staff Pool, unless directed otherwise. Staff in ED, Amb. Care & SDC report directly to these depts.;
- Direct all visitors and relatives inquiring about patients to the Family Information & Waiting Area at the east entrance of the cafeteria.

4. CODE ORANGE – DEACTIVATION & RECOVERY

All non-clinical areas – Stage 1 & 2:

When patients from incident site stop arriving and the majority of patients have been triaged and / or treated, the Incident Manager, in consultation with Senior Leader on call authorizes the Code Orange deactivation process.

- Staff will be notified of code deactivation via overhead announcement: “Code Orange All Clear.”
- Managers to ensure resources are replenished and returned to appropriate location;
- A plan to return to normal operations will be determined by the Incident Management Team and communicated to all departments.