

**CODE
ORANGE
(Disaster)**

Revised March 2022

INTRODUCTION

A **Code Orange** (disaster) is initiated to meet unexpected increased demands on hospital services by:

- Providing emergency services to a large number of casualties.
- Arranging alternate facilities, as needed, for care, shelter, etc.
- Enlisting the assistance of community volunteers.

Activation:

- The hospital will receive notification of a possible Code Orange.
- The Acute Care/Emergency Department (AC/ED) Nurse Manager or charge nurse will notify administration on-call.
- Administration on-call will confirm Code Orange and initiate the Incident Management System.
- Code Orange announcement will be made over the PA system.
- Areas receiving casualties will initiate preparations.

GENERAL INSTRUCTIONS TO ALL STAFF FOR CODE ORANGE:

- Nursing staff on duty will be deployed to the appropriate area by the AC/ED Nurse Manager or charge nurse or designate.
- Managers will report to the Boardroom to determine a plan.
- All other staff members will return to the departments until instructions are provided from their Managers.
- Staff not involved in direct patient care will be assigned specific duties and directed to the appropriate areas. See page 3 of an overview of staffing allocation.
- Staff returning to the hospital are to enter through the staff entrance and report to the command centre located in the administration department to sign in.
- All staff are responsible to record significant events, occurrences, times and problems encountered for later review. Use steno books where provided and retain all written messages received.
- During Code Orange, all casualties are identified by their ambulance casualty number. GDH staff will assign an Orange ID Bracelet to each casualty.
- All staff are required to report to the command centre to sign out before leaving.
- All staff must sign the Emergency Code Staff Record for any code (drill or actual).
- Participate in the debriefing session, as required.
- Complete a formal [Codes Evaluation Form](#) and forward to the Manager of Support Services (Administration).

OPERATING SERVICES:**Departments**

- Imaging
- Laboratory
- Pharmacy
- Nursing
- Stores/Medical Device Reprocessing Dept. (MDRD)
- Social Work (at Nurse's Residence)
- Health Records
- ED/Ward Clerk

Functions:

- Employees in the above areas will maintain effective operation of the department/service and meet increasing demands.
- Maintain active communication with the appropriate coordinators.
- Assist in other areas, as directed.

CASUALTY SUPPORT SERVICES:**Departments**

- Rehab Department
- Nutrition Services
- Finance
- Recreation
- Support Services
- Information Technology
- Plant Operations
- Volunteers

Functions:

- Employees in the above areas will either act as messengers, taggers/porters, traffic/security officers or will maintain operation of their area.
- Maintain active communication with the appropriate coordinators.
- Assist in other areas, as directed.

KEY AREAS:**Command Centre:**

- Located in the administration department.
- Direction and coordination of all activities during a Code Orange.
- Organization of human resources.

Triage:

- Located in the ambulance garage.
- Casualties are received, rapidly assessed and transferred to the appropriate area.

Major Casualty:

- Located in the emergency area.
- Immediate treatment is provided to critically injured casualties (life threatening, trauma, fracture).

Minor Casualty:

- Located in the rehabilitation department.
- Care and treatment is provided to non-critical (minor lacerations, abrasions, observation of stable casualties).

Morgue:

- A designated location will be established.

(See Appendix A for lower floor plan)

INDIVIDUAL RESPONSIBILITIES:**Managers:**

- Report to the Boardroom to determine the best course of action depending on the severity of the disaster.
- Assign the Logistics Coordinator. The Logistics Coordinator is the most senior manager on site at the time of the disaster.
- Assign duties to each department.

Traffic/Security Officers:

- Report to the Logistics Coordinator for assignment of duties, as required.
- Stop all traffic except emergency vehicles at property entrances.
- Maintain security of five hospital entrances; main entrance, emergency entrance, receiving entrance, nurse's residence front entrance and north entrance.
- Maintain communication with Logistic Officer.
- The only information that can be given is that there is an emergency situation at the hospital. **DO NOT PROVIDE ANY DETAILS.**
- Verify ID of all persons attempting to access hospital.
- If person does not have ID, have them wait for verification from the Logistics Coordinator.
- Direct incoming staff to park in designated area.
- Direct family members of discharged patients to the main entrance where they can pick up their family member.
- Press, media and other related services are not permitted on the property without authorization from the Incident Manager.

Messengers (orange scarves):

- Report to assigned location.
- Ensure ongoing communication by delivering messages (preferably written) to appropriate individuals throughout the organization.
- Circulate occasional supplies between treatment areas, as required.

Taggers/Porters (green scarves):

- Report to assigned location.
- Gather and organize transportation vehicles (wheelchairs, stretchers, commode, etc.) at the casualty receiving area (triage).
- Casualties will arrive with an emergency health services tag. After recording the number on the blue hospital reception form, remove the yellow right-hand corner of the tag and deliver to the clerk/ED desk.
- Complete demographic information and attach GDH Orange ID Bracelet to every casualty arriving, as directed.
- Transport casualties to appropriate treatment areas and/or department, as directed.
- Remove blue portion of the hospital casualty reception form and deliver it to the command centre before returning to triage.

SWITCHBOARD

-When directed by the Incident Manager, announce a **CODE ORANGE** alert over the PA system:

**Attention please, attention please
Code Orange alert
Code Orange alert**

-The Incident Manager will direct switchboard or a designated staff to repeat the following announcement at five (5) minute intervals until the Code Orange is confirmed, activated or cancelled**.

**Attention please
Code Orange alert**

-Upon confirmation of Code Orange, the Incident Manager will provide direction to change the announcement over the PA system to the following:

**Attention please, attention please
Code Orange is now in effect
Code Orange is now in effect**

-Repeat the following announcement at five (5) minute intervals for the first thirty (30) minutes and then repeat every fifteen (15) minutes thereafter**:

**Attention please
Code Orange in effect**

-When directed by the Incident Manager, make the following announcement over the PA system:

**Attention please, attention please
Code Orange all clear
Code Orange all clear**

****Time intervals may be adjusted at the discretion of the Incident Manager****

NURSING**AC/ED Nurse Manager or Charge Nurse:**

- Inform administration on-call of potential Code Orange and obtain the code kit located in the Acute Care nursing station (storage room).
- Delegate immediate tasks and responsibilities to other on-duty staff.
- Upon confirmation of Code Orange, forward completed placement sheet of on-duty staff (in code kit) to the Incident Manager at the command centre.
- In the event of delay in obtaining supplies, use the stores swipe card in the code kit and obtain appropriate supply boxes.
- Assume the duties of the Incident Manager until formal hand-off occurs.

All Nursing Units:

- Upon Code Orange alert announcement, report to Acute Care for assignment of duties.
- Gather all available transportation vehicles (stretchers, commodes and wheelchairs – with the exception of 1 wheelchair and 1 commode to be left on the unit) and bring to triage area.
- Instruct all visitors to leave the hospital property through the main entrance.

Acute Care:

- To accommodate incoming casualties, determine potential discharges and inform the physician on-call upon arrival to the unit.
- Collect and store the discharged patients' personal belongings in personal belongings bags.
- Notify command centre of discharges in order to arrange transportation.
- Ensure discharged patients are accompanied to the main lobby.
- Secure all discharged patients' charts in the printer room (leave charts intact).
- Prepare for new admissions.
- Identify new admissions on charts by their casualty number instead of their pending admission number.
- Inform the command centre of new admissions and ongoing status of casualties.

Emergency Department:

- Determine bed capacity after discharging non-urgent patients.
- Prepare equipment (IVs, catheters, laceration trays, orthopaedic needs), assess and notify the command centre of staffing needs.

MEDICAL STAFF**Physician On-Call:**

- Upon notification of potential/confirmed Code Orange by hospital, direct AC/ED Nurse Manager or charge nurse to call-in additional medical staff.
- Upon arrival, assess patients for potential discharge from Acute Care and Emergency Department to accommodate incoming casualties.
- Proceed to triage area to receive incoming casualties.
- Assist, where needed, in treatment areas.

Other Physicians:

- Other physicians will be called in as directed by the physician on-call.
- The triage physician will direct the medical staff to the appropriate treatment areas.
- A physician may be required to relocate to the disaster scene.

RESOURCES**Code Kit:**

- Located in the nursing station on Acute Care.

Contains

- Key for Stores and swipe card
- Staff placement sheet
- Key for fire alarm pull station/panel to initiate a second stage alarm
- Steno book with disaster directory
- Coloured tape

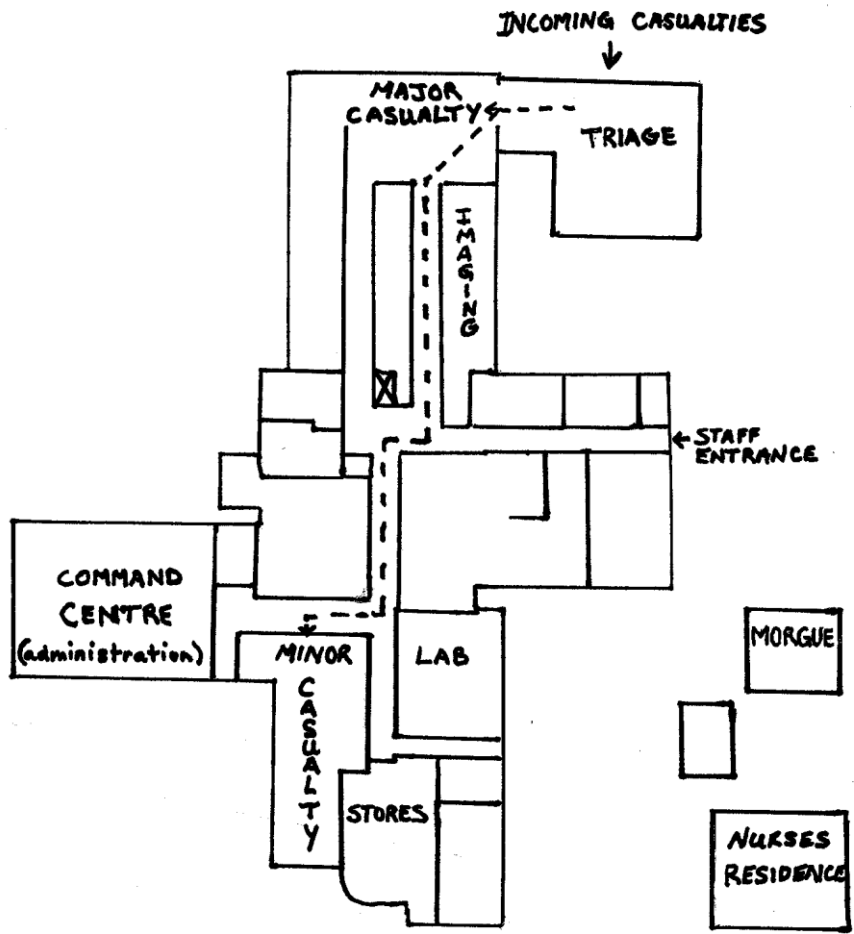
Supply Boxes:

- Disaster supply boxes are located in stores.
- The supply boxes are to be distributed as soon as possible after hearing the alert for Code Orange – Disaster.
- The boxes are numbered and labelled for destination.
- See Appendix C for an inventory list of the supply boxes.
- There is an extra box of blankets available.

Box Number	Title	Destination
1	Traffic and Security	Plant Operations
2	Command Centre	Administration
3 and 4	Major Casualty	Emergency Department
5, 6, 7, 8	Minor Casualty	Rehabilitation

Appendix A

LOWER FLOOR PLAN



Appendix B

STAFF PLACEMENT SHEET

Notes:

- Key positions (*) must be filled first.
- Replace with more suitable person when they arrive.
- Check-off staff names on telephone list as they arrive.
- Enter name by the position assigned.

Triage:

Triage casualty coordinator, RN	*	_____	_____
Physician on-call	*	_____	_____
RPN	*	_____	_____

Major Casualty:

Physician (2)	*	_____	_____
RN (4)	*	_____	_____
	*	_____	_____
RPN (3)	*	_____	_____
	*	_____	_____
Admitting Clerk	*	_____	_____

Minor Casualty:

Physician		_____	_____
Occ. Health/IC Manager/RN	*	_____	_____
RPN (2)	*	_____	_____

Lab:

Technologist (4)	*	_____	_____
	*	_____	_____

Imaging:

Technologist (2)	*	_____	_____
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Health Records:

*	_____	_____
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Pharmacy:

Pharmacy RPN	*	_____
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Stores/MDRD:

Material Management	*	_____	_____
MDRD Technician	*	_____	_____

Taggers/Porters:

Triage (8)

*	_____	_____
*	_____	_____
*	_____	_____
*	_____	_____

Messengers:

Command centre

Triage

Major casualty (2)

Minor casualty

Acute Care

Residence

Float (imaging, lab, stores)

*	_____	
*	_____	
*	_____	_____
*	_____	
*	_____	

Elevators:

Upstairs/downstairs

_____	_____
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Residence:

Social Worker

Clergy (2)

Mental Health Worker (2)

*	_____	
	_____	_____
	_____	_____

Lobby (Discharge):

PSW (1)

Volunteer

*	_____

Traffic and Security:

Traffic & Security Coordinator

Traffic Officer (2)

Security Officer (4)

*	_____	
*	_____	*
	_____	_____
	_____	_____

Appendix C

SUPPLY BOXES INVENTORY

BOX 1

Traffic and Security (delivered to Plant Operations)

Contents:

- Instruction sheets for traffic and security officers (10)
- Traffic vests (10)
- Police tape (1 roll)

BOX 2

Command Centre (delivered to Administration)

Contents (IMS binder):

- IMS key positions' vests
- Pens (2 boxes)
- Clipboard with:
 - Staff placement sheets
 - Hospital floor plan
 - Instruction sheets for taggers/porters and messengers (15)
 - Blue tags (hospital casualty reception form) (16)
- Green scarves for taggers/porters
- Orange scarves for messengers
- Steno books with disaster directory (8)
- Steno books with instructions for staff at Nurses' Residence, key

BOX 3

Major Casualty (delivered to ED)

Contents:

- Pens (1 box)
- Personal belongings bags
- Disposable towels and face cloths (12)
- Steno books with disaster directory (3)
- Clipboard with extension of emergency notes
- Blue tags (hospital casualty reception form) (16)
- Prescription pad (1)

BOX 4**Major Casualty** (delivered to Trauma)**Contents:**

- Blankets

BOX 5**Minor Casualty** (delivered to Rehabilitation)**Contents:**

- Non-latex powder-free gloves (medium-sized) (1 box/100)
- 7 1/2" latex powder-free gloves (10 pair)
- Large basins (4)
- Small basins (4)
- Personal belongings bags
- Tensor bandages (2 of each size; 2", 3", 4", 6")
- Dressing tape
 - 1/2" clear (4)
 - 1" clear (2)
 - 1/2" cloth (1)
 - 1" cloth (2)

BOX 6**Minor Casualty** (delivered to Rehabilitation)**Contents:**

- Kerlex rolls (6)
- 3' stretch bandages (2 packages of 12)
- 3" x 3" sponge (1 box/25)
- 4" x 4" sponge (1 box/25)
- 8" x 10" ABD pads (1 box/25)
- Blood pressure cuff - adult (1)
- Blood pressure cuff - child (1)
- Triangular slings (6)
- Tongue depressors
- Band-aids
- Stethoscope
- Pen lights (2)

BOX 7

Minor Casualty (delivered to Rehabilitation)

Contents:

- Disposable towels and face cloths
- Blue pads (1 package)
- Gowns
- Disposable dressing trays (12)
- Steno book with disaster directory
- Splints (2)

BOX 8

Minor Casualty (delivered to Rehabilitation)

Contents:

- Blankets

Extra supplies to be gathered by Stores

Minor Casualty (delivered to Rehabilitation after the other supply boxes)

Contents:

- Ez-scrub brushes
- Saline (2 bottles)
- IV pole
- Polysporin
- Batteries ("AA")