

# Agency Nurse Orientation Package

Disaster and Emergency  
Preparedness Program (DEPP)

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**Disaster – any event which may result in:**

- the loss of life
- harm to the safety and welfare of staff, clients, and visitors
- an interruption in service

**Emergency – an unexpected event that requires immediate action or assistance.**





DEPP On-call provides:

- Response and management capability
- Support, advice, and guidance
- Obtain and mobilize resources
- Notification to Executive



## EVENT MANAGEMENT NOTIFICATION MAP



**Examples of incidents (may include, but are not limited to):**

- Loss or damage to infrastructure.
- Safety or security issue causing a threat to client or staff safety.
- Media attention/requests are received or anticipated.
- Significant bed utilization issues.
- Identify communication outages.
- Critical occurrence event has occurred.

**NOTE:** If unsure, contact supervisor, DEPP on-call, or proceed with Impact Assessment.

When and how to get a hold of DEPP is documented on the Event Management Notification Map

DEPP On-call:  
**(204)724-8285**



# **INCIDENT COMMAND SYSTEM (ICS)**

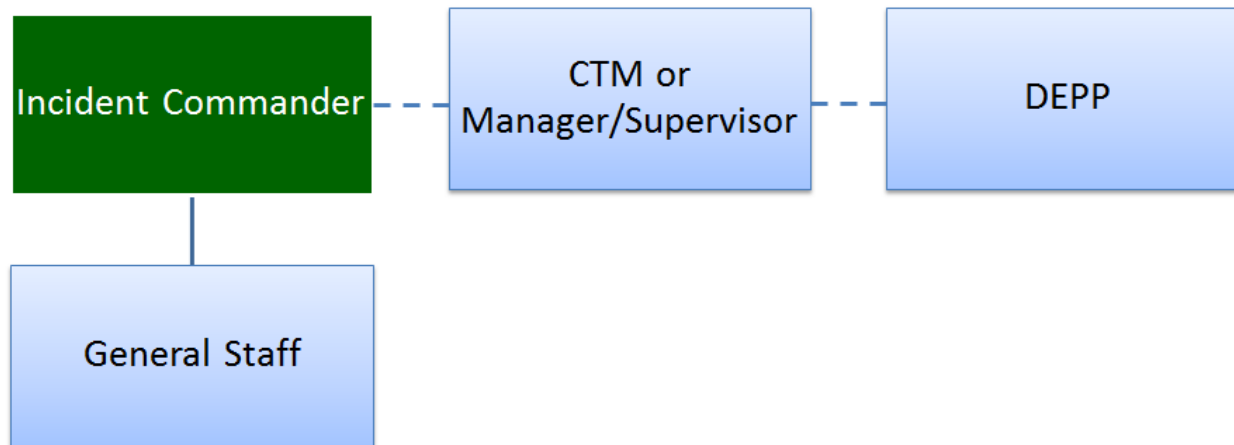


- Mandated for use in Healthcare by MB Health and adapted for use in PMH
- Proven Incident Management System in use for over 40 years
- Identifies who is in charge of the event

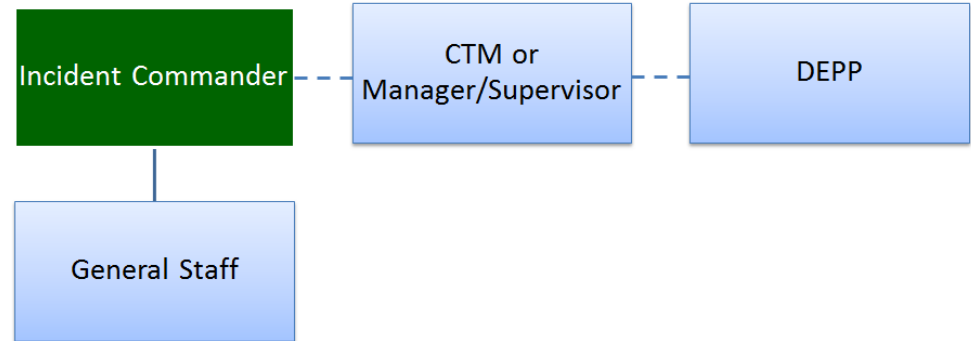


# What is an Incident Command System?

- ICS is a standardized emergency management structure.
- Aims for command, control, and communication.



- Role of Incident Commander may be performed by any staff member
- In charge of the event
- Follows the actions identified in the Incident Commander Quick Reference Guide
- Identified by a **green vest**

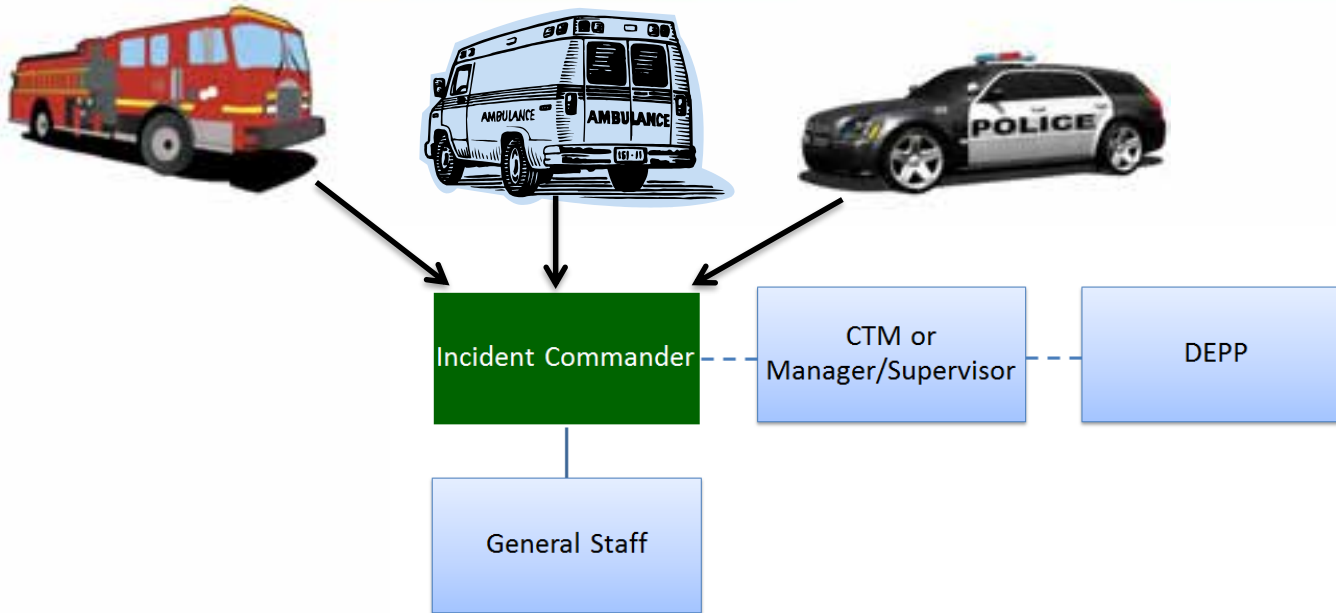




The Incident Commander role may be transferred to another individual based on:

- Expertise or knowledge
- Duration of the event
- The current Incident Commander is incapacitated

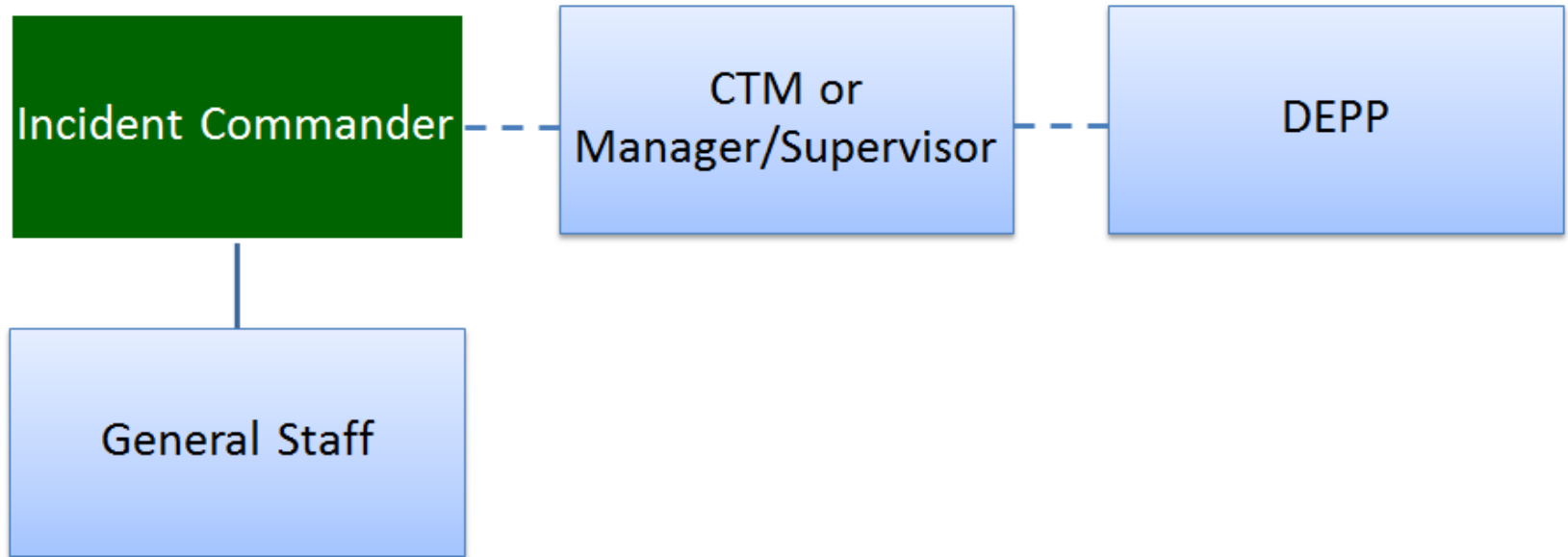




- Allows for a coordinated response with multiple responding agencies (Fire, EMS, RCMP/Police)
- Manages the event jointly with Incident Commander(s) from other agencies



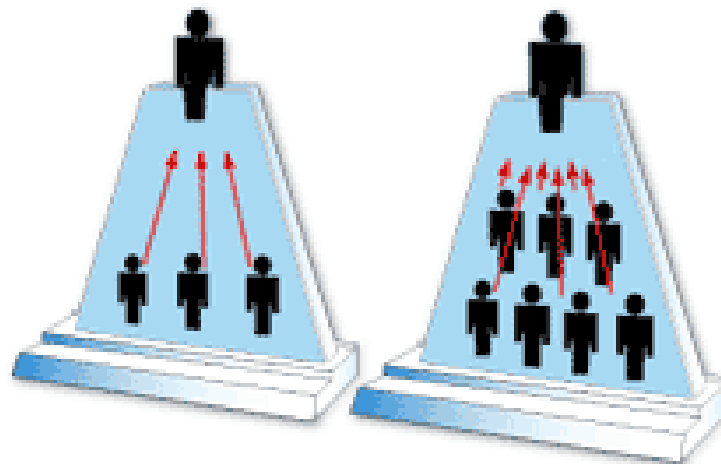
# Minimum ICS Activation in PMH



If needed, can expand to



- Ensures effective communication
- Everybody knows who they report to



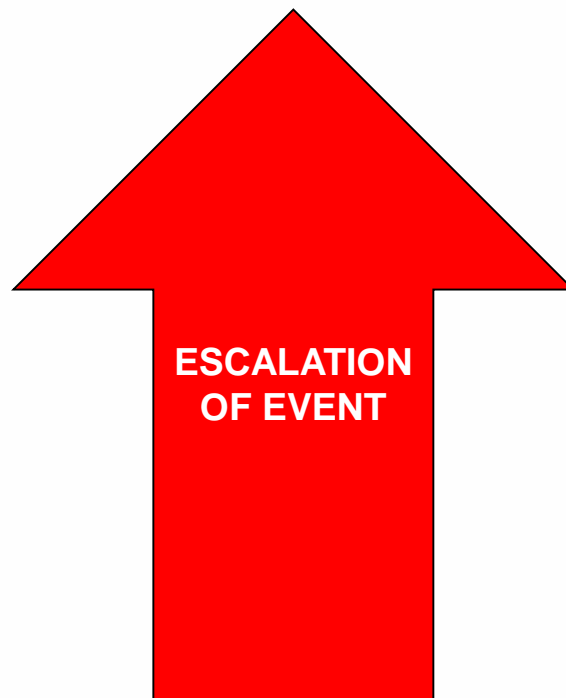
Write the answers to the questions below on a piece of paper and check for the correct answers at the end of this presentation.

1. Who is the person in charge?
2. How are they identified?
3. What do we call it when Incident Commanders from different agencies/organizations work together?
4. You are the Incident Commander for an emergency event. What resource do you use to direct the General Staff in their response?



#### **Site Incident Command**

- Led by Incident Commander
- Initiated with Activation of Emergency Plan
- Works with other responding agencies (Fire, EMS, RCMP, etc.) through Unified Command
- Supported by CTM or Manager/Supervisor



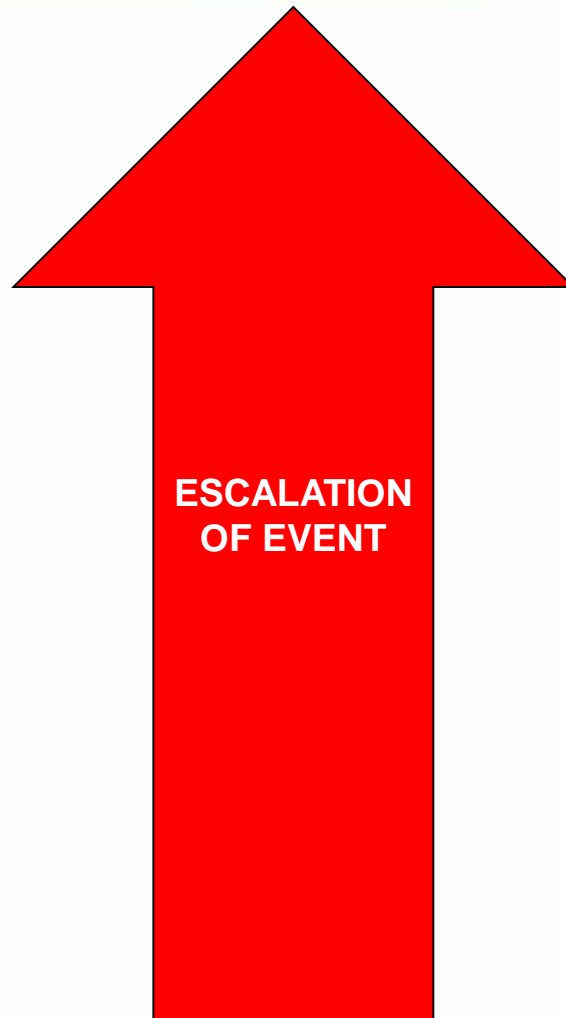
## **DEPP Manager**

- Provides assistance and resources to Site Incident Command
- Notifies PMH Executive if event is large enough, has regional implications, or is a Critical Incident
- Consults with Executive to determine need to establish Regional ICS



## **Site Incident Command**

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## Regional Incident Command

- Provides support to Site Incident Command
- Does NOT manage on scene operations, but assumes overall responsibility for event
- Mobilizes and coordinates regional resources

## DEPP Manager

- Provides assistance and resources to Site Incident Command
- Notifies PMH Executive if event is large enough, has regional implications, or is a Critical Incident
- Consults with Executive to determine need to establish Regional ICS

## Site Incident Command

- Led by Incident Commander
- Initiated with Activation of Emergency Plan
- Works with other responding agencies (Fire, EMS, RCMP, etc.) through Unified Command
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- For more information on Incident Command, consult the Site Incident Command Folder



# QUICK REFERENCE GUIDES



- 3 Quick Reference Guides:
  - General Staff
  - Incident Commander
  - Care Team Manager/Regional ICS



- Floor maps/facility maps
- Event Management Notification Map
- Action Sheets organized by Color Code
- Supporting documentation and resources



- Upon recognition of a disaster or emergency, staff activate Incident Command and consult the appropriate QRG
- Some codes contain a fill in the blank section where site-specific information is identified



**CODE GREEN - EVACUATION** INCIDENT COMMAND # \_\_\_\_\_

**CODE GREEN** - Partial evacuation, removal of clients and staff from the danger area to a safe area behind a set of fire doors within the site.

**CODE GREEN STAT** - Complete evacuation of the entire site to a safe location.

**Priority of Evacuation:**

1. Horizontal - move behind fire doors away from the hazard
2. Vertically - move to designated exits
3. Complete - total evacuation of the site

**Complete Evacuation Refuge Location:** \_\_\_\_\_  
Identify Refuge Location

**Access Plan:** \_\_\_\_\_  
See Site Map or Evacuation Routes

Confirm Incident Commander and identify by putting on vest.

Designate a Recorder

Evaluate and identify safe refuge or evacuation points.

Page in or PA: "CODE GREEN. ALL AVAILABLE STAFF REPORT TO \_\_\_\_\_" (C/S)  
LOCATION



- All pages can be removed, written on, checked off, during the event
- As pages are used, they are printed off the PMH Intranet and replaced



- In hard copy in Designated Locations
- Electronically on PMH Intranet



# COLOR CODES






<b>Red - Fire</b>
<b>Green - Evacuation</b>
<b>Yellow - Missing Client</b>
<b>White - Violence</b>
<b>Blue - Cardiac Arrest</b>
<b>Blue Romeo - Cardiac Arrest in Transit</b>
<b>77 - Pediatric Cardiac Arrest</b>
<b>Orange - Mass Casualty</b>
<b>Gold - Trauma Emergency</b>
<b>Brown - Hazardous Materials</b>
<b>Grey - External Air Exclusion</b>
<b>Black - Bomb Threat/Suspicious Package</b>
<b>Purple - Hostage Taking</b>
<b>Pink - Infant Abduction</b>
<b>Alert - Environment/Infrastructure</b>
<b>Lockdown Plan</b>

## Why do we use Color Codes?

Colour Codes are the Healthcare Systems notification process to inform staff to potential threats or danger without causing undue worry or panic among the clients and visitors.



**CODE RED** is initiated when the Fire Alarm System is activated or when there is a fire and/or smoke.

**RACE and PASS are used with CODE RED**



Staff are instructed to use “**RACE**” when alarms are activated or when there is fire and/or smoke:

- R**escue                      people away from the threat.
- A**ctivate alarm        pull the nearest pull station and call 911.
- C**ontain fire            close windows and doors.
- E**vacuate area        move people away from the fire to an area behind a set of Fire Doors.



## HOW TO OPERATE A FIRE EXTINGUISHER

**P**ULL THE PIN.

**A**IM THE NOZZLE.

**S**QUEEZE THE HANDLE.

**S**WEEP FROM SIDE TO SIDE.

**Remember:**

- Test the extinguisher before approaching the fire
- Keep low and aim low, at the base of the fire
- Back away, watching for rekindle




Staff are instructed to initiate **CODE GREEN** when there is need for evacuation.

- **CODE GREEN** – Partial evacuation
- **CODE GREEN STAT** - Total evacuation of the entire site to a safe location.

1. Horizontal behind fire doors
2. Vertically to designated exits
3. Complete

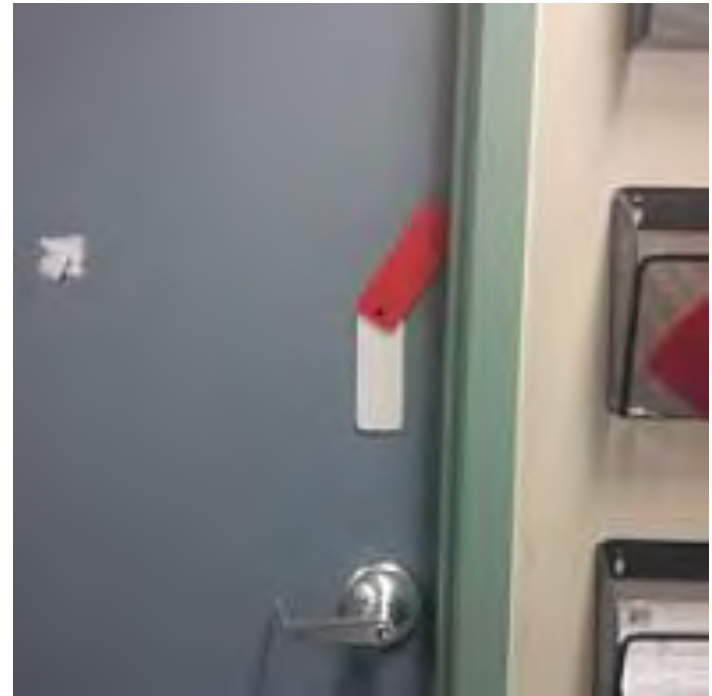


During **CODE GREEN**, staff **shall**:

1. Secure their department by shutting down all equipment.
  2. Maintain **accountability** for all clients and staff.
  3. Follow direction from Incident Command.
  4. Obtain pertinent medical records and supplies necessary for the evacuation.
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Once the room has been searched and it is confirmed there is nobody in the room:

- the door is closed
- the red flap is flipped upwards to rest against the door frame, exposing the reflective white flap.
- this indicates that the room is empty and does not need to be searched again



- **CODE YELLOW** is initiated when a client is discovered as missing from a care area without authorization and has not been located by the initial search of the immediate area, and (is capable but) has not indicated a refusal of service.
- Confirm that the client is not on a leave. Check the facility “Client Sign Out Book.”





**CODE WHITE** is initiated when there is a threat of Aggression and/or Violence towards yourself or others.



**CODE BLUE** is initiated in response to a cardiac arrest or other sudden medical emergency.

- Remember the basic CPR principles:
  - **Check** *the patient*
  - **Call** *for help*
  - **Care** *start treatment.*



These codes are specific to acute care and may not be used in all sites.



# What to do when a spill occurs

- Identify spilled product and initiate **CODE BROWN** as appropriate.
- If you are not familiar with the contaminant and it's properties,
  - Vacate the area,
  - Secure area and restrict access to others,
  - Notify your Department Head or Manager. (Speak with someone; do not rely on a message)
- If it is a large spill, call 911 and notify DEPP.



## 1. Risk Assessment

Evaluate the type of material spilled and identify the source.

## 2. Personal Protective Equipment (PPE)

Wear the appropriate PPE for the situation



## 3. Containment

Contain liquids, seal drains and turn off fans.

## 4. Stop the Source

Close valves, upright or rotate containers, plug leaks.  
(If safe to do so)



## 5. Begin Clean-Up

Use spill kits to barricade, absorb or sweep spill up.  
(Do not use vacuums or blowers on absorbents or powders)



## 6. Contact Authorities

Report spill and clean up efforts to your Supervisor/DEPP.



## 7. Disposal of Used Materials

Absorbent materials take on the characteristics of whatever they absorb. Dispose of used absorbents and spilled liquids in accordance with departmental best practice and local law.



## 8. Decontaminate

Clean all surfaces, tools and reusable materials properly.

## 9. Restock Materials

Replace spill kit and safety equipment used in any clean-up operation.



## 10. Review Incident, Contingency Plan and Procedures

**DEPP On-call 1-204-724-8285**

# CODE BROWN

- **CODE BROWN** is initiated upon discovery of known or unknown hazardous materials, agents, or contaminated persons.
- Identify the product\hazard, consult MSDS or product label and use necessary safety or infection control precautions.



**CODE ORANGE** is initiated to respond to a significant influx of clients that exceeds the routine capacity of normal resources and services.





### Step 1- Identify the Gaps

- Close windows and doors
- Check the weather stripping
- Are there wall mounted air conditioners?



### Step 2- Secure the Gaps

- Place rolled towels to cover gaps
- Seal sides with tape



### Step 3- Completed

- Finished sealed doors
- Use sheets of plastic as another option for wall mounted air conditioners, vents, or fire places.

**CODE GREY** is initiated when there is a threat of external airborne contamination.

- Restrict contaminated air from entering the facility by shutting down air exchange systems and securing windows and doors.



Initiate when a Bomb Threat is received by any means or when a suspicious package is found.

**CONSIDER ALL BOMB/SUSPICIOUS PACKAGES THREATS AS SERIOUS.**





**CODE PURPLE** is initiated when a client, staff or visitor is held or removed from a care area without authorization – call 911.

## **Armed / Active Shooter:**

- Do not make any sudden moves.
- Remove all clients, staff, and visitors from the area if safe to do so.
- Lock doors and access the Staff Safe Room where available.





Initiate when an infant is discovered to be missing.

- Obtain a description and details of the missing infant.
- Assist with the search of the building(s) and grounds.
- Work in pairs and utilize communication devices.



**CODE ALERT** is a notification process for a variety of Environment and Infrastructure hazard response plans.

- Severe Weather
- Overland Flooding
- Wildfire/Wildland Smoke
- Fire Alarm/Sprinkler System Failure
- Infrastructure




The objective is to establish a secure facility by controlling entry/exit points.

Lockdown Levels of implementation:

- Controlled Type 1
- Controlled Type 2
- Controlled Type 3
- Total Lockdown



5. What is the contact number for Disaster On-call?
  6. If there is a disaster code called during my shift who do we call for help?
  7. CODE RED is a notification process when what is discovered?
  8. True or False – there are two types of evacuation. CODE GREEN and CODE GREEN STAT.
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1. Incident Commander.
2. Green vest.
3. Unified Command.
4. Incident Commander Quick Reference Guide.
5. 1-204-724-8285.
6. The Care Team Manager (CTM) and/or DEPP.
7. Fire and/or Smoke.
8. True.



When you arrive at your PMH worksite ask the staff to show you the location of the Incident Commander Quick Reference Guide and the Green Vest.

This will indicate to them that you have reviewed this package.

Print this certificate and submit it to your Supervisor/Manager.

QUESTIONS?

DEPP Contact 1-204-724-8285 (Disaster On-call)  
[depp@pmh-mb.ca](mailto:depp@pmh-mb.ca) (General Inquiries)