



Code Orange - Disaster

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L'HÔPITAL
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GERALDTON
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HOSPITAL
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OODENA AAKOZIIWIGAMIG

CODE ORANGE

DISASTER

Written by:		Approved by (sign.):	
Reviewed by:		Approved by (name):	
Reviewed on:		Approved on:	
Renewed by:	Savana Admin Marino	Revision Date:	
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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

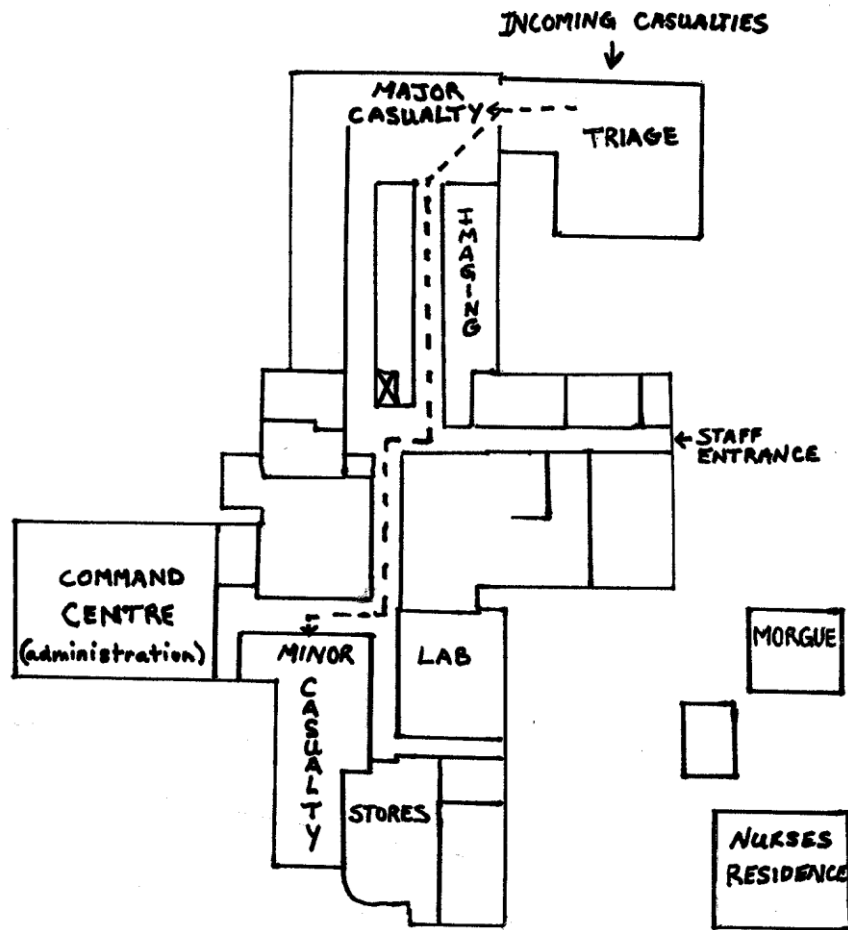
Supply Boxes:

- 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

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Physician on-call

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RPN

*

Major Casualty:

Physician (2)

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RN (4)

*

*

RPN (3)

*

*

Admitting Clerk

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Minor Casualty:

Physician

Occ. Health/IC Manager/RN

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RPN (2)

*

Lab:

Technologist (4)

Imaging:

Technologist (2)

Health Records:

*

Pharmacy:

Pharmacy RPN

Stores/MDRD:

Material Management

MDRD Technician

Appendix B - Continued

Taggers/Porters:		
Triage (8)		
Messengers:		
Command centre		
Triage		
Major casualty (2)		
Minor casualty		
Acute Care		
Residence		
Float (imaging, lab, stores)		
Elevators:		
Upstairs/downstairs		
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:

- | | |
|---|--|
| <ul style="list-style-type: none">▪ Ez-scrub brushes▪ Saline (2 bottles) | <ul style="list-style-type: none">▪ IV pole▪ Batteries ("AA") |
|---|--|