

DEEP RIVER AND DISTRICT HEALTH

Policy: Code Orange – External Disaster

Original Date:
2015-10

Policy Manual:
Emergency Preparedness

Approved by:

- Board of Directors Chief Executive Officer Chief Financial Officer
 Chief Nursing Executive

Policy

A Code Orange is a planned response to an external disaster that overwhelms the operational abilities of the organization, this policy is in place in order to ensure the safety of all health care workers, patients, residents, and visitors at the organization.

Procedure

The Charge Nurse or first person to become aware of an event that will or may overwhelm the operational abilities of the organization is to notify the Admin-on-call. Situations such as this may include, but is not limited to:

- Acute event notice from Ministry, provincial body or local authority that could or will place additional demands on local healthcare
- External event – i.e. bus accident, airplane emergency landing
- Municipality declaring an emergency such as lockdown, shelter-in-place, etc.
- Localized emergencies, having the potential to impact or overwhelm operational capacity
- Activation of external incident management systems through Ontario Health, regional authorities or provincial bodies

As soon as a situation that overwhelms the current capacity of the organization is identified, the Incident Commander will activate the Emergency Operations Center (EOC). If it is anticipated that additional support is required, the EOC will direct the initiation of the fan-out list (found in the Emergency Operation Center Cart and on the document management system), and contact the Chief of Staff to call in additional Medical Staff as needed. The Operations Chief will oversee delegation of duties for staff and volunteers who may arrive to assist with the disaster.

If it is anticipated that increased numbers of individuals will be in need of acute medical care and in coordination with the Admin-on-call/Incident Commander, the Charge Nurse will contact the 2nd physician on call.(found in the Emergency Operation Center Cart and on the document management system). Charge Nurse (or delegate) shall page “Code Orange” x 3 to notify and mobilize staff to meet the facility’s immediate needs. The Charge Nurse may act as the Incident Commander until the Admin-on-Call arrives and assumes the role, as per the organization’s Emergency Operations Policy.

- The *Internal/External Bed Surge Management Policy* (found on Policy Medical) will be implemented under the direction of the Incident Commander, if necessary, and all patients that are suitable for discharge shall be expedited, and all non-urgent/non-emergent patients in the Emergency

Department shall be discharged. All visitors and non-urgent clinics shall be cancelled and staff reassigned to suit the needs of the organization within their scopes of practice and training.

- Code Orange carts with additional supplies are located in the hallway outside of the Emergency Department.
- Upon initiation of a Code Orange, the Charge Nurse will set the Emergency Department status to “Disaster” in Epic, showing an alert message to all staff in the department. Staff will then have the option to arrive patients with disaster documentation if they are arriving in relation to the external disaster.
- If the Code Orange happens in relation with an event that also effects the electronic documentation system, staff are to track patient arrivals and movements using Appendix A: *Code Orange Patient Movement*
- In the instance of many casualties presenting to the organization, additional treatment areas will be set up as follows:
 - Triage: At triage station with a secondary location by Emergency Department entrance
 - Minor treatment: Family Health Team
 - Intermediate/Moderate treatment: Emergency Department Waiting room
 - Major/life sustaining treatment: Emergency Department
 - Additional Morgue Space: Maintenance Department
- Upon arrival to the facility, additional staff will present themselves to the Incident Commander/delegate for assignment
- Pharmacy: shall assist in preparing medication for discharged patients and supplying emergency medications as needed
- Medical Records: Shall ensure that patients are registered and tracked in EPIC. They will provide identification bracelets and ensure any external documentation received is labelled so that it may be added to the patients’ electronic chart.
- Incident Commander is to consider external resource as required, such as Police, Fire Department and EMS to aid in care while awaiting additional support staff

Once Incident Commander/EOC has determined that organization is able to resume normal functioning with usual staffing level Incident Commander/delegate to page “Code Orange, all clear” x 3. The “Disaster Status” will be removed from Epic in the ED and the department will resume normal functioning.

During the recovery phase, the EOC will ensure plans are established for patient/resident and family reunification for those patients and residents under the care of Deep River and District Health. This plan will include a communication plan through available forms for communication, including phone, SMS, social media, etc. Plans for reestablishment of patient/resident records will be implemented, as per departmental Business Continuity and Resumption of Services Plans.

Materials and Supplies

Code Orange Charge Nurse Checklist

Code Orange Inventory List – ED

Fan-out Call List – EOC Cart and Policy Medical

Appendix A: *Code Orange Patient Movement*

	2008
Acknowledgements	<ul style="list-style-type: none">•
Review Process	<ul style="list-style-type: none">• Emergency Preparedness Committee – 2022-10-18
Revision Approval Date	<ul style="list-style-type: none">• Executive Leadership Team: 2023-09-12

Version approved for printing by Chief Executive Officer.

Signature

Date of printed approval:

Patient Movement Record

Triage Tag #	Name	M	F	TIME IN	INITIAL TRANSFER TO:			ADDITIONAL TRANSFERS						
					ER (BED #)	MODERATE (ER WAITING ROOM)	MINOR (FHT)	TO	TIME	TO	TIME	TO	TIME	

Completed By: _____