DEEP RIVER AND DISTRCT 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 ☐ Chief Human Resources Officer

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 in-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 Command 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 in-charge nurse will contact the 2nd physician on call. I n - charge Nurse (or delegate) shall page "Code Orange" x 3 to notify and mobilize staff to meet the facility's immediate needs. The in-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. Emergency Identification and Documentation Kits will be stored with the carts to be distributed to secondary locations.
- Upon initiation of a Code Orange, the in-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 to 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 causalities presenting to the organization, additional treatment areas will be set up as follows and/or at the discretion of the Incident Commander:
  - Triage: At triage station with a secondary location by Emergency Department entrance
  - Minor treatment: Primary Care Building
  - 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
- Registration: 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. Emergency identification kits including triage tags, identification labels and documentation charts will kept in the Code Orange carts.
- Incident Commander is to consider external resources 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
- **Appendix B:** Navigating Disaster Mode in Epic

Reference Documents	• Ontario Hospital Association. OHA Emergency Management Toolkit, 2008
Acknowledgements	•

Review Process	• Emergency Preparedness Committee – May 7, 2025

Revision Approval Date	• May 7, 2025

Version approved for printing by Chief Exeutive Officer.

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Signature

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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: _____

Appendix B - Navigating Disaster Mode in Epic

In the event of a Code Orange, Epic requires to be placed in **Disaster Mode**. This mode is designed to streamline the triage process, allowing the team to efficiently document and complete orders in a central location.

PLEASE NOTE: Regular ED activities, including the Triage, ED Narrator, Orders, and Disposition tabs remain available for use within a patient's chart **even in disaster mode.**

1. Select **Add'l Tools** on the ED Track Board and click **Dept. Status**.
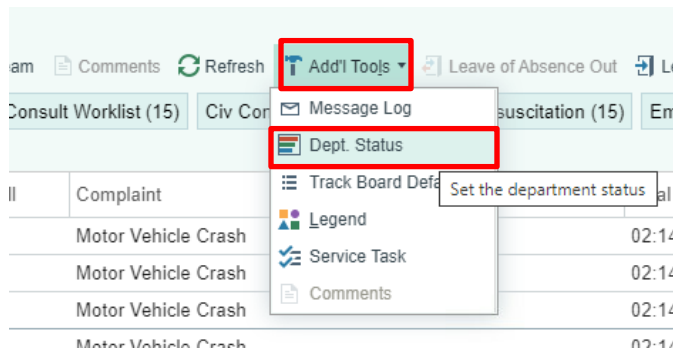
2. Place the department in **Disaster** and click **Accept.**

A status alert will appear on the track board to alert all staff in the department of the disaster status
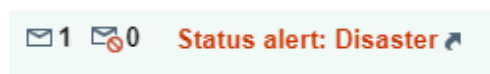
When opening a patient chart, the **Disaster Navigator** will automatically launch. It is organized into three main sections: Disaster arrival, Disaster charting, and Disaster disposition. The subsequent documentation under each is outlined below:

Arrival Information

Status:	Expected
Home phone:	608-271-9000

Disaster Number/Patient Name

Edit Disaster Number ⤢

Febrile Respiratory Screening

+ New Reading

🔴 FRI Screening Tool
No data found.

Treatment PTA

+ New Reading
No data found.

Acuity/Destination

Time taken: 29/1/2025   1416   👤 Responsible 📝 Create Note ✏️ Macro Manager ▾

Disaster Information

Decontamination equipment used?

☐ Yes in Field ☐ Yes on Site ☐ No   ☐ Unable to assess ☐ Other (Comment) ▽ 📄

🔴 Disaster Acuity

| Green (Acuity 3/4/5) | Yellow (Acuity 2) | Red (Acuity 1) | Black | ▽ 📄 |

ED Destination

| Critical care | Fast track | Trauma | Behavior... | Peds | Waiting | Disaster | Unknown | ▽ 📄 |

📝 Create Note

| ⏮ Restore | ✓ Close | ✗ Cancel |

Allergies/Contraindications

✓ No Known Allergies   Last Updated by Montana Nan, RN on 27/12/2024 10:00 AM   History

Add a new agent   + Add   ☐ Full Search

❓ No Known Allergies
You can use the box to the upper left to add an allergy or a contraindication for this patient.

✓ Mark as Reviewed   Unable to Assess   📅
Last Reviewed by Montana Nan, RN on 27/12/2024 at 10:00 AM   Past Reviews

Vital Signs

+ New Reading
No data found.

Primary Assess

Time taken: 29/1/2025 1418 Responsible ☐ S

✎ Macro Manager ▾

Primary Assessment

Airway, Breathing, Circulation and Disability

| A/B/C/D |
| WDL=Within Defined Li... |

Airway

Airway (WDL)

| WDL=Within Defined Limits | X=Exceptions to WDL |

Breathing

Breathing (WDL)

| WDL=Within Defined Limits | X=Exceptions to WDL |

Circulation

Circulation (WDL)

| WDL=Within Defined Limits | X=Exceptions to WDL |

Disability

Disability (WDL)

| WDL=Within Defined Limits | X=Exceptions to WDL |

[◄◄ Restore] [✔ Close] [✘ Cancel]

⊟ Orders ✎

| Place orders | ➕ New | ⊘ Next |

✎ Edit Multiple   ⊷ Routing   ⊘ Dx Association   ✔ Release Orders

[Select order mode ▾]   ⧉ Providers

℞ Select a pharmacy

⊟ Disposition

| 🔍 | Discharge | Transfer to Another Facility | Admit | AMA |

Comments

⊕ ᵃᵇᶜ ↶ ↷ .? .? ➕ [Insert SmartText 📋] ⇐ ⇒ ⇶ ☰ [100% ▾]

[◄◄ Restore] [✔ Close]