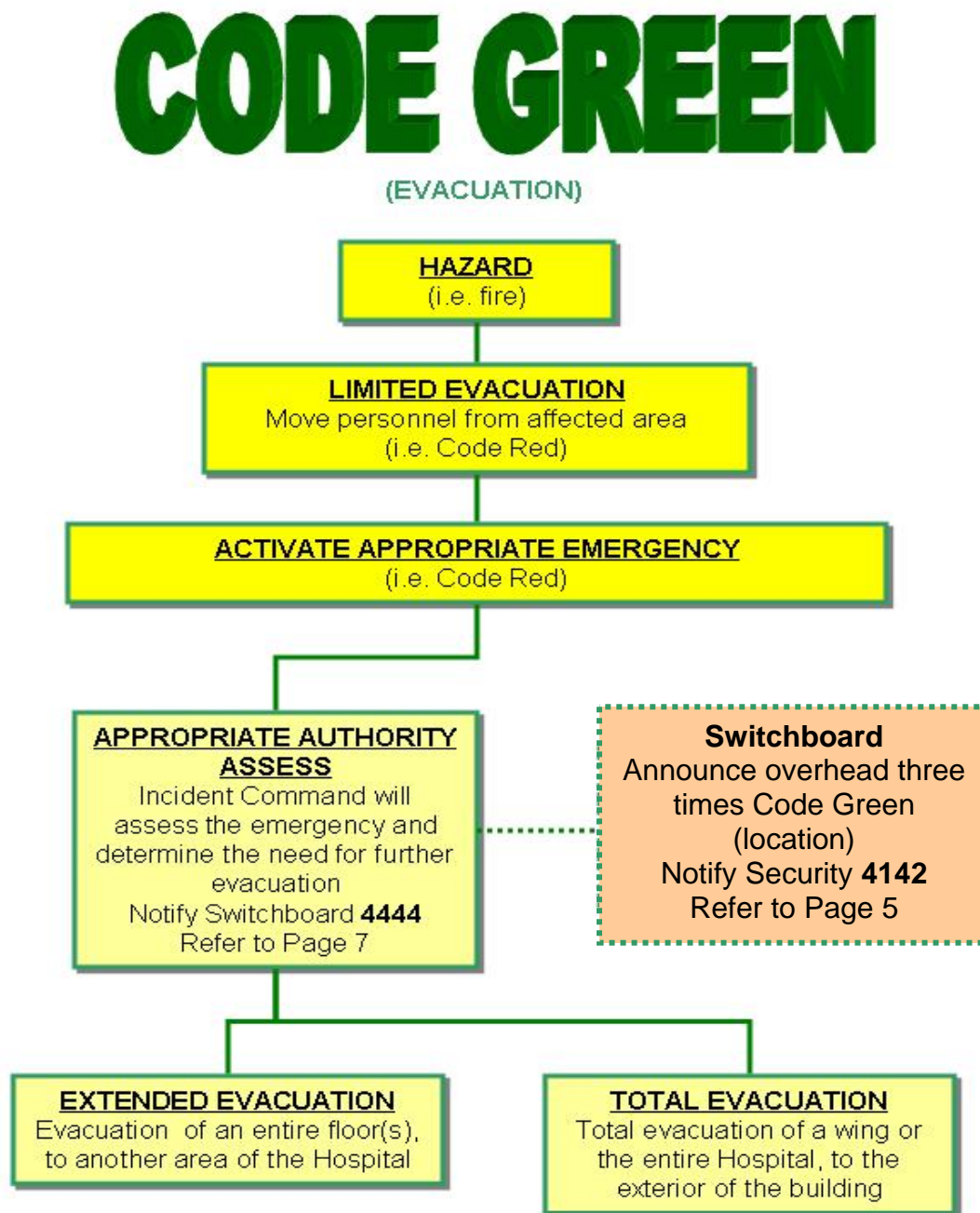


**i. Outline**

*Note: Code Green will be announced in one of two ways, either; "Code Green Cautionary" (where you prepare for evacuation), or, "Code Green Stat" (where you start evacuating right away).*

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## 1.0 General Overview

### 1.1 Code to be used in Case of an Evacuation

Kingston General Hospital has been designed to promote a 'defend-in-place' response to emergencies. The doors and walls of the facility meet Building Code requirements to assist in protecting the occupants during times of emergencies.

Code Green is used when a pre-existing emergency has expanded beyond the ability to ensure the safety of the occupants of Kingston General Hospital and it is necessary to relocate the occupants to another part of KGH or another facility. Activation of Code Green is generally a last resort response when all other response measures have been exhausted.

### 1.2 Stages of Evacuation

Depending on the extent of the evacuation, a graduated system of response will be used:

#### Limited Evacuation

The evacuation of the immediate area within the initial hazard, (i.e. Fire, Bomb Threat, etc.), to a designated / alternate<sup>1</sup> safe area, horizontally on the same level if possible or vertically (downward) if not.

#### Extended Evacuation

This evacuation involves the large scale removal of all patients, visitors and staff from an entire level or wing containing the initial hazard. This involves movement to another location within the hospital.

#### Total Evacuation

This evacuation involves the removal of all patients, visitors and staff from a wing or the entire hospital to external locations.

The Code Green will be announced in one of three ways:

**“Code Green Cautionary (Location)”**; indicates that staff in the location specified should prepare for evacuation.

**“Code Green STAT (Location)”**; indicates that staff in the location specified need to evacuate immediately to their **Primary Meeting Place**.

**“Code Green KGH”**; whether cautionary or stat, indicates that the entire hospital needs to evacuate to their **Secondary Meeting Place**.

### 1.3 Authority to Declare a Code Green

Notification of a limited evacuation will come from the person discovering the hazard.

Notification of an extended or total evacuation will come from a higher authority (i.e. Security, Fire Department, President & CEO or delegate, etc.)

---

<sup>1</sup> Designated safe area is the predetermined area that all staff will report to in the event that there is an emergency on their unit. The alternate location is a secondary area to meet should the designated area be the affected area.

## 1.4 Incident Command

The need to evacuate an area of the hospital is generally an extension of a pre-existing emergency such as Code Red (fire) or Code Black (bomb threat). The incident command during an evacuation will continue to be the command structure from the pre-existing emergency.

For extended and total evacuations the Emergency Operations Centre (EOC) will be activated, if not already activated for the pre-existing emergency, and will take command of the evacuation response.

The person acting as the Incident Commander (i.e. Director Emergency Management, Security & Life Safety) must be prepared to transfer command to a higher authority (i.e. Chief of Staff, CEO, etc.) or apply unified command<sup>2</sup>.

## 1.5 Meeting Places

### **Primary Meeting Place:**

Each department, unit or area will pre-establish a primary meeting place beyond a fire separation in an adjacent wing.

### **Secondary Meeting Place:**

Each department, unit or area will pre-establish a secondary meeting place at the ground level entrance of the wing they are in, or a location outside.

## 1.6 Evacuation Procedures

When evacuating patients, they will be removed in the following order:

1. Patients in the immediate threatened area
2. Ambulatory patients
3. Semi-ambulatory patients
4. Non-ambulatory patients
5. Aggressive / non-cooperative patients

The emergency response crew (i.e. Security, Fire Department, etc.) will need to be notified the location of patients that cannot be safely evacuated due to extreme limitation on movement.

The following are various techniques that can be used to evacuate non-ambulatory patients:

**Swing Carry (Figure 1);** Two staff persons grasp each other's arms and the patient sits on the arms and hangs onto the staff's shoulders.

**Extremity Carry (Figure 2);** Two staff persons grasp the patient; one by the arms under the arm pits, the other by the legs at the bend of the knees.

---

<sup>2</sup> "Unified Command" is a team effort which allows all department / agencies with responsibility for the incident to jointly provide management direction to an incident through a common set of incident objectives and strategies established at the command level.

## **Two Person Carry Techniques**

***Figure 1  
Swing Carry***



***Figure 2  
Extremity Carry***



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## **2.0 Response & Recovery – Switchboard**

### **Response**

#### **2.1 Upon Notification of the Need for an Area to Evacuate**

The authorization to evacuate an area will come from Incident Command. According to the status of the notification, announce over the public address system three times:

- ☐ **Code Green Cautionary (location)**

or,

- ☐ **Code Green STAT (location)**

#### **2.2 Upon Notification to Evacuate Davies 1**

##### **After announcing Code Green:**

- ☐ Gather all necessary equipment to relocate Switchboard
- ☐ Proceed out the Davies 1 Main Entrance and report to the alternate Switchboard location on Douglas 0
- ☐ Establish alternate Switchboard location and notify incident Command once active

### **Recovery**

#### **2.3 Upon Notification that the Crisis has Concluded**

- ☐ Announce Code Green All Clear three times

##### **If there was a need to relocate Switchboard**

- ☐ Confirm with Incident Command that it is safe to return to Davies 1
- ☐ Gather all equipment transferred to the new Switchboard location
- ☐ Return to the Davies 1 Switchboard location

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### **3.0 Emergency Management, Security & Life Safety**

#### **Response**

##### **3.1 Upon Notification of the Need for an Area to Evacuate**

The need to evacuate will be dependant on a pre-existing emergency (i.e. Code Red, Code Black, etc.) The incident command established during the pre-existing emergency will continue to function during an evacuation. The Emergency Operations Centre (EOC) if not already active will be established during an extended or total evacuation.

#### **Incident Command**

- ☐ Notify President & CEO / Delegate<sup>3</sup> of the need for evacuation and level required
- ☐ Be prepared to transfer command to EOC once activated or establish unified command

#### **Security Supervisor**

Under the direction of Incident Command;

- ☐ Obtain EOC response kit, Dietary 1 Security office, and set up EOC (if not already activated)
- ☐ Assign an officer to control access to EOC to only EOC members

#### **Rounds Officer**

Under the direction of Incident Command;

- ☐ Activate the stage 2 alarm (temporal tone) on the fire alarm system (stage 2 alarm will not be activated during a Code Black)

#### **Recovery**

##### **3.2 Upon Notification that the Crisis has Concluded**

#### **Security Supervisor**

Under the direction of Incident Command;

- ☐ Report to EOC to dismantle and return EOC response kit to Dietary 1 Security Office

#### **Rounds Officer**

Under the direction of Incident Command;

- ☐ Reset fire alarm system as per Code Red protocol

---

<sup>3</sup> Delegate is the next level of appointed authority, for after-hours response this would be the Duty Administrator

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## **4.0 Response & Recovery – Angada Wing (Syl & Molly Apps Research Centre)**

### **Response**

#### **4.1 General overview**

An evacuation may occur at any stage. Prepare to evacuate once you hear the evacuation tones. Do not evacuate until you hear the overhead instructions or are instructed by authorized personnel (Police, Fire, or Security).

#### **4.2 Code Red (FIRE): 30 tones per minute (slow tone)**

- ☐ If the emergency is on your floor, evacuate to the primary meeting place and await the arrival of firefighters and security

#### **4.3 Code Green (EVACUATION): temporal tone – 3 quick tones then a pause**

- ☐ If the emergency is on your floor or is on the floor above or below you, evacuate to the primary meeting place. Wait to hear for instructions overhead
- ☐ If the entire wing is to be evacuated (Code Green Angada Wing) evacuate to the primary meeting place
- ☐ If the entire facility is to be evacuated (Code Green KGH) evacuate to the secondary meeting place

### **Recovery**

#### **4.4 Upon Hearing Code Green All Clear**

An all clear will be announced to advise staff that it is safe to return to their area. In the event of a total evacuation, returning may be staged to minimize impact to patient care.

#### **All Staff**

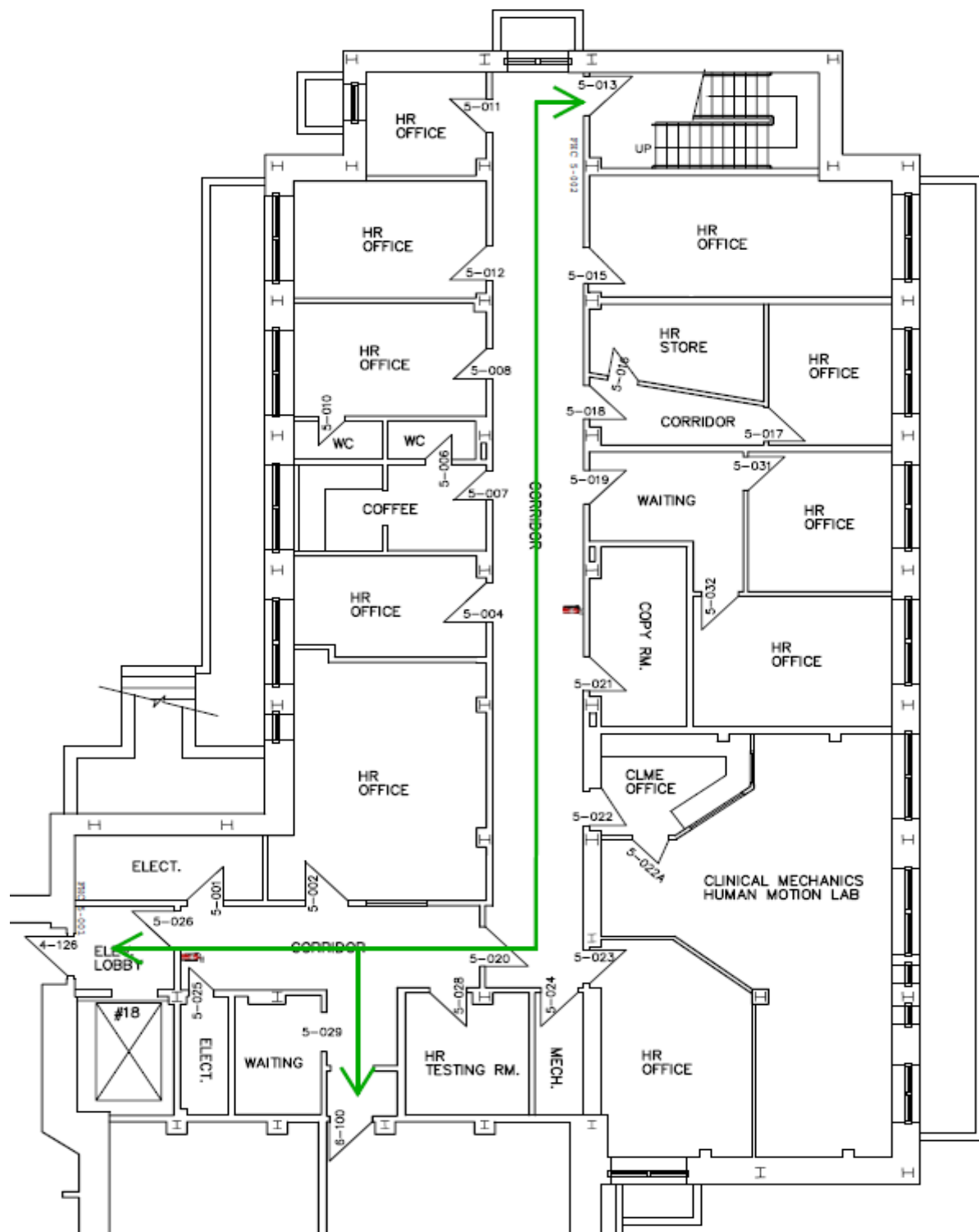
- ☐ Return to your department, unit, or area
- ☐ Assess impact of evacuation on your area and report to area Manager / Director

#### **Area Manager/Director**

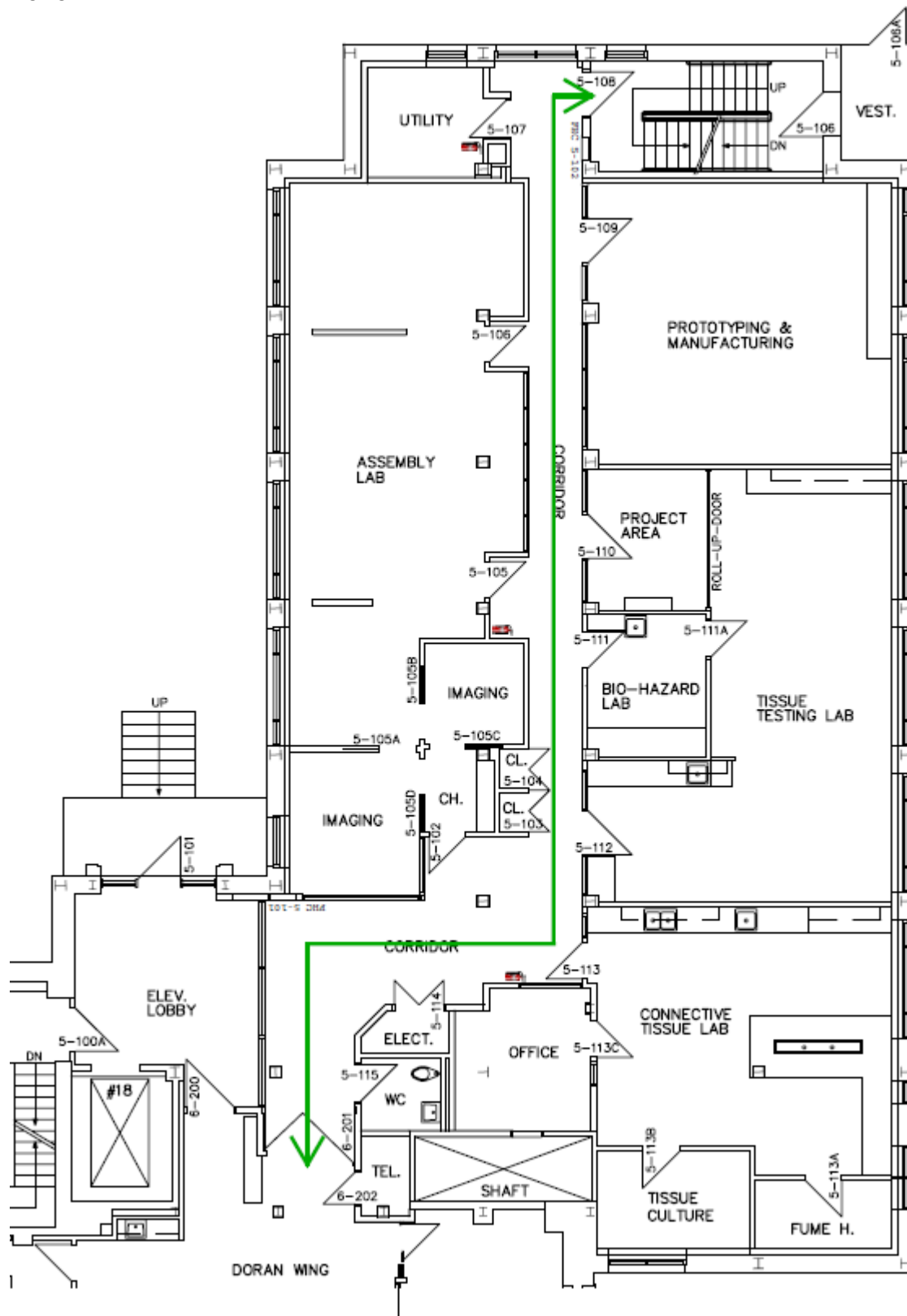
- ☐ Assess impact of evacuation on your portfolio and provide written report to Incident Command

## 4.5 Floor Plans

### Level 0

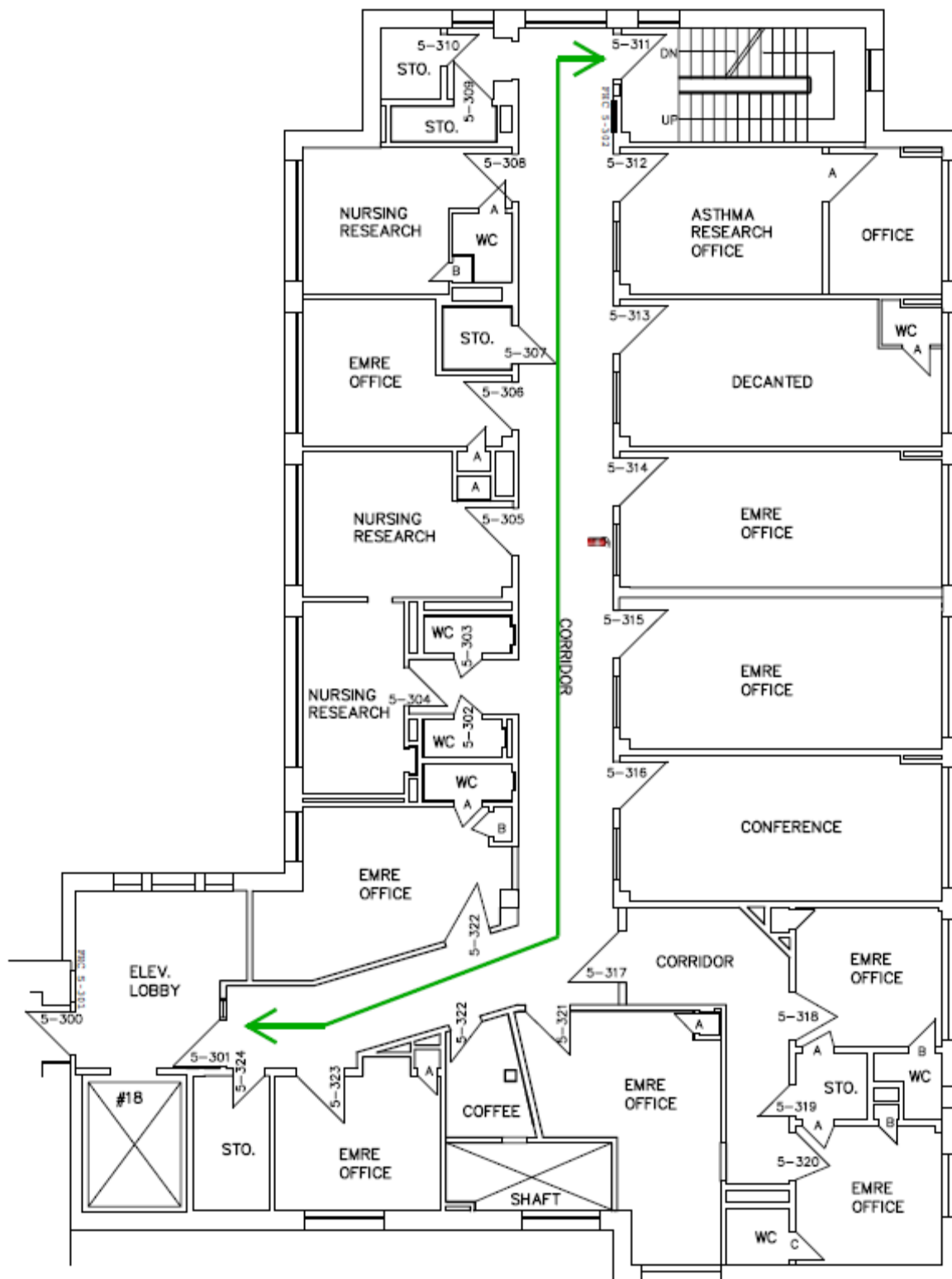


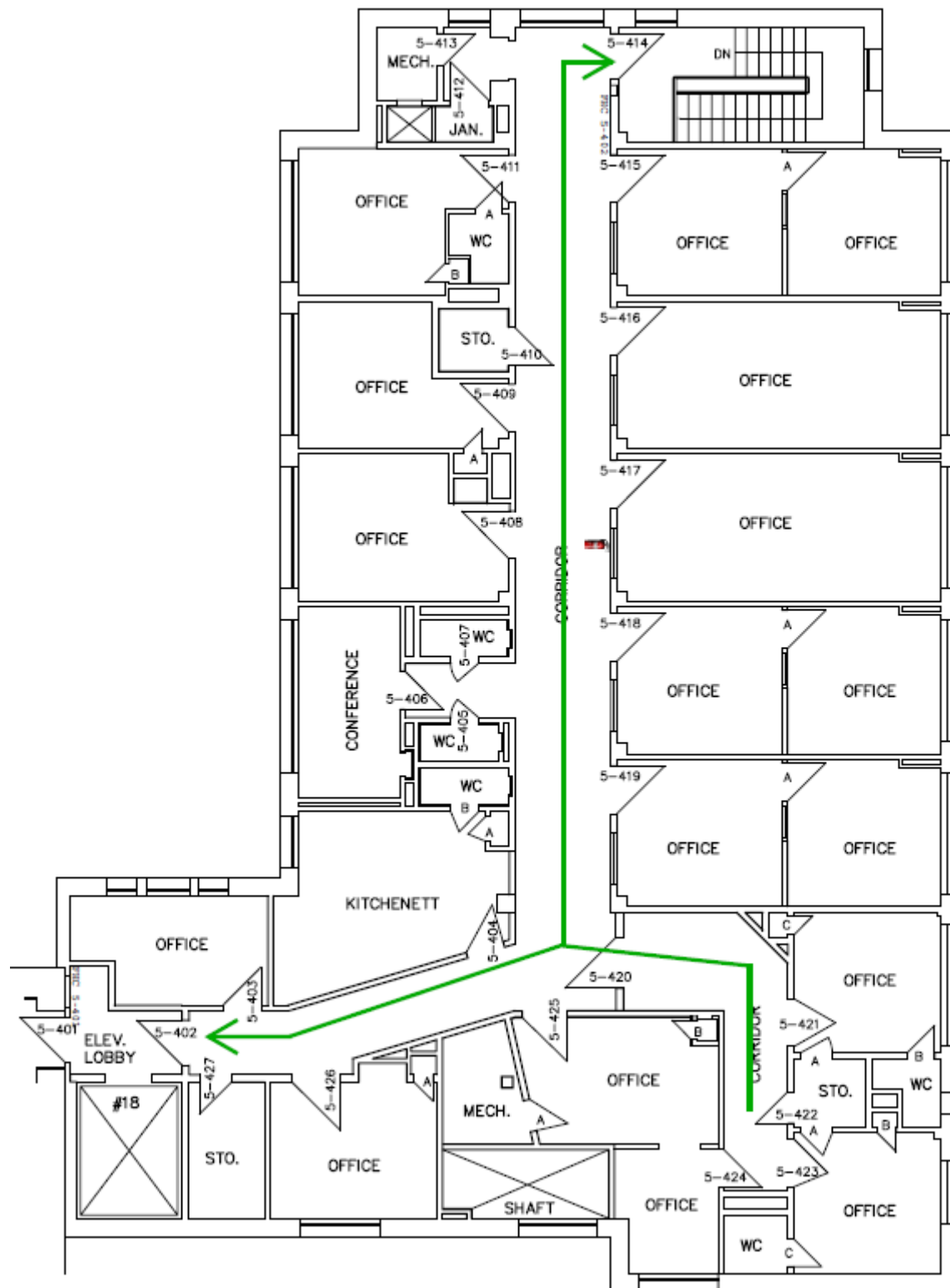
## Level 1



The floor plan of the 5th floor shows a central corridor system. A green line traces a path starting from the top right, moving down a corridor, then left through a corridor, and finally down a staircase to the 6th floor. The rooms are labeled as follows:

- LAB 5-203
- LAB 5-204
- LAB 5-205
- LAB 5-206
- LAB 5-207
- LAB 5-208
- LAB 5-209
- LAB 5-210
- LAB 5-210A
- LAB 5-210B
- LAB 5-210C
- LAB 5-210D
- LAB 5-212B
- WASH-UP 5-203A
- DARK 5-204
- STO. 5-203
- LUNCH 5-201A
- COLD ROOM 5-202
- ELEV. LOBBY 5-200
- JAN. 5-201
- WC 5-218
- TEL. 5-216
- SHAFT
- ELECT. 5-213
- WC 5-215
- DARK 5-213A
- EQUIPT. 5-212
- AUTO CLAVES
- ISOTOPES

**Level 3**

**Level 4**

## **5.0 Response & Recovery – Burr Wing**

### **Response**

#### **5.1 General overview**

An evacuation may occur at any stage. Prepare to evacuate once you hear the evacuation tones. Do not evacuate until you hear the overhead instructions or are instructed by authorized personnel (Police, Fire, or Security).

#### **5.2 Code Red (FIRE): 30 tones per minute (slow tone)**

- ☐ If the emergency is on your floor, evacuate to the primary meeting place and await the arrival of firefighters and security

#### **5.3 Code Green (EVACUATION): temporal tone – 3 quick tones then a pause**

- ☐ If the emergency is on your floor or is on the floor above or below you, evacuate to the primary meeting place. Wait to hear for instructions overhead
- ☐ If the entire wing is to be evacuated (Code Green Burr Wing) evacuate to the primary meeting place
- ☐ If the entire facility is to be evacuated (Code Green KGH) evacuate to the secondary meeting place

### **Recovery**

#### **5.4 Upon Hearing Code Green All Clear**

An all clear will be announced to advise staff that it is safe to return to their area. In the event of a total evacuation, returning may be staged to minimize impact to patient care.

#### **All Staff**

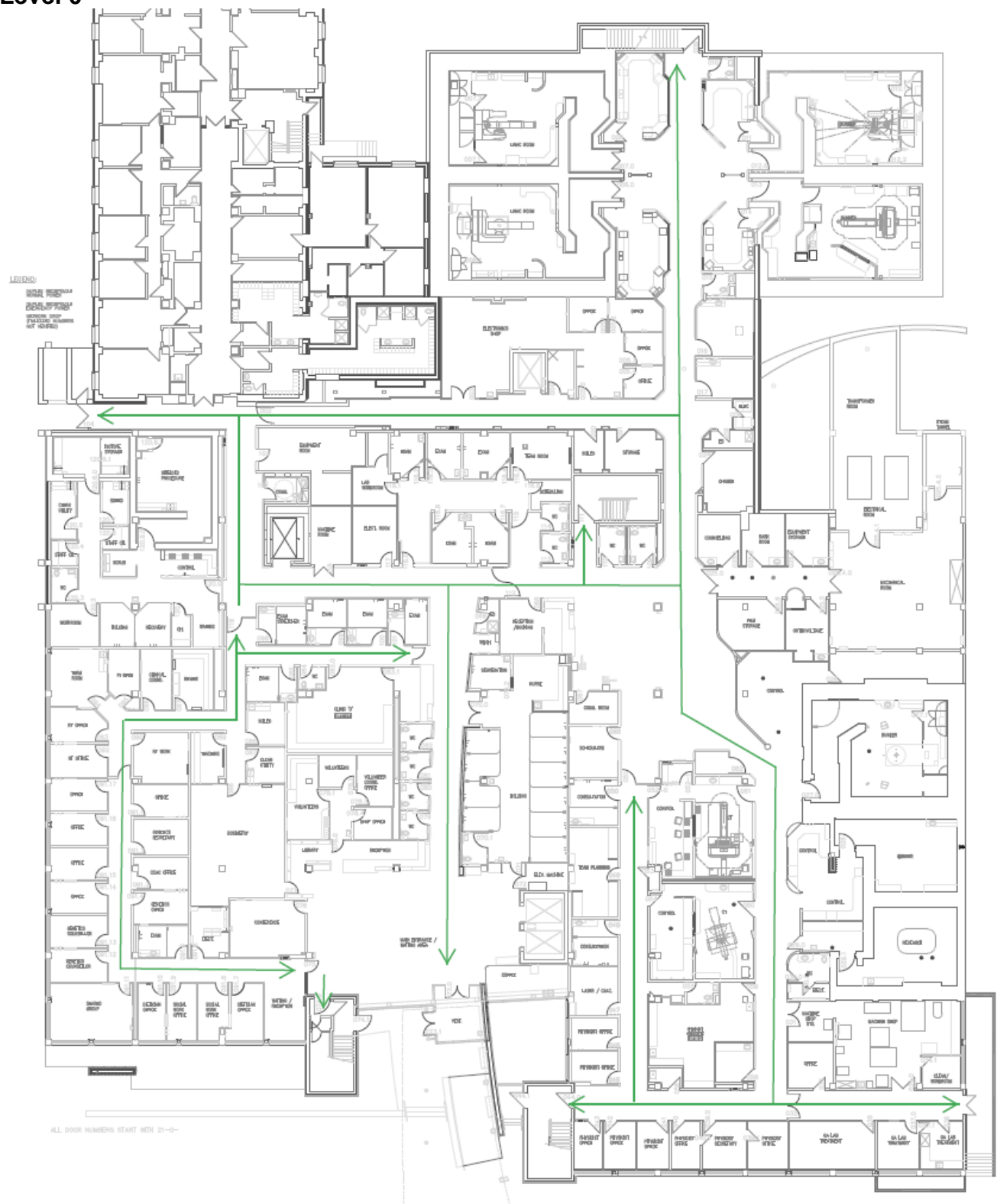
- ☐ Return to your department, unit, or area
- ☐ Assess impact of evacuation on your area and report to area Manager / Director

#### **Area Manager/Director**

- ☐ Assess impact of evacuation on your portfolio and provide written report to Incident Command

## 5.5 Floor Plans

### Level 0



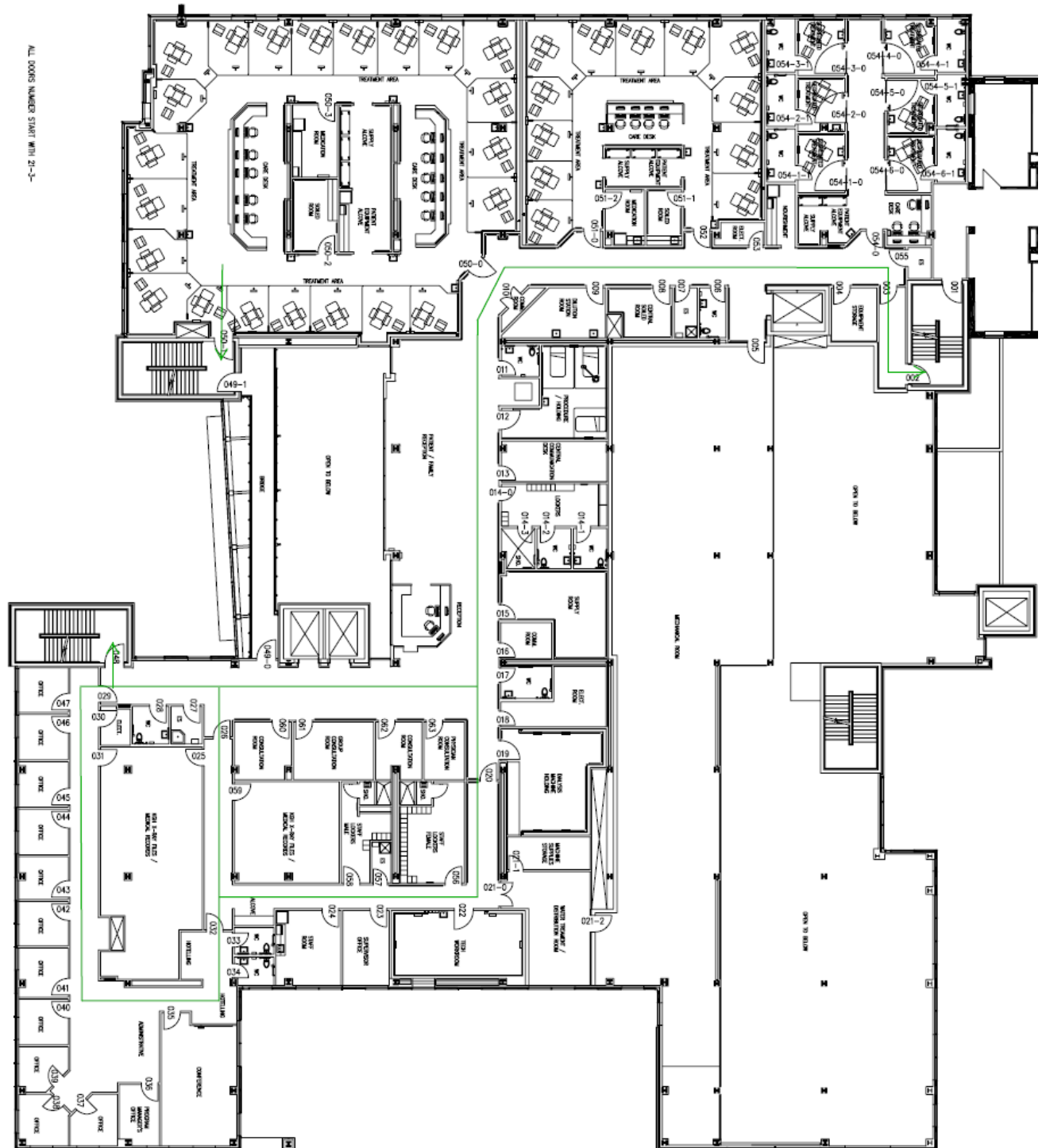


## Level 1

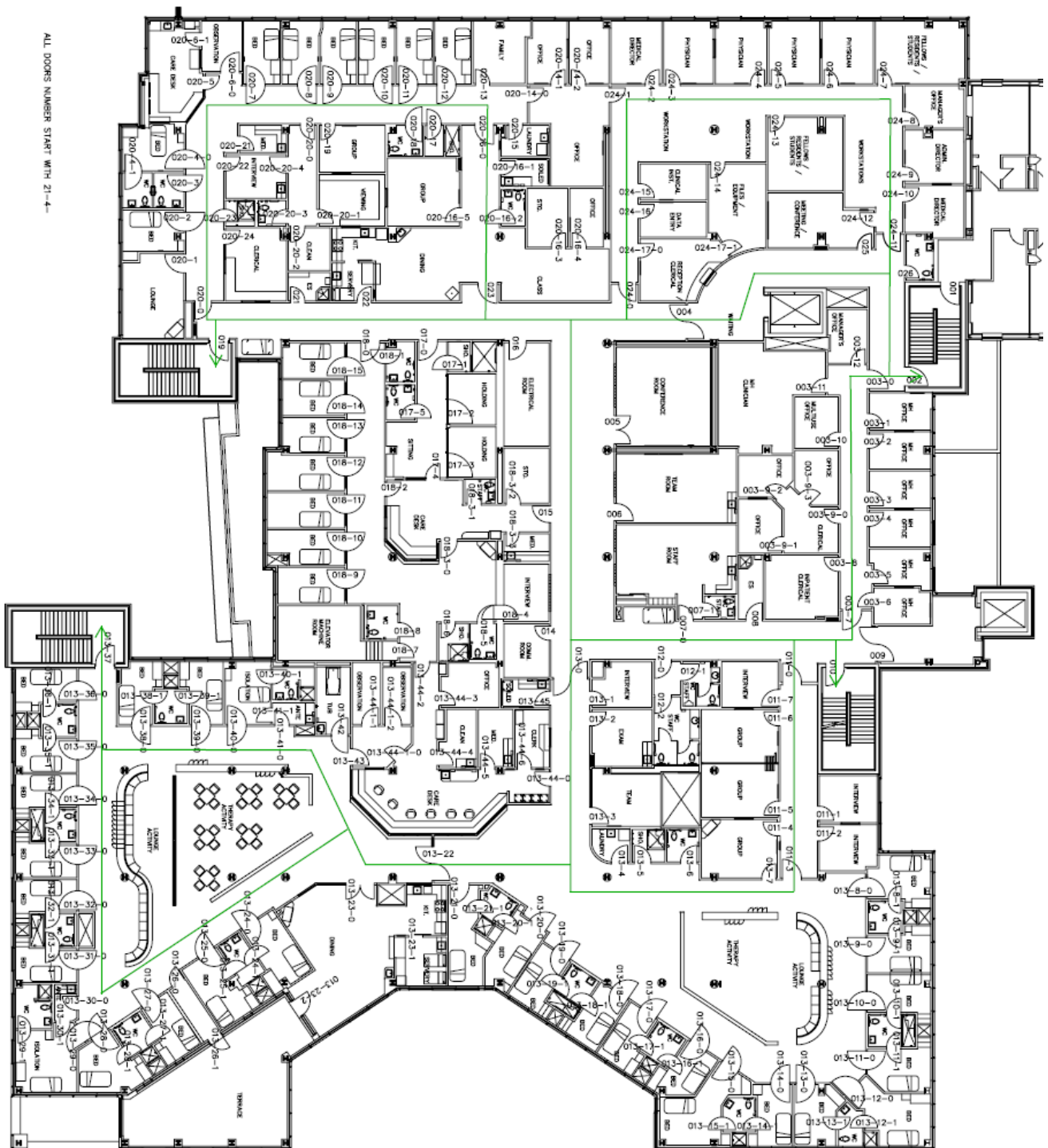


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## Level 3



## Level 4



## **6.0 Response & Recovery – Connell Wing**

### **Response**

#### **6.1 General overview**

An evacuation may occur at any stage. Prepare to evacuate once you hear the evacuation tones. Do not evacuate until you hear the overhead instructions or are instructed by authorized personnel (Police, Fire, or Security).

#### **6.2 Code Red (FIRE): 30 tones per minute (slow tone)**

- ☐ If the emergency is on your floor, evacuate to the primary meeting place and await the arrival of firefighters and security

#### **6.3 Code Green (EVACUATION): temporal tone – 3 quick tones then a pause**

- ☐ If the emergency is on your floor or is on the floor above or below you, evacuate to the primary meeting place. Wait to hear for instructions overhead
- ☐ If the entire wing is to be evacuated (Code Green Connell Wing) evacuate to the primary meeting place
- ☐ If the entire facility is to be evacuated (Code Green KGH) evacuate to the secondary meeting place

### **Recovery**

#### **6.4 Upon Hearing Code Green All Clear**

An all clear will be announced to advise staff that it is safe to return to their area. In the event of a total evacuation, returning may be staged to minimize impact to patient care.

#### **All Staff**

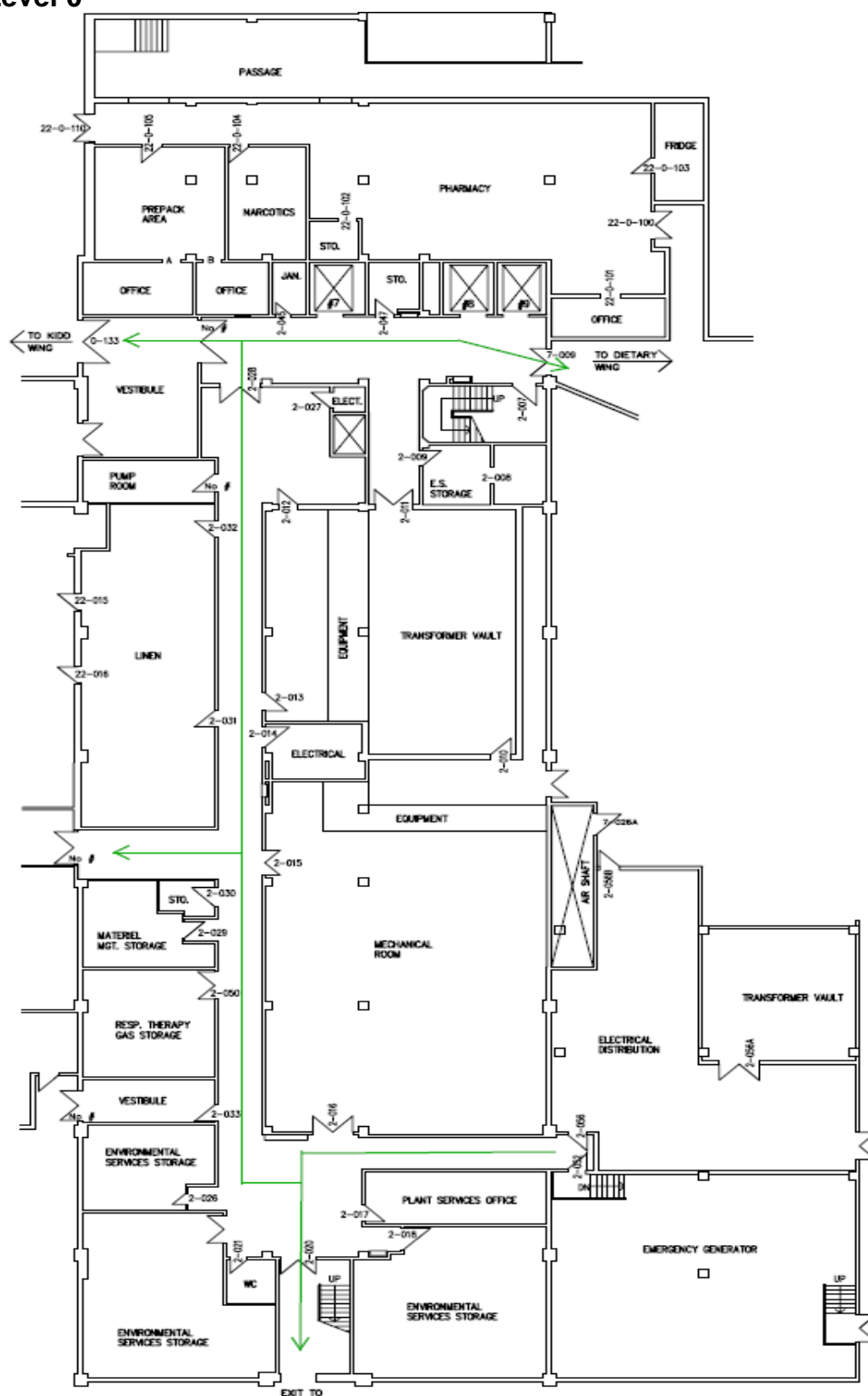
- ☐ Return to your department, unit, or area
- ☐ Assess impact of evacuation on your area and report to area Manager / Director

#### **Area Manager/Director**

- ☐ Assess impact of evacuation on your portfolio and provide written report to Incident Command

## 6.5 Floor Plans

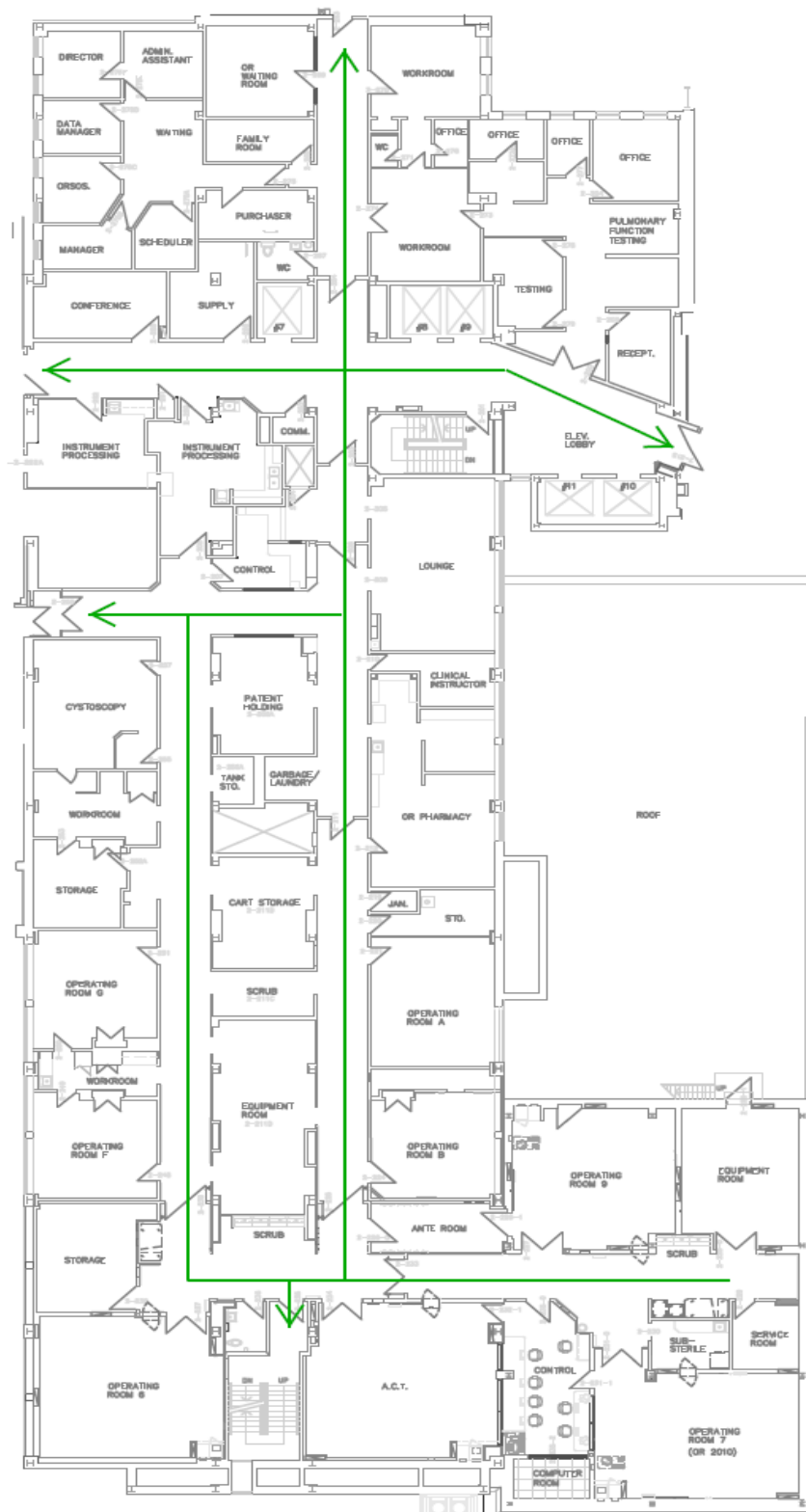
### Level 0



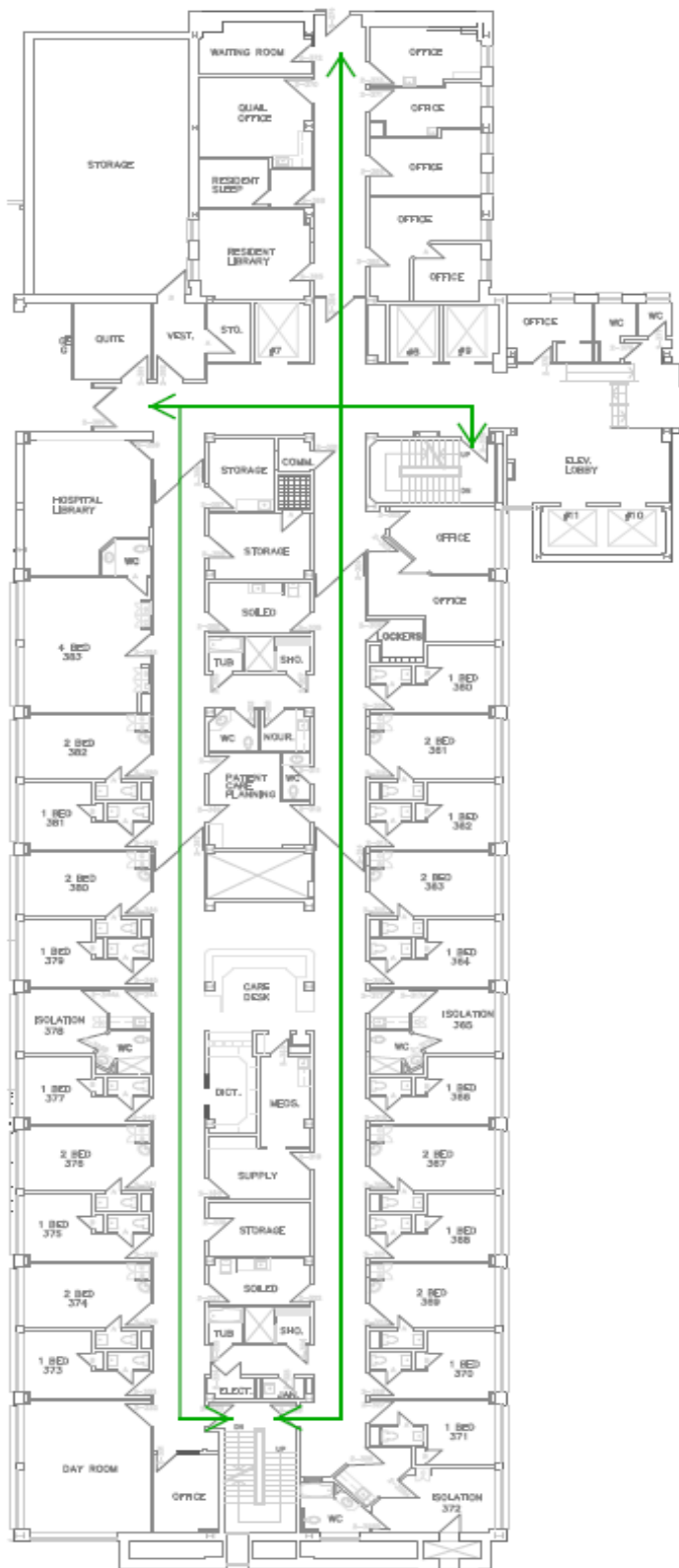
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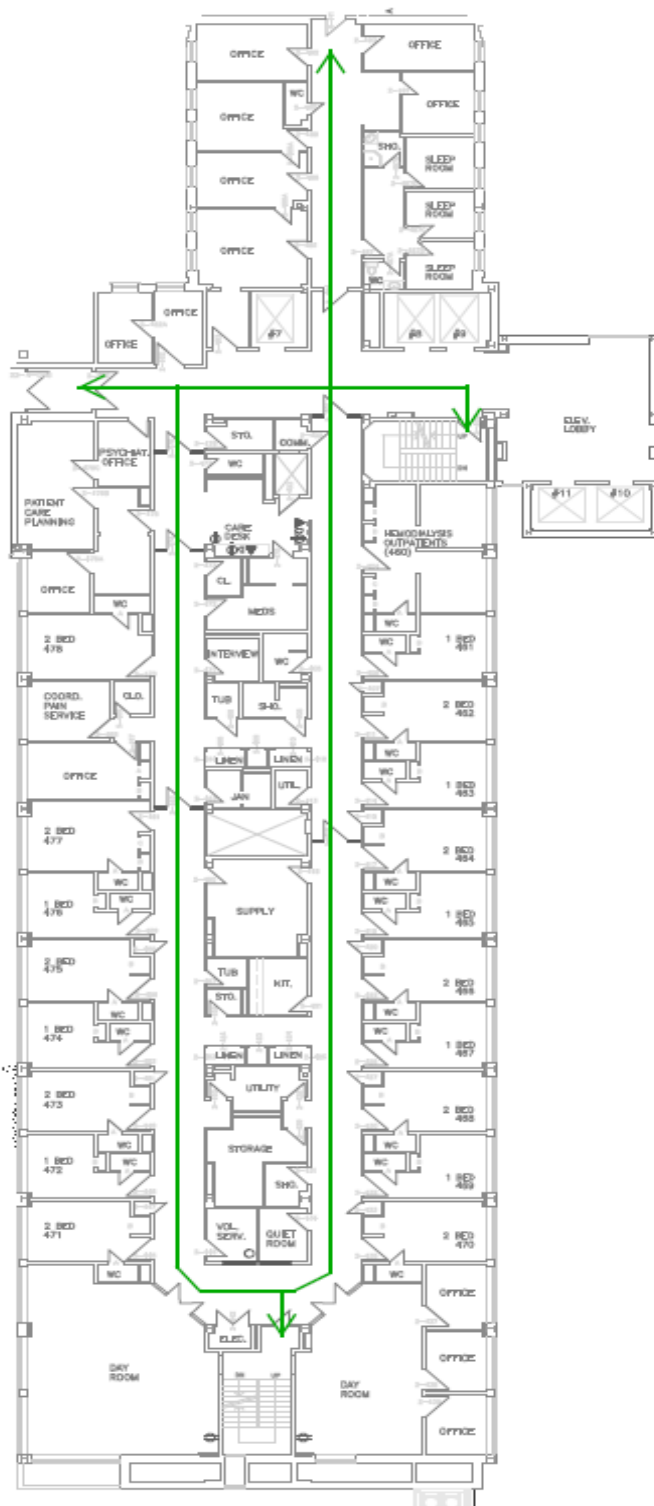


## Level 2

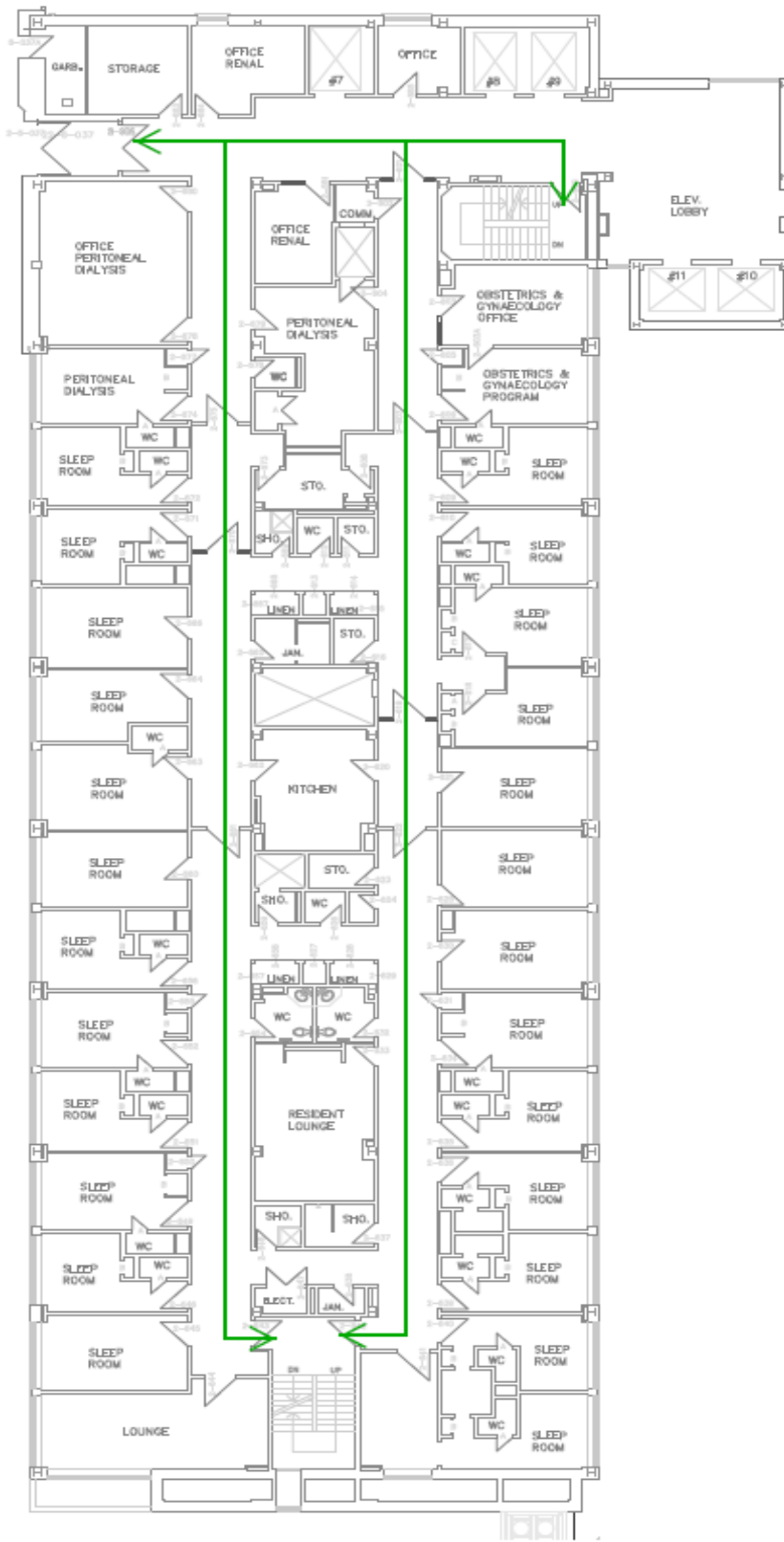


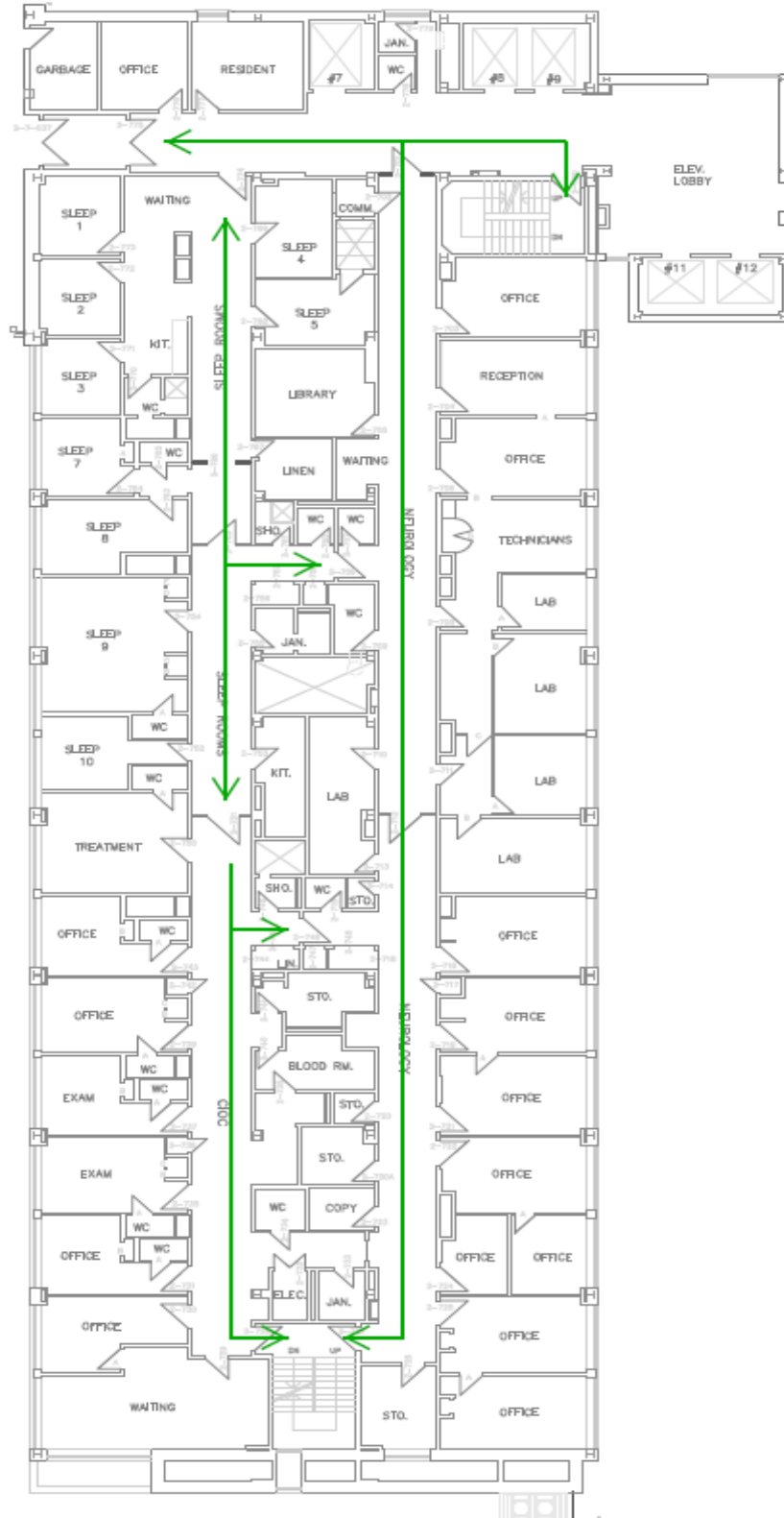


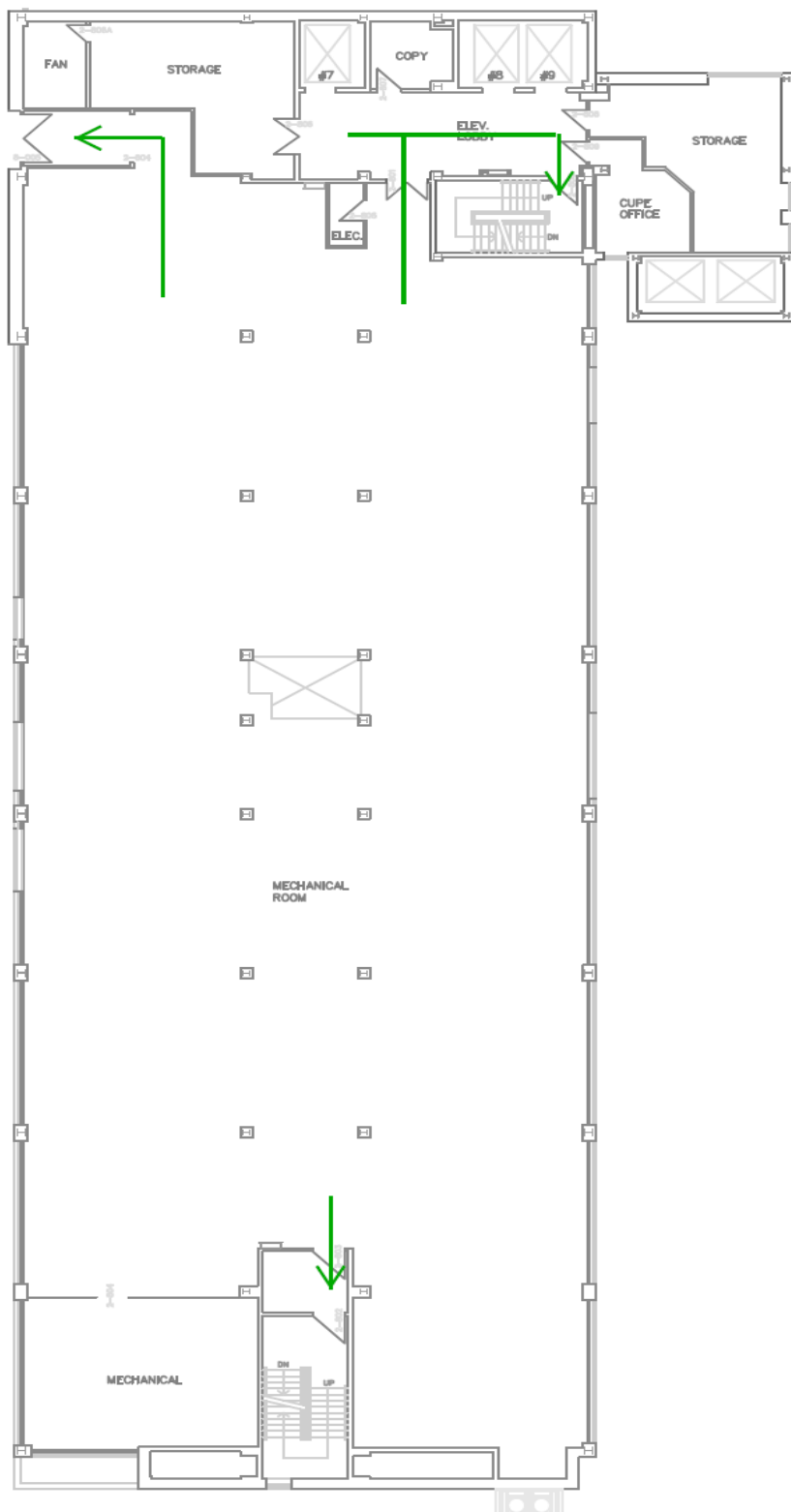
**Level 3**

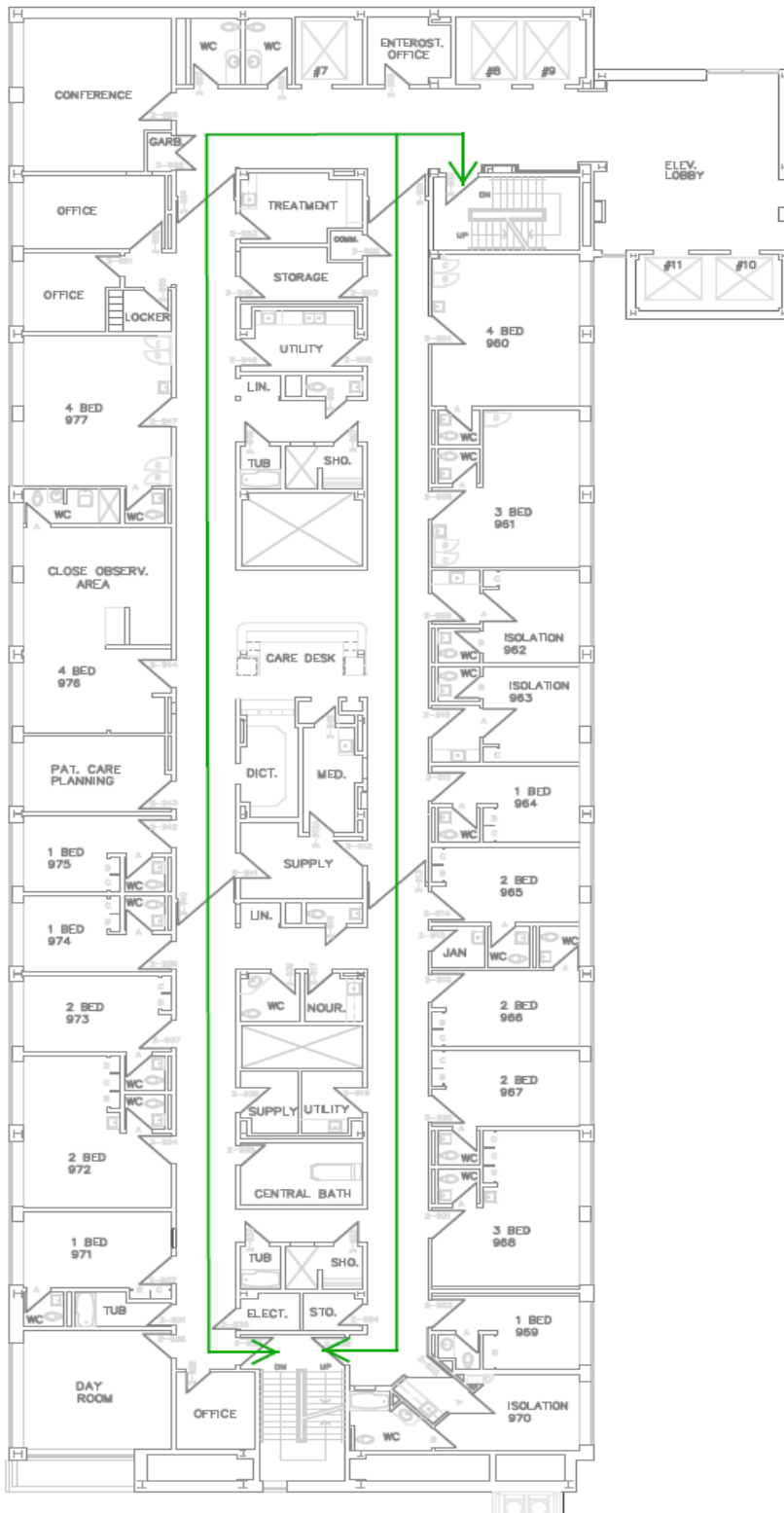
**Level 4**



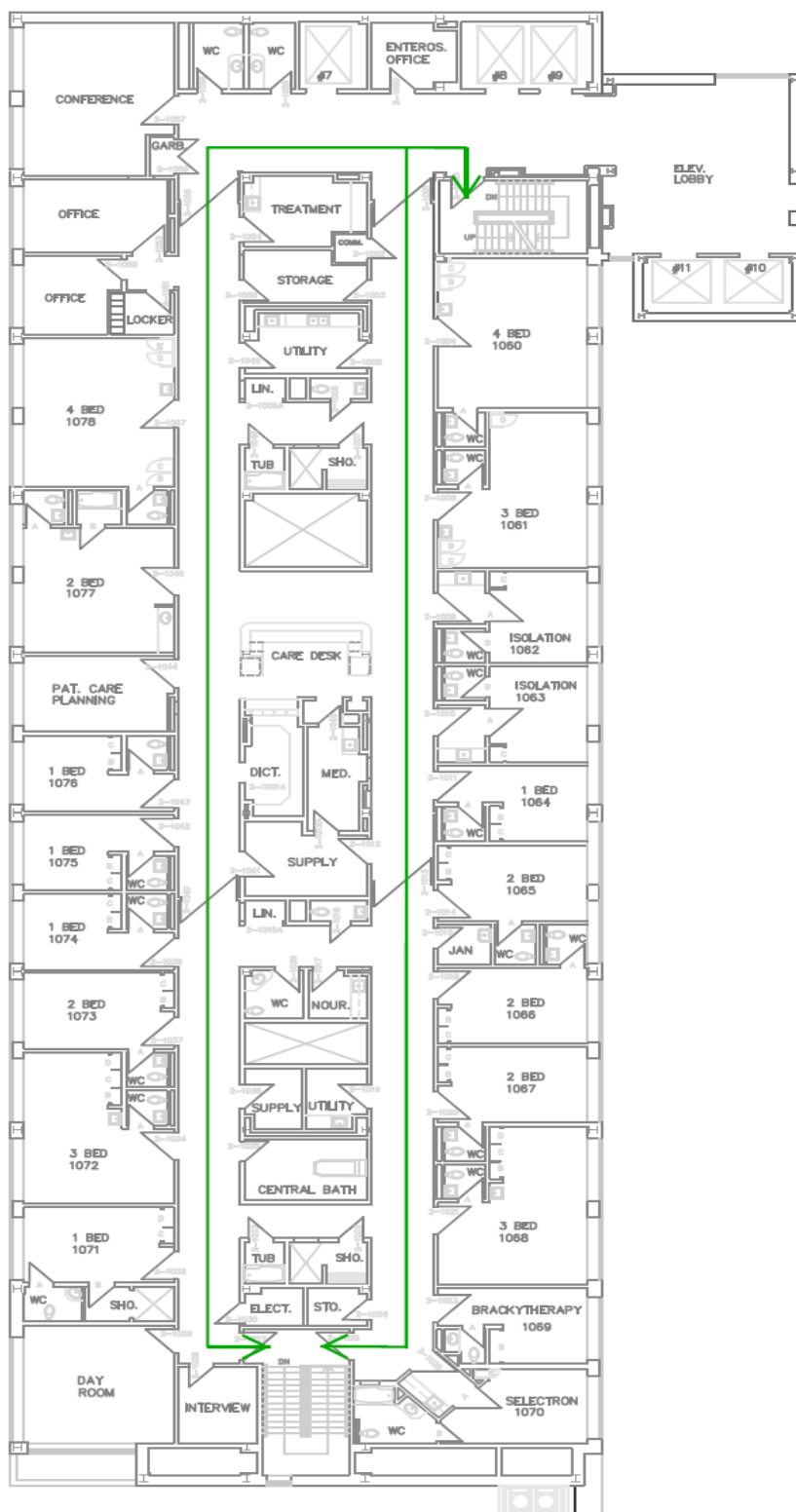
**Level 6**

**Level 7**

**Level 8**

**Level 9**

## Level 10





## **7.0 Response & Recovery – Davies Wing**

### **Response**

#### **7.1 General overview**

An evacuation may occur at any stage. Prepare to evacuate once you hear the evacuation tones. Do not evacuate until you hear the overhead instructions or are instructed by authorized personnel (Police, Fire, or Security).

#### **7.2 Code Red (FIRE): 30 tones per minute (slow tone)**

- ☐ If the emergency is on your floor, evacuate to the primary meeting place and await the arrival of firefighters and security

#### **7.3 Code Green (EVACUATION): temporal tone – 3 quick tones then a pause**

- ☐ If the emergency is on your floor or is on the floor above or below you, evacuate to the primary meeting place. Wait to hear for instructions overhead
- ☐ If the entire wing is to be evacuated (Code Green Kidd / Davies) evacuate to the primary meeting place
- ☐ If the entire facility is to be evacuated (Code Green KGH) evacuate to the secondary meeting place

### **Recovery**

#### **7.4 Upon Hearing Code Green All Clear**

An all clear will be announced to advise staff that it is safe to return to their area. In the event of a total evacuation, returning may be staged to minimize impact to patient care.

#### **All Staff**

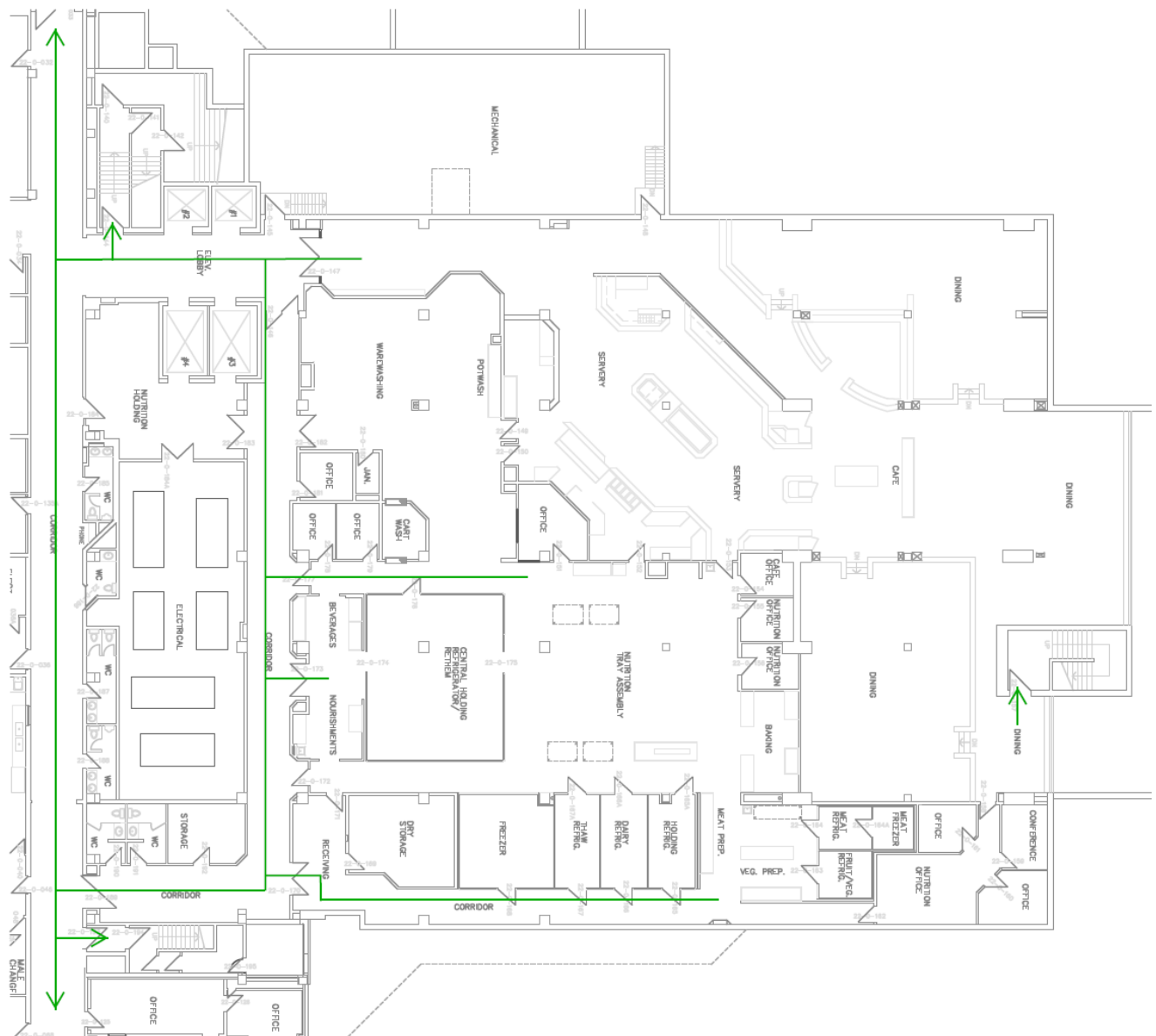
- ☐ Return to your department, unit, or area
- ☐ Assess impact of evacuation on your area and report to area Manager / Director

#### **Area Manager/Director**

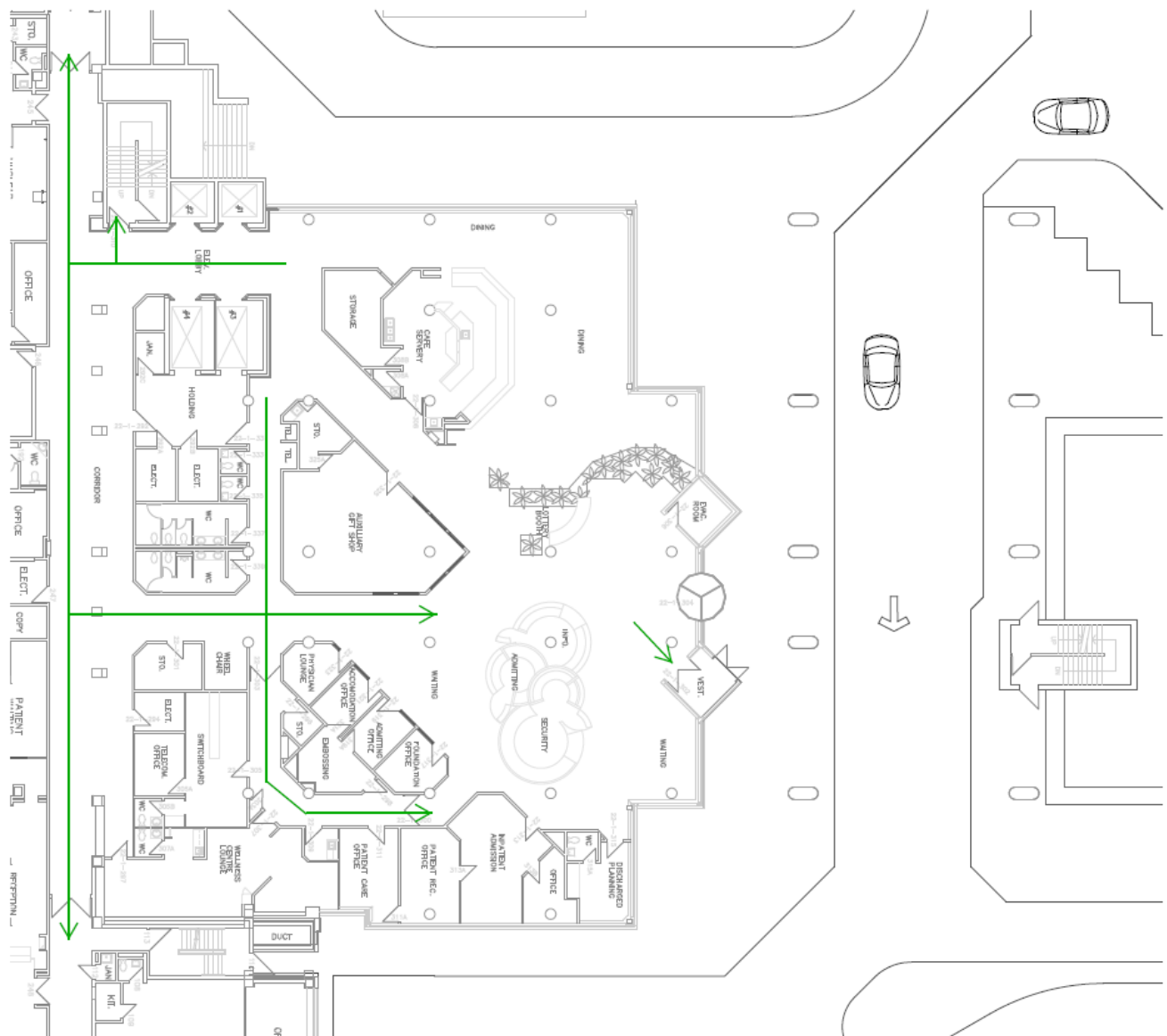
- ☐ Assess impact of evacuation on your portfolio and provide written report to Incident Command

## 7.5 Floor Plans

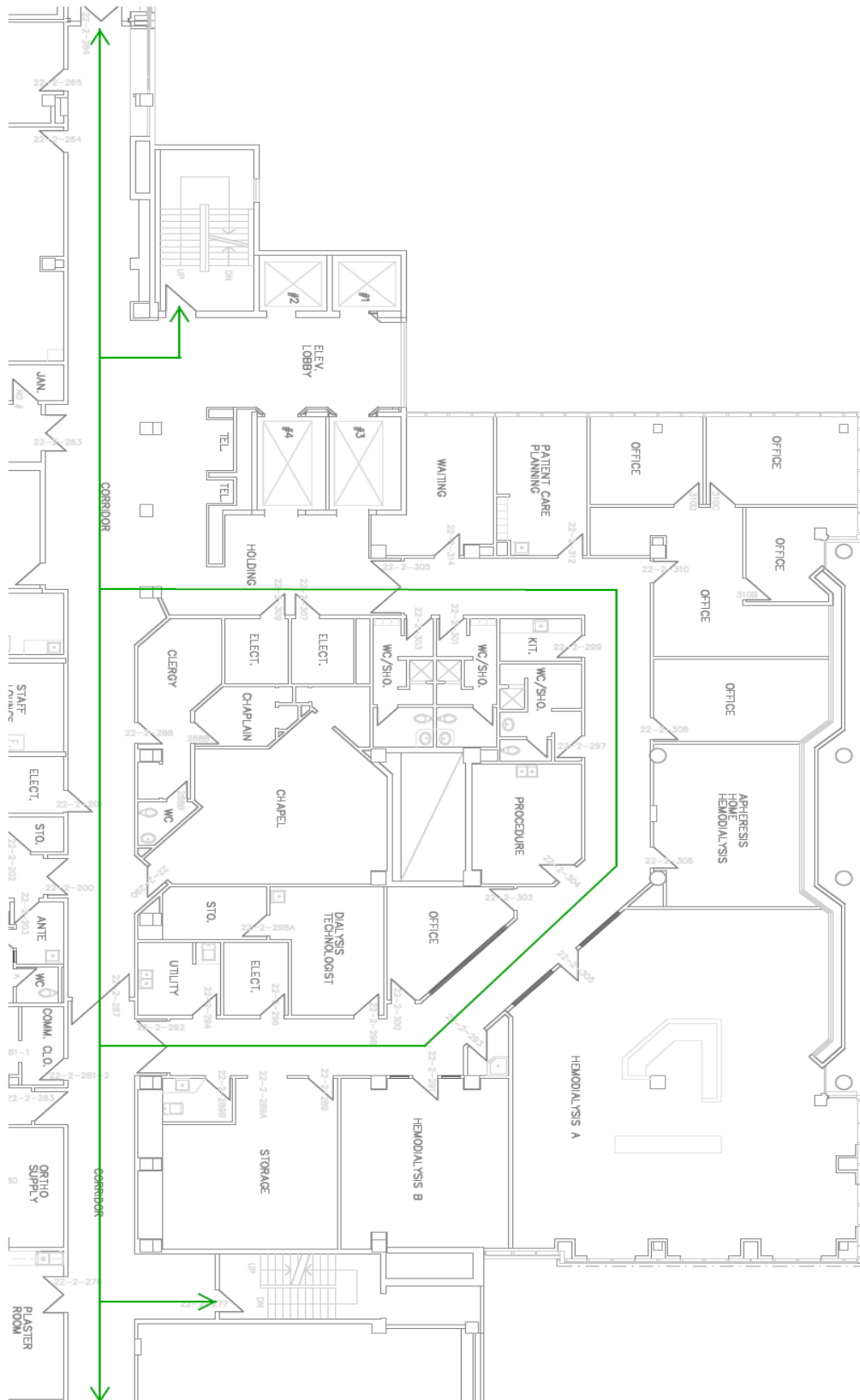
### Level 0



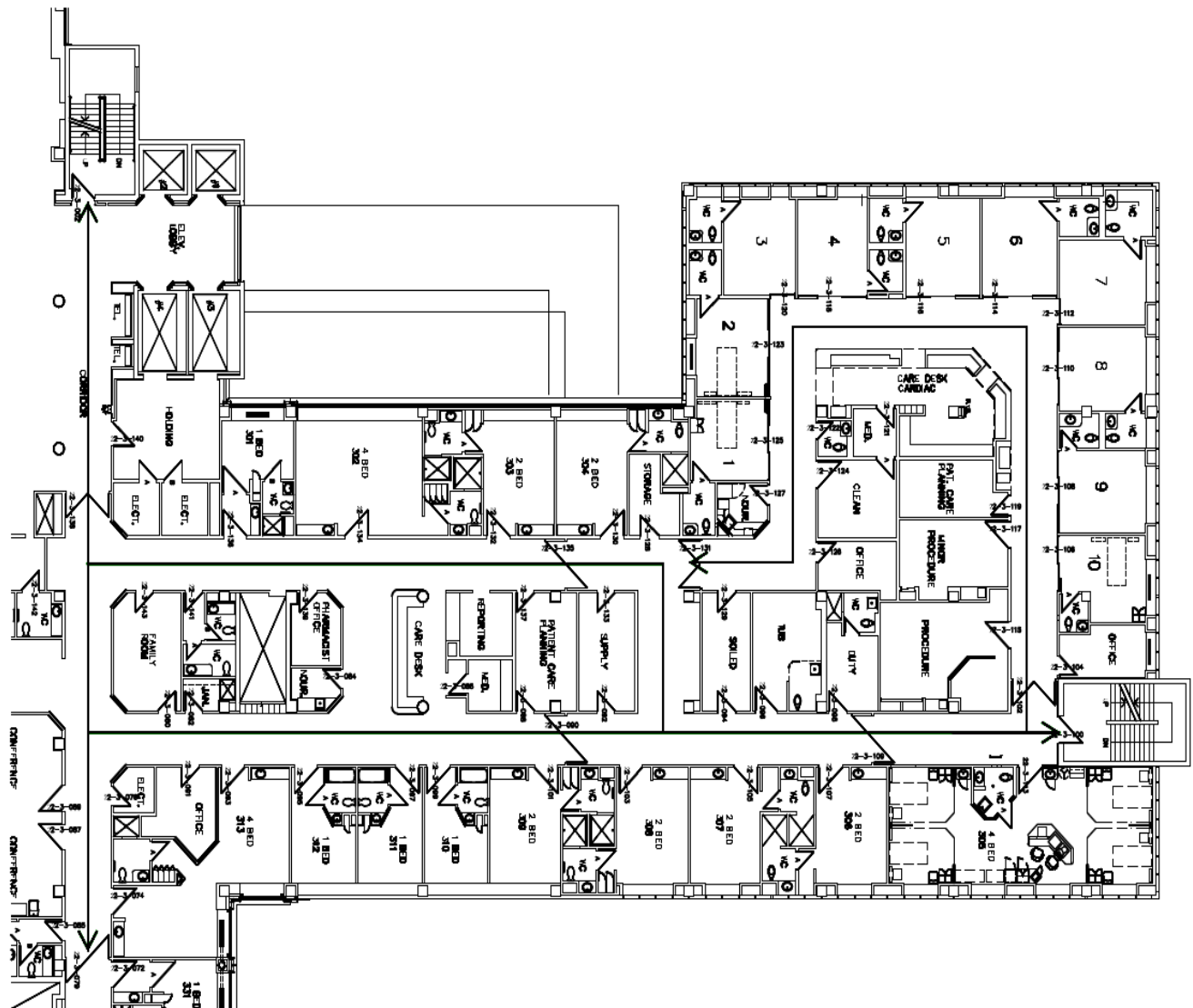
## Level 1



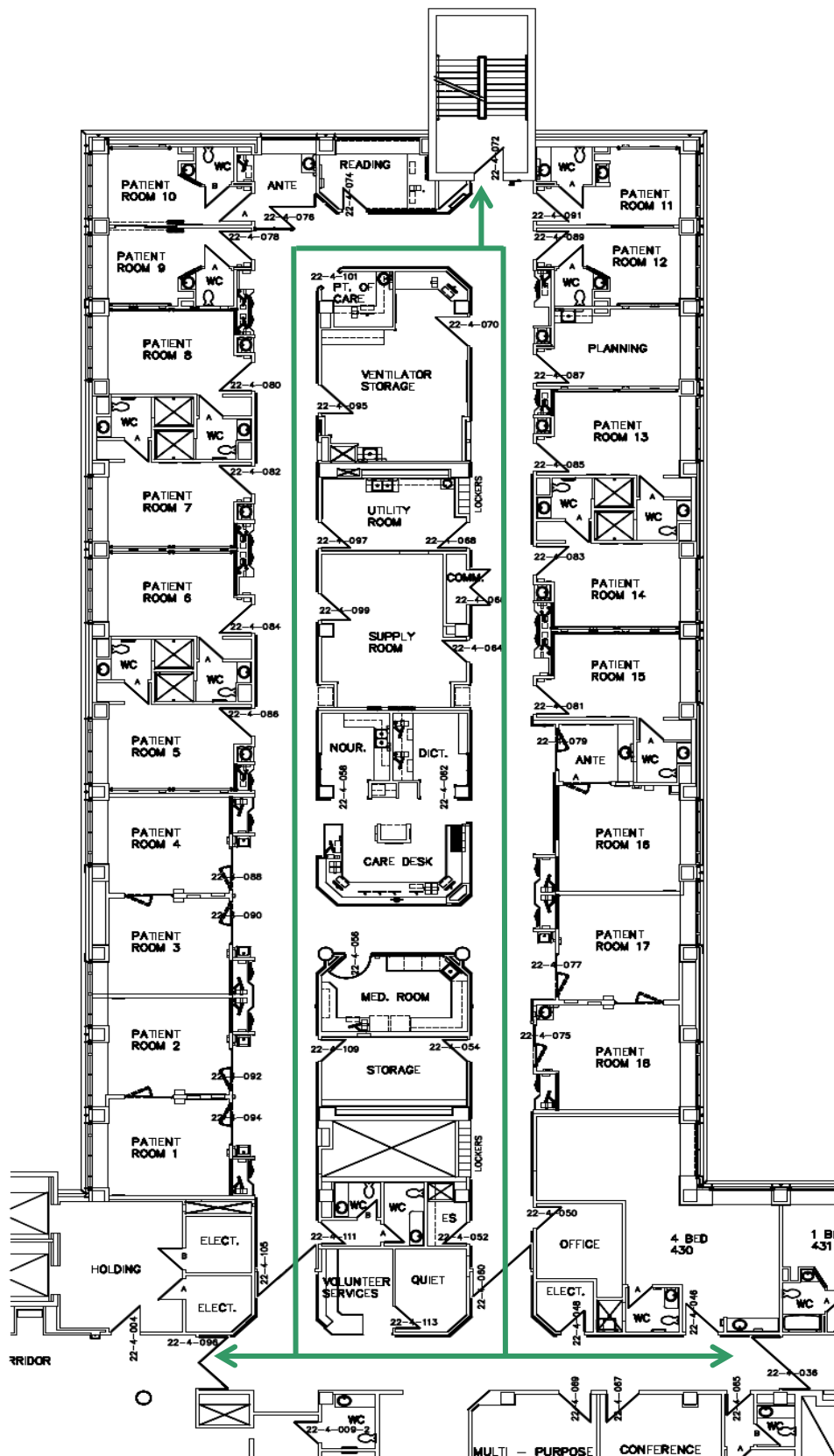
## Level 2



## Level 3



## Level 4





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## **8.0 Response & Recovery – Dietary Wing**

### **Response**

#### **8.1 General overview**

An evacuation may occur at any stage. Prepare to evacuate once you hear the evacuation tones. Do not evacuate until you hear the overhead instructions or are instructed by authorized personnel (Police, Fire, or Security).

#### **8.2 Code Red (FIRE): 30 tones per minute (slow tone)**

- ☐ If the emergency is on your floor, evacuate to the primary meeting place and await the arrival of firefighters and security

#### **8.3 Code Green (EVACUATION): temporal tone – 3 quick tones then a pause**

- ☐ If the emergency is on your floor or is on the floor above or below you, evacuate to the primary meeting place. Wait to hear for instructions overhead
- ☐ If the entire wing is to be evacuated (Code Green Dietary Wing) evacuate to the primary meeting place
- ☐ If the entire facility is to be evacuated (Code Green KGH) evacuate to the secondary meeting place

### **Recovery**

#### **8.4 Upon Hearing Code Green All Clear**

An all clear will be announced to advise staff that it is safe to return to their area. In the event of a total evacuation, returning may be staged to minimize impact to patient care.

#### **All Staff**

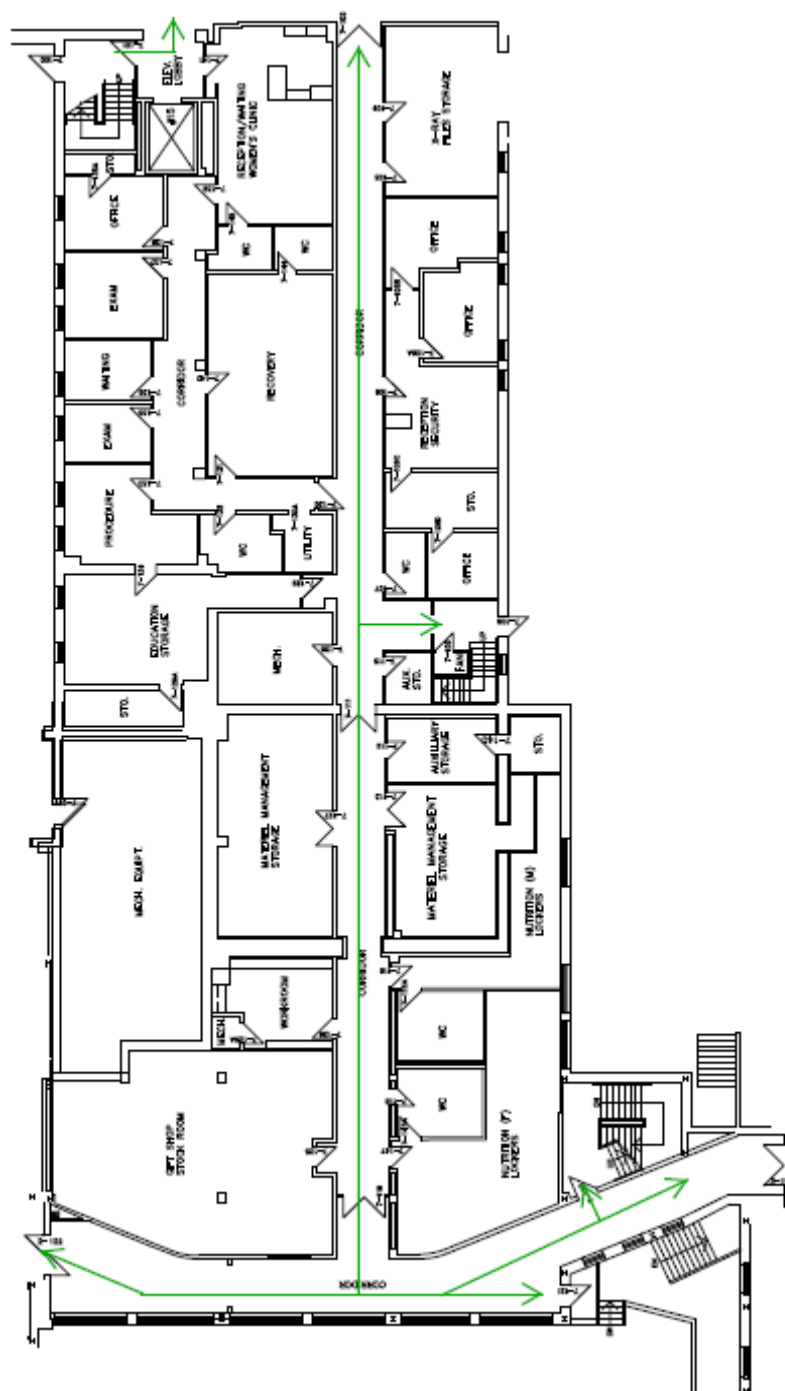
- ☐ Return to your department, unit, or area
- ☐ Assess impact of evacuation on your area and report to area Manager / Director

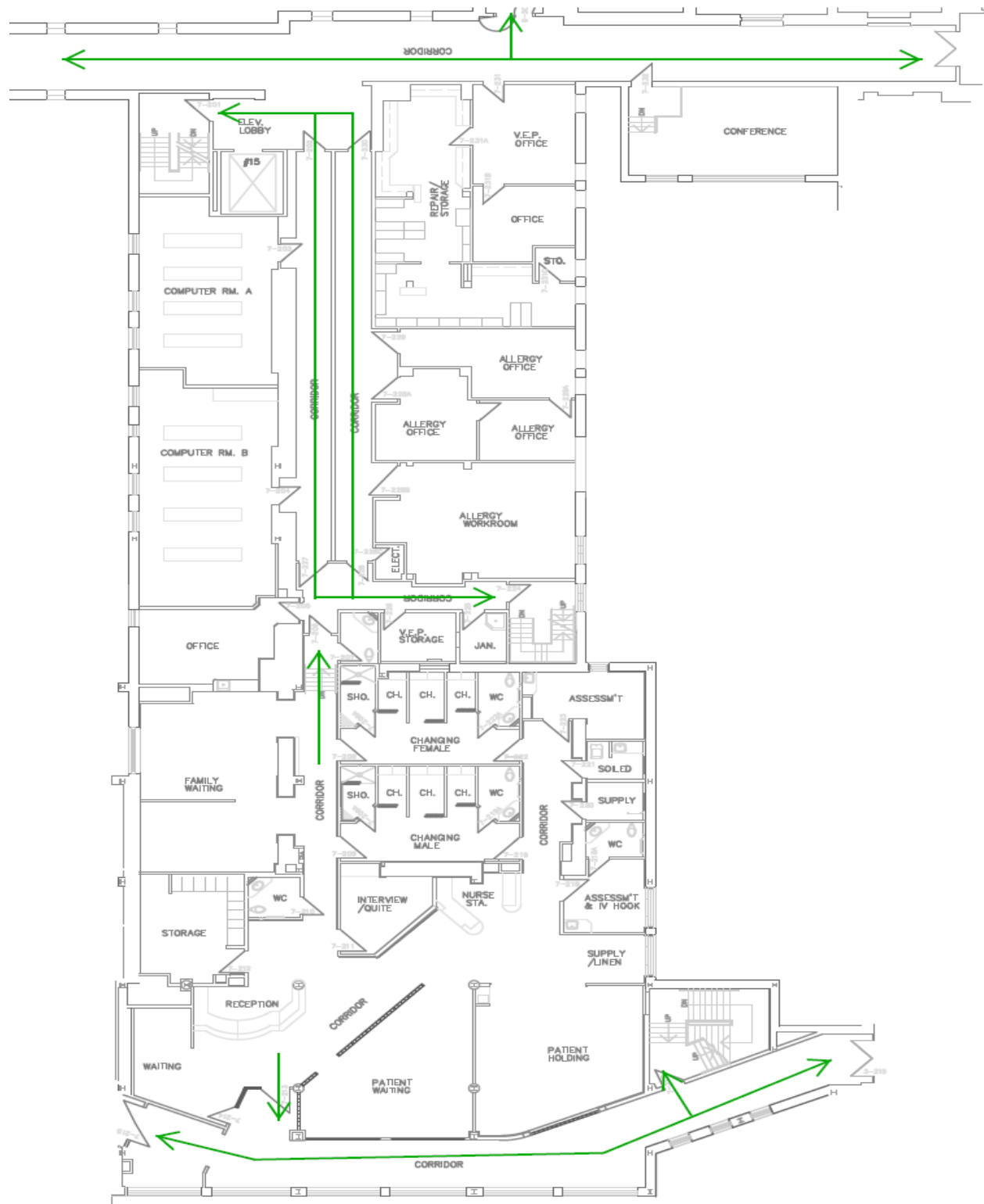
#### **Area Manager/Director**

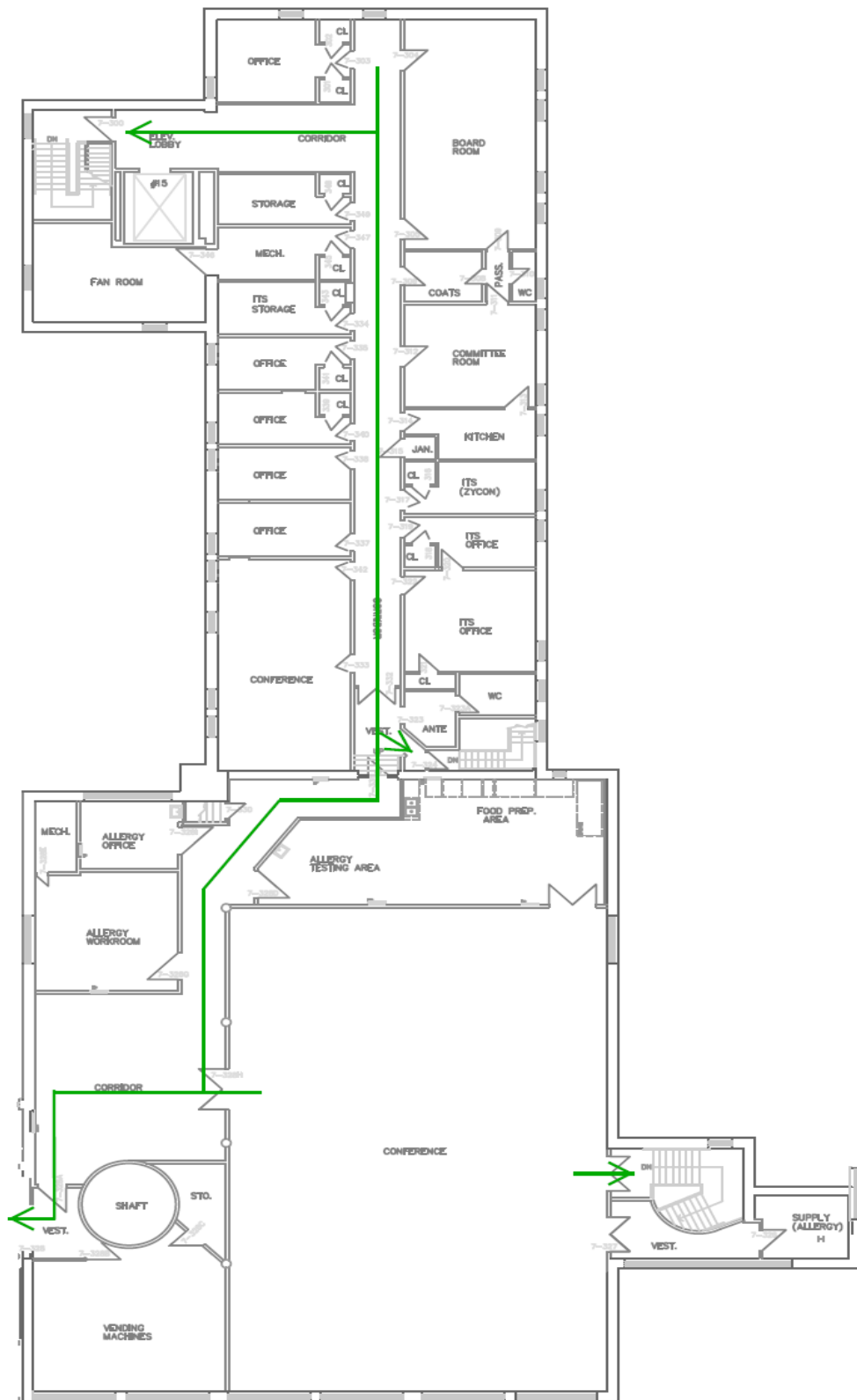
- ☐ Assess impact of evacuation on your portfolio and provide written report to Incident Command

## 8.5 Floor Plans

### Level 1



**Level 2**

**Level 3**

## **9.0 Response & Recovery – Doran Wing**

### **Response**

#### **9.1 General overview**

An evacuation may occur at any stage. Prepare to evacuate once you hear the evacuation tones. Do not evacuate until you hear the overhead instructions or are instructed by authorized personnel (Police, Fire, or Security).

#### **9.2 Code Red (FIRE): 30 tones per minute (slow tone)**

- ☐ If the emergency is on your floor, evacuate to the primary meeting place and await the arrival of firefighters and security

#### **9.3 Code Green (EVACUATION): temporal tone – 3 quick tones then a pause**

- ☐ If the emergency is on your floor or is on the floor above or below you, evacuate to the primary meeting place. Wait to hear for instructions overhead
- ☐ If the entire wing is to be evacuated (Code Green Doran Wing) evacuate to the primary meeting place
- ☐ If the entire facility is to be evacuated (Code Green KGH) evacuate to the secondary meeting place

### **Recovery**

#### **9.4 Upon Hearing Code Green All Clear**

An all clear will be announced to advise staff that it is safe to return to their area. In the event of a total evacuation, returning may be staged to minimize impact to patient care.

#### **All Staff**

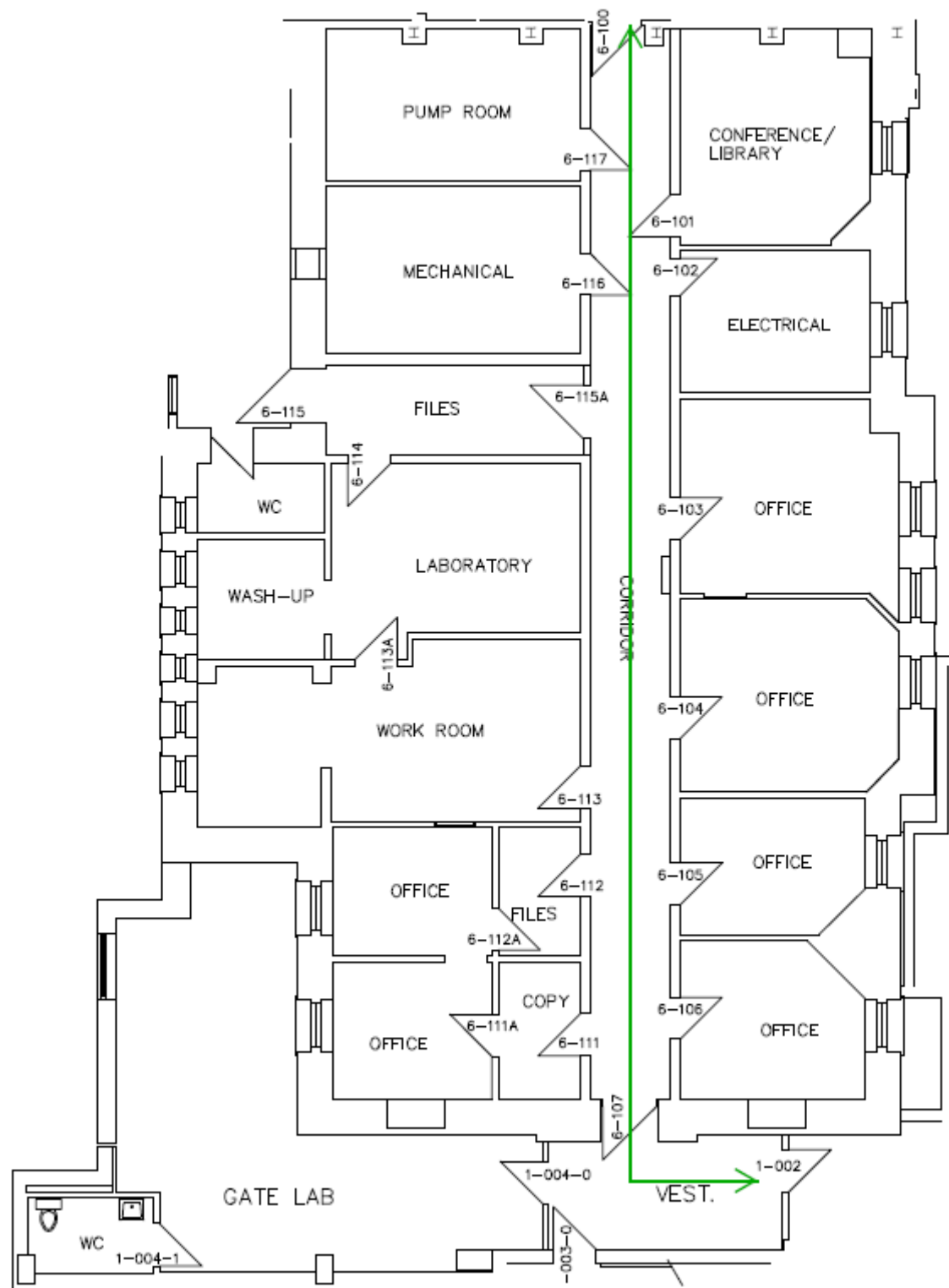
- ☐ Return to your department, unit, or area
- ☐ Assess impact of evacuation on your area and report to area Manager / Director

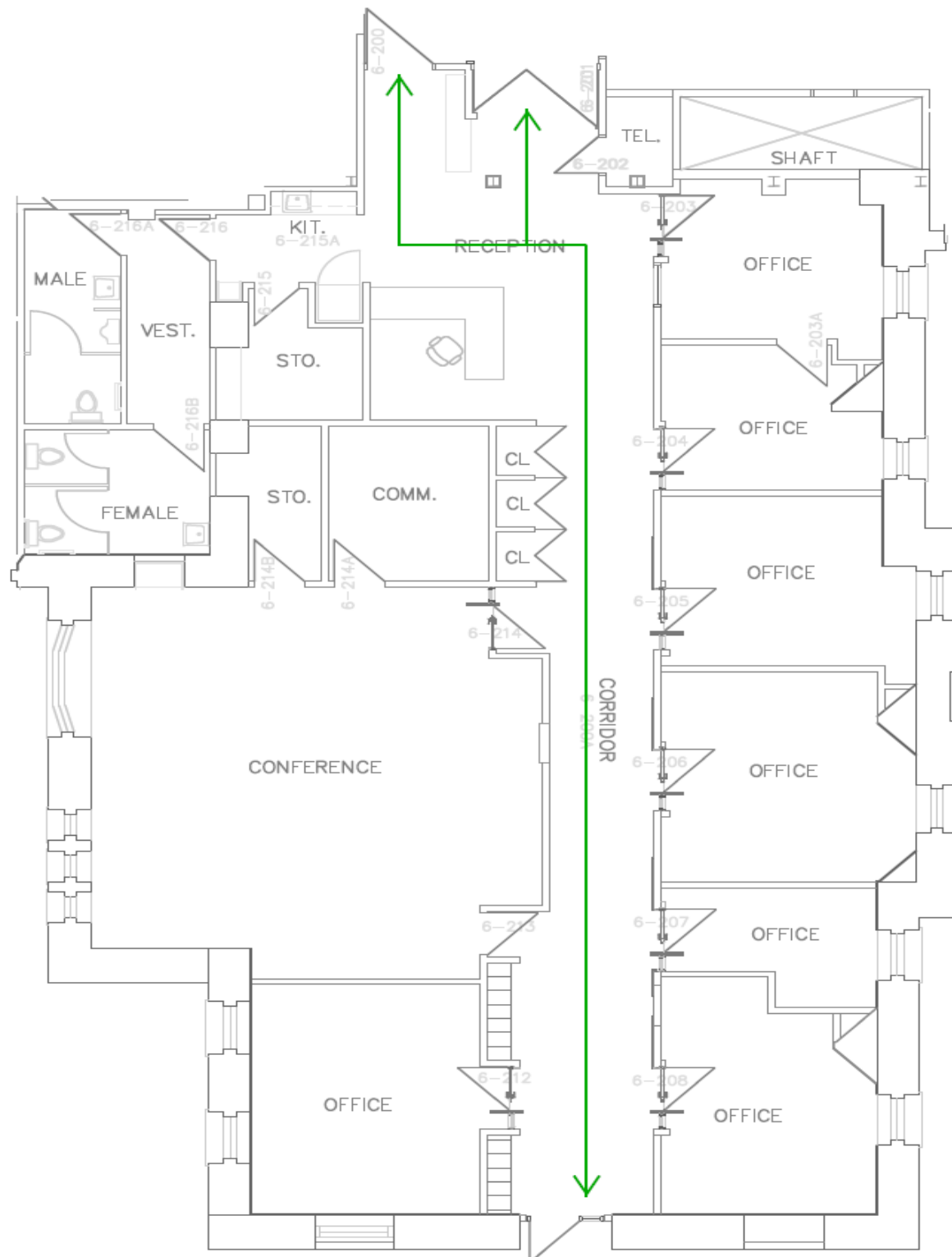
#### **Area Manager/Director**

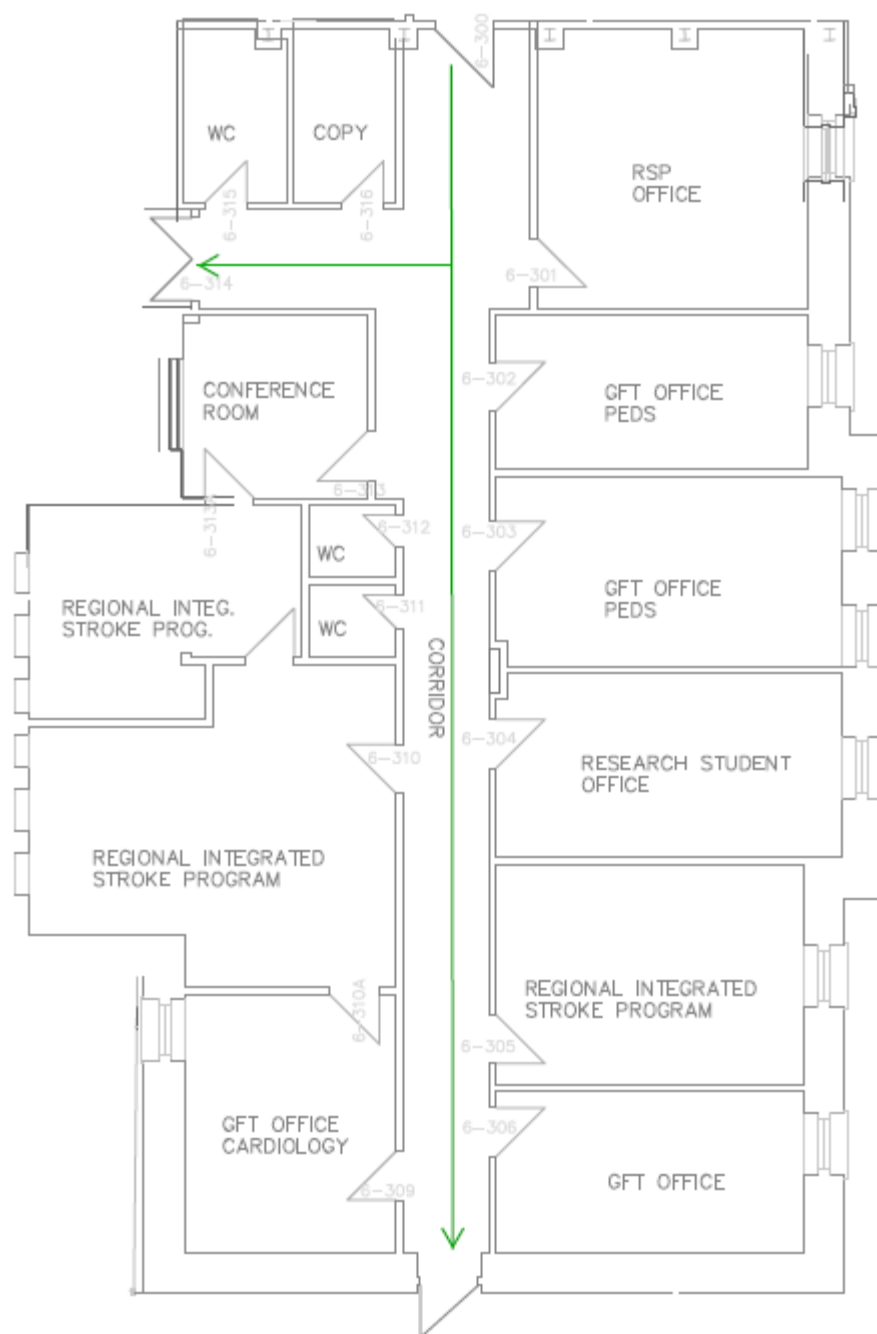
- ☐ Assess impact of evacuation on your portfolio and provide written report to Incident Command

## 9.5 Floor Plans

### Level 1



**Level 2**

**Level 3**



## **10.0 Response & Recovery – Douglas Wing**

### **Response**

#### **10.1 General overview**

An evacuation may occur at any stage. Prepare to evacuate once you hear the evacuation tones. Do not evacuate until you hear the overhead instructions or are instructed by authorized personnel (Police, Fire, or Security).

#### **10.2 Code Red (FIRE): 30 tones per minute (slow tone)**

- ☐ If the emergency is on your floor, evacuate to the primary meeting place and await the arrival of firefighters and security

#### **10.3 Code Green (EVACUATION): temporal tone – 3 quick tones then a pause**

- ☐ If the emergency is on your floor or is on the floor above or below you, evacuate to the primary meeting place. Wait to hear for instructions overhead
- ☐ If the entire wing is to be evacuated (Code Green Douglas Wing) evacuate to the primary meeting place
- ☐ If the entire facility is to be evacuated (Code Green KGH) evacuate to the secondary meeting place

### **Recovery**

#### **10.4 Upon Hearing Code Green All Clear**

An all clear will be announced to advise staff that it is safe to return to their area. In the event of a total evacuation, returning may be staged to minimize impact to patient care.

#### **All Staff**

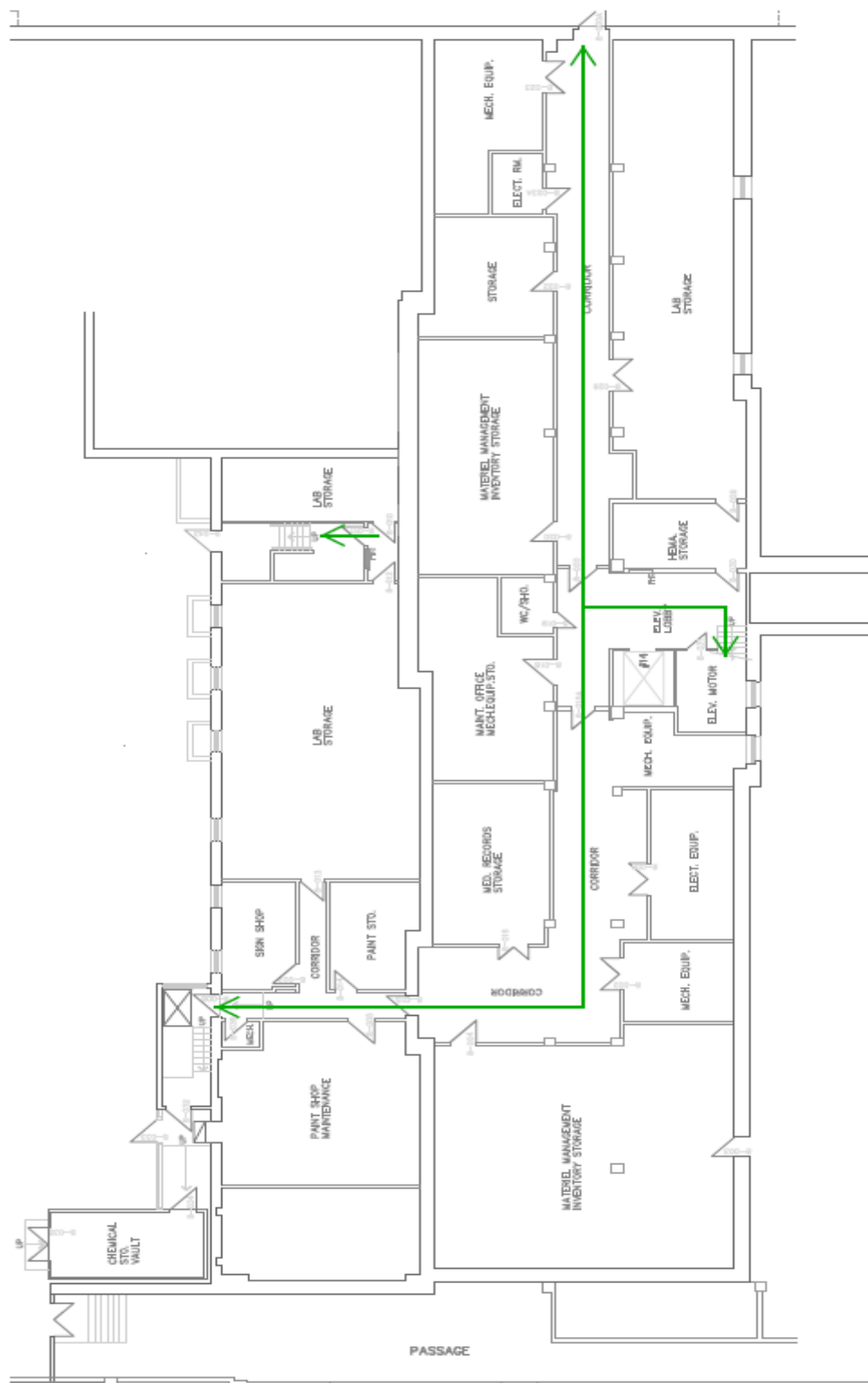
- ☐ Return to your department, unit, or area
- ☐ Assess impact of evacuation on your area and report to area Manager / Director

#### **Area Manager/Director**

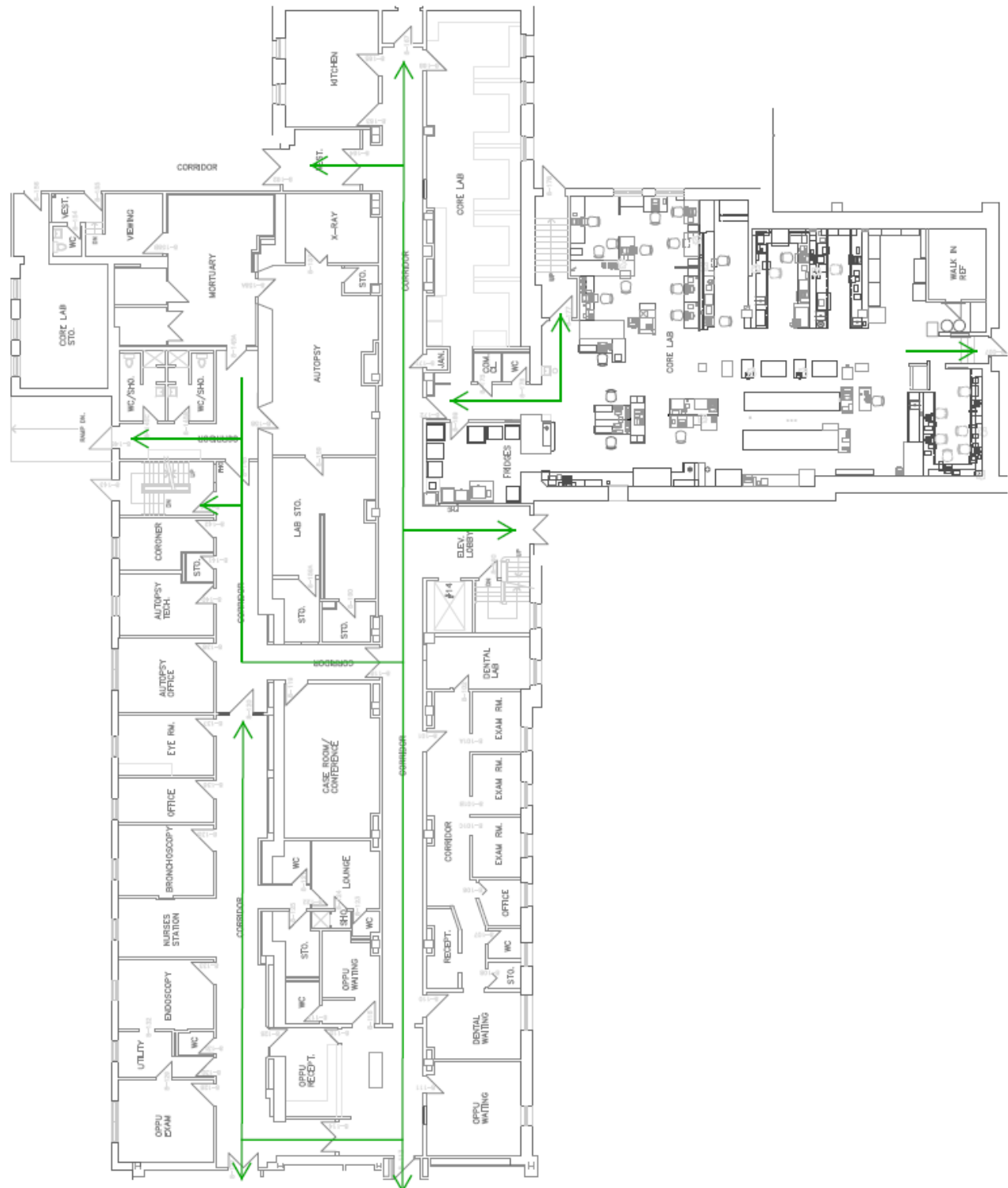
- ☐ Assess impact of evacuation on your portfolio and provide written report to Incident Command

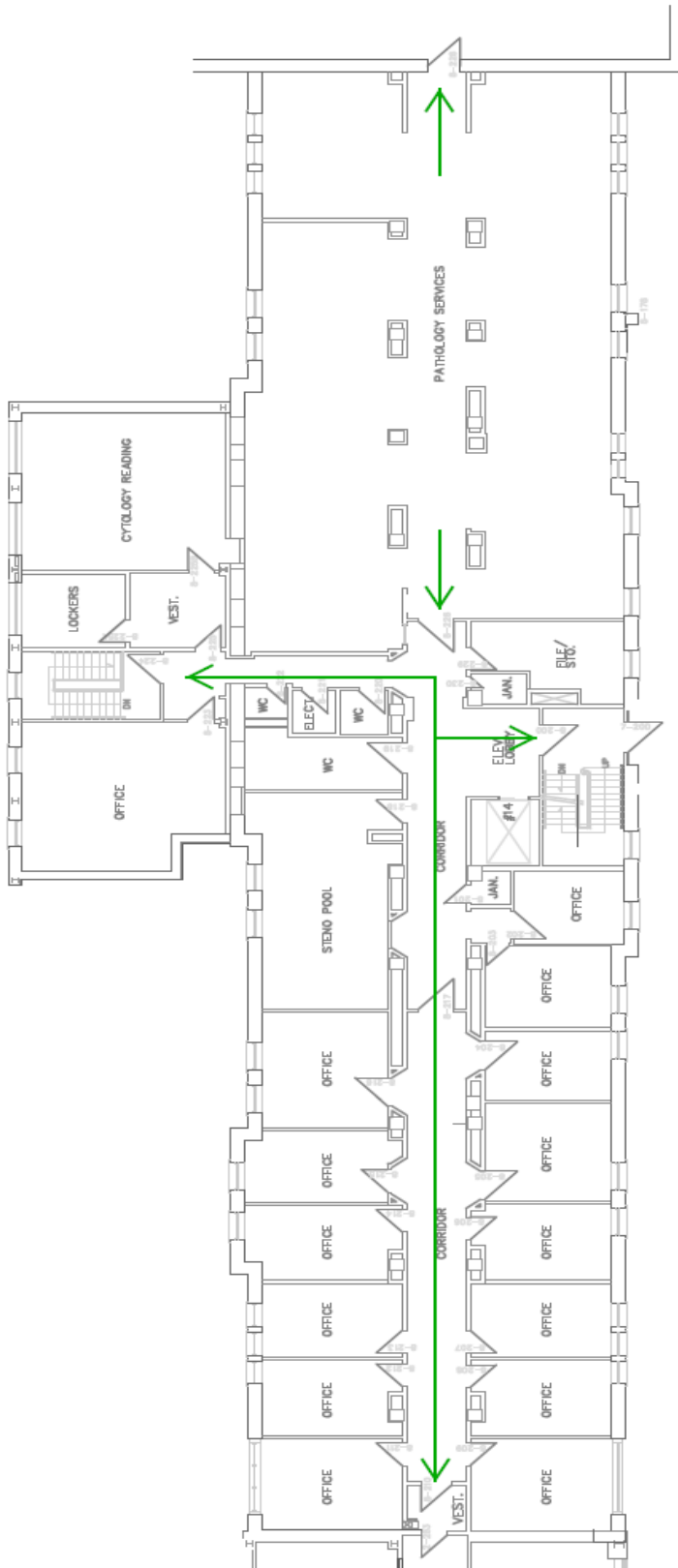
## 10.5 Floor Plans

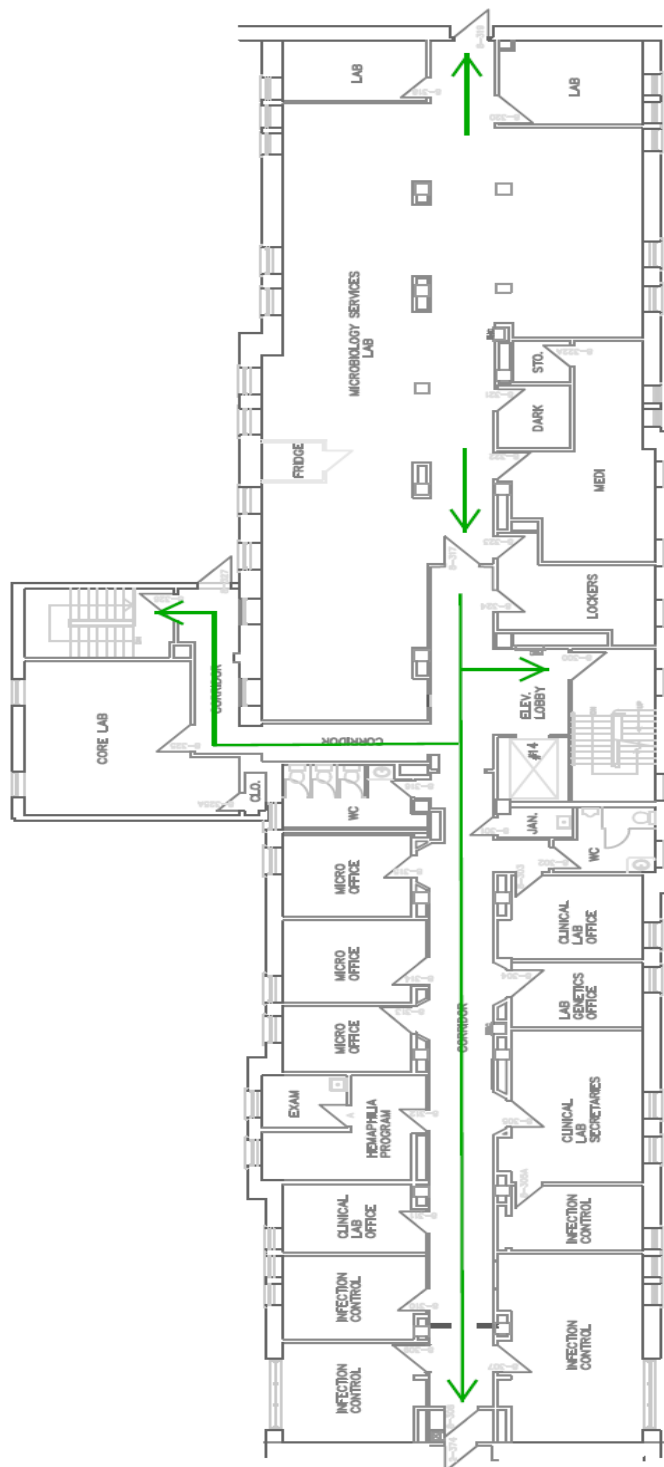
### Level 0

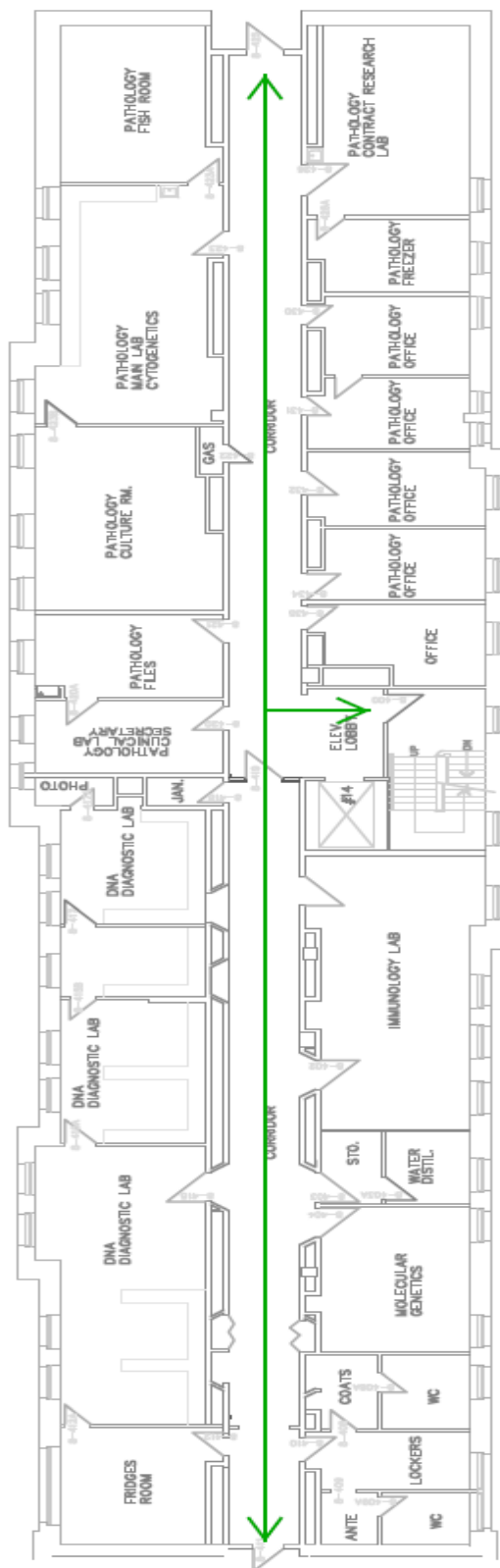


## Level 1

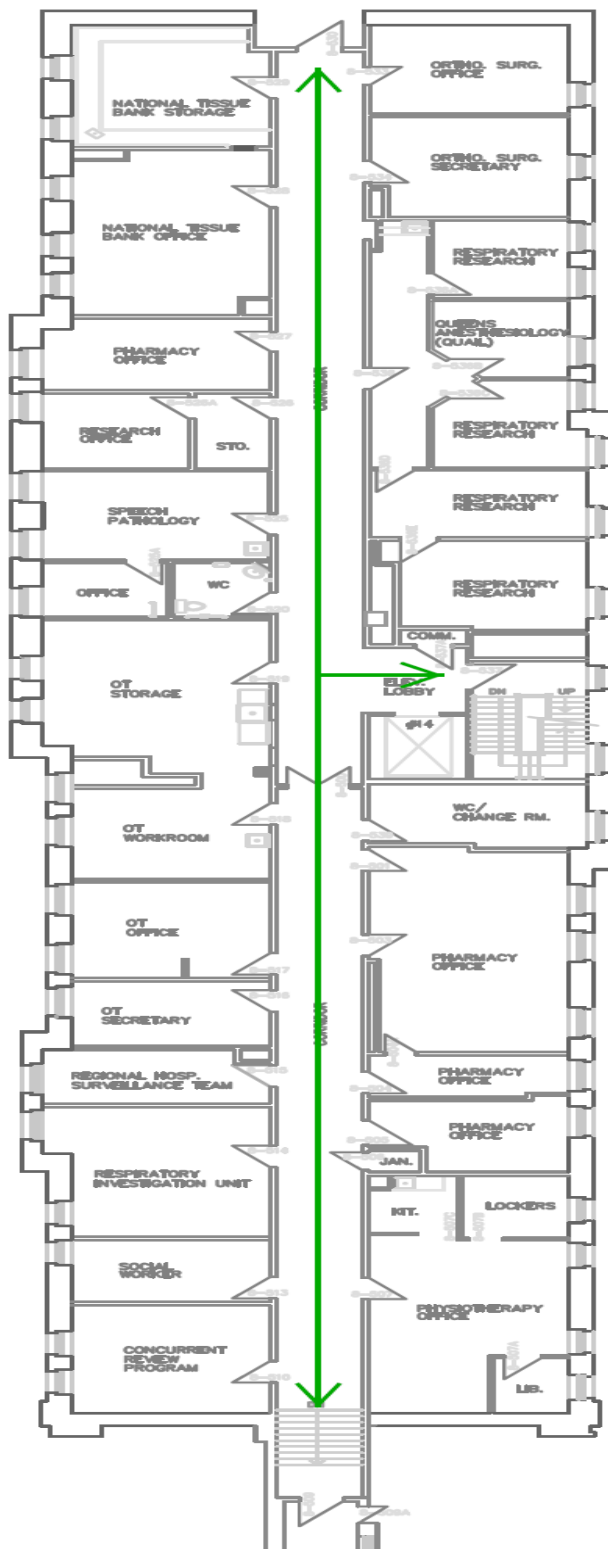


**Level 2**

**Level 3**

**Level 4**

## Level 5



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## **11.0 Response & Recovery – Empire Wing**

### **Response**

#### **11.1 General overview**

An evacuation may occur at any stage. Prepare to evacuate once you hear the evacuation tones. Do not evacuate until you hear the overhead instructions or are instructed by authorized personnel (Police, Fire, or Security).

#### **11.2 Code Red (FIRE): 30 tones per minute (slow tone)**

- ☐ If the emergency is on your floor, evacuate to the primary meeting place and await the arrival of firefighters and security

#### **11.3 Code Green (EVACUATION): temporal tone – 3 quick tones then a pause**

- ☐ If the emergency is on your floor or is on the floor above or below you, evacuate to the primary meeting place. Wait to hear for instructions overhead
- ☐ If the entire wing is to be evacuated (Code Green Empire Wing) evacuate to the primary meeting place
- ☐ If the entire facility is to be evacuated (Code Green KGH) evacuate to the secondary meeting place

### **Recovery**

#### **11.4 Upon Hearing Code Green All Clear**

An all clear will be announced to advise staff that it is safe to return to their area. In the event of a total evacuation, returning may be staged to minimize impact to patient care.

#### **All Staff**

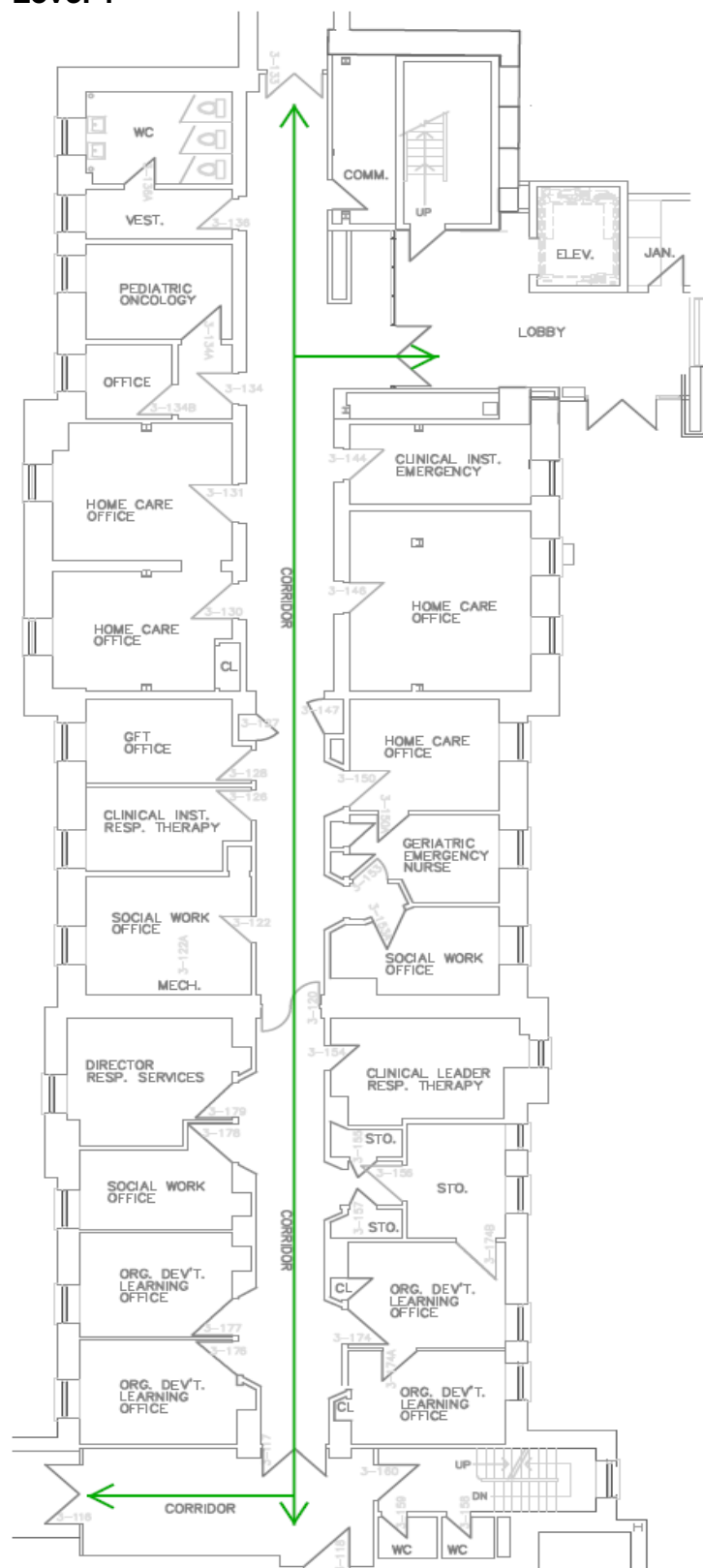
- ☐ Return to your department, unit, or area
- ☐ Assess impact of evacuation on your area and report to area Manager / Director

#### **Area Manager/Director**

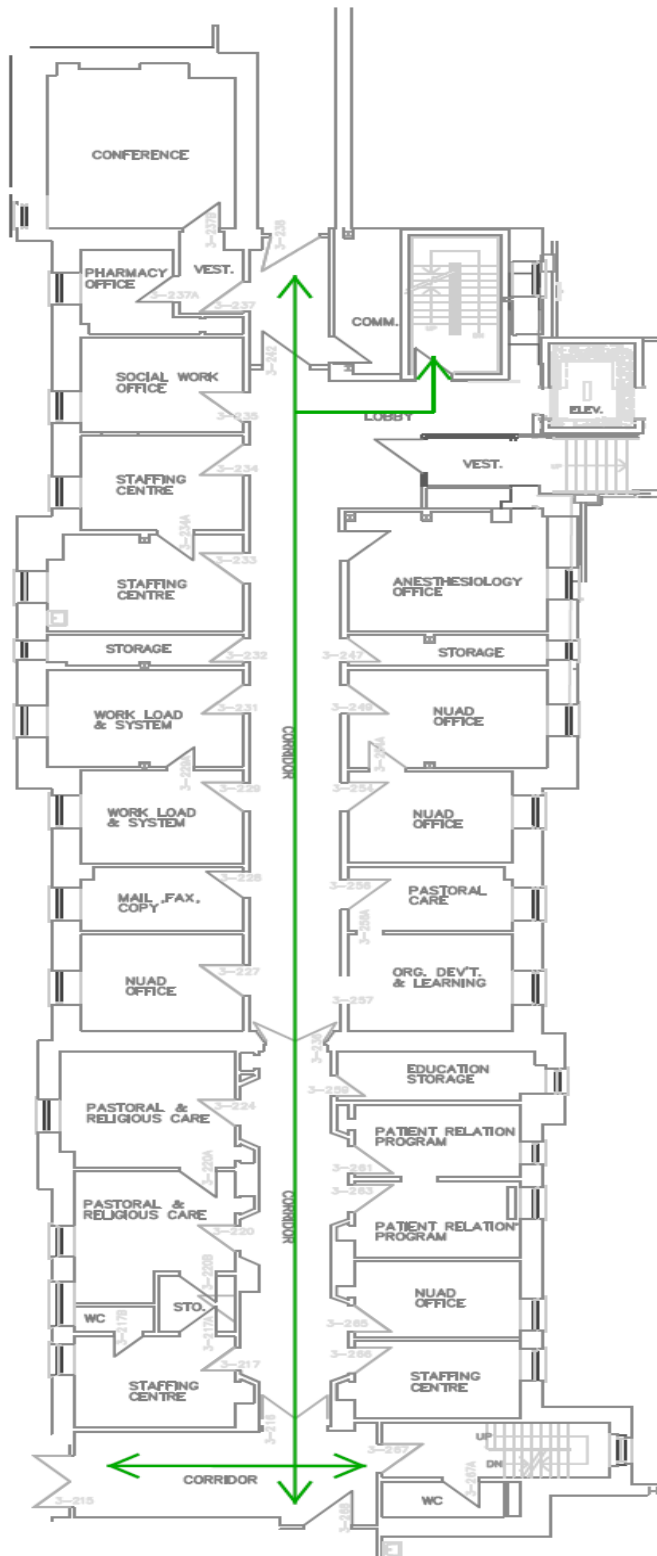
- ☐ Assess impact of evacuation on your portfolio and provide written report to Incident Command

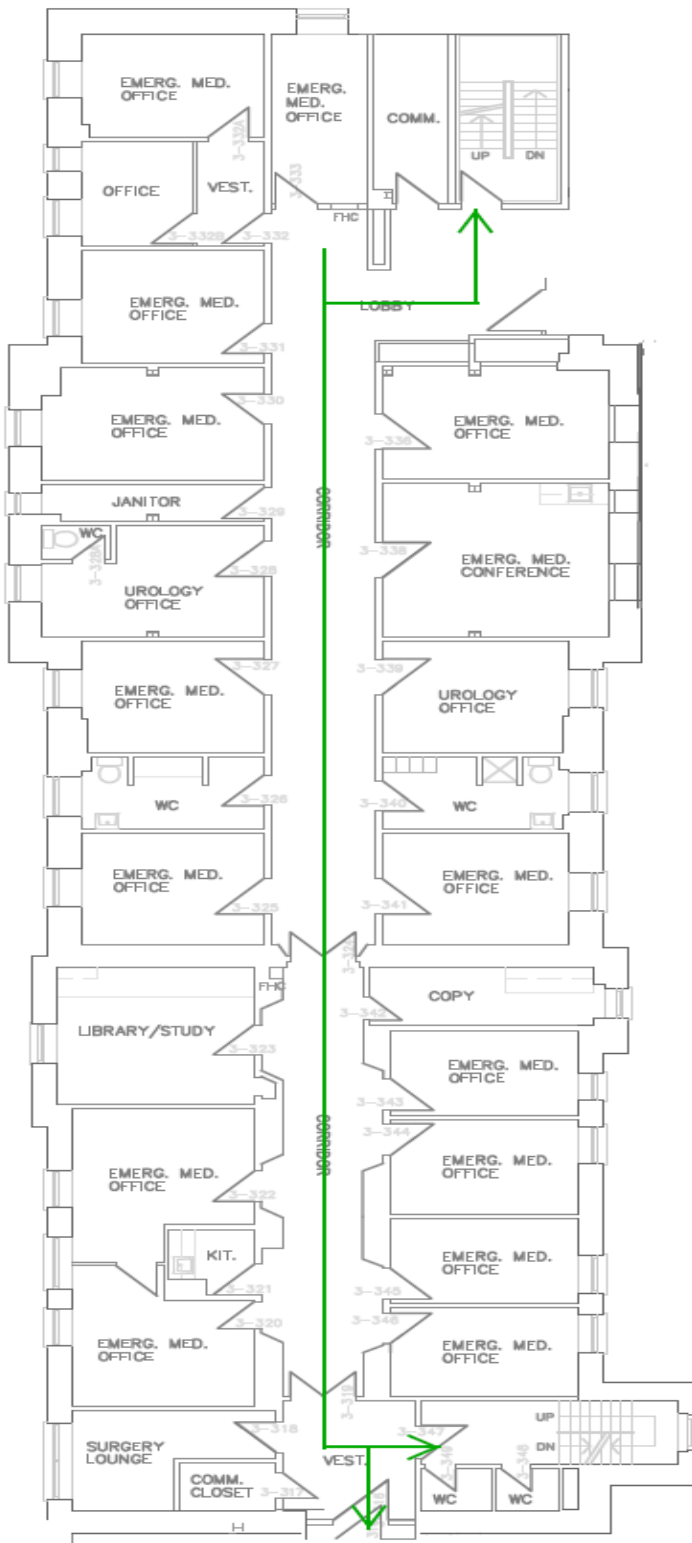
## 11.5 Floor Plans

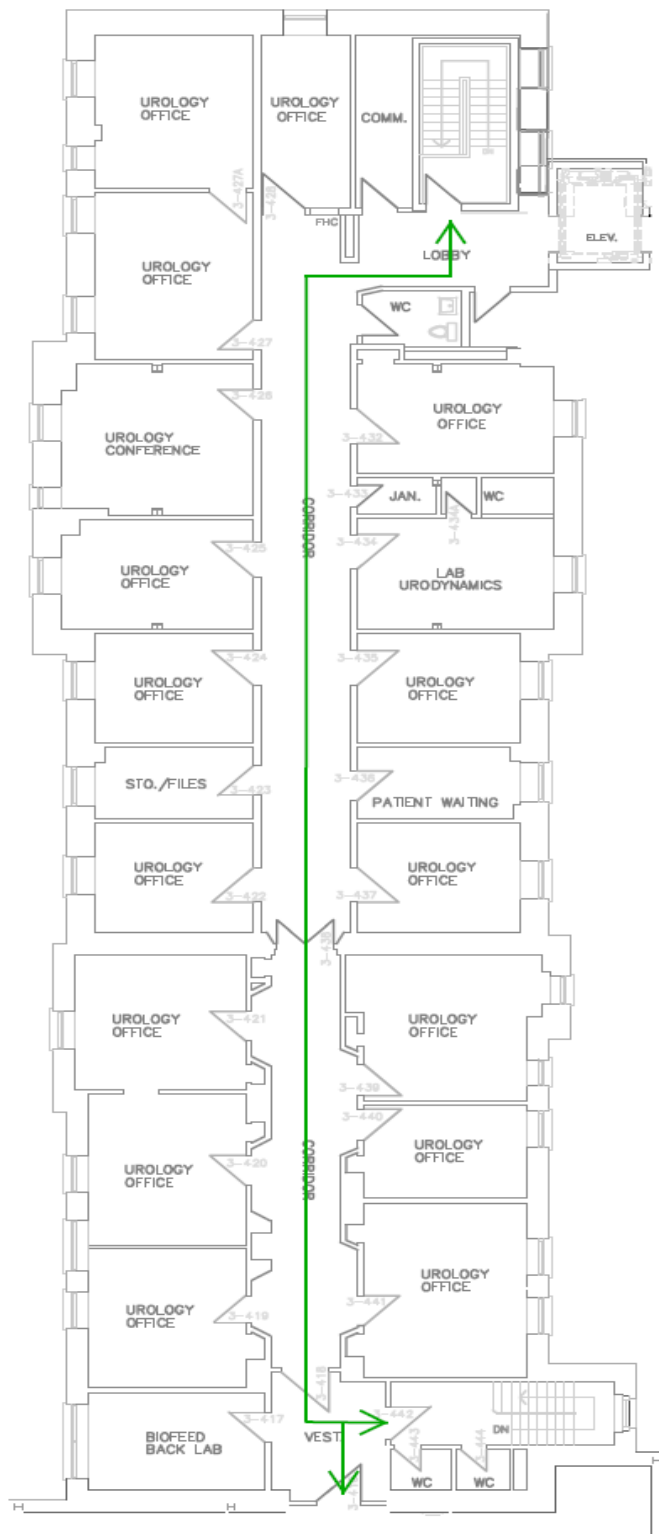
### Level 1



## Level 2



**Level 3**

**Level 4**

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## **12.0 Response & Recovery – Fraser Armstrong Patient Centre**

### **Response**

#### **12.1 General overview**

An evacuation may occur at any stage. Prepare to evacuate once you hear the evacuation tones. Do not evacuate until you hear the overhead instructions or are instructed by authorized personnel (Police, Fire, or Security).

#### **12.2 Code Red (FIRE): 30 tones per minute (slow tone)**

- ☐ If the emergency is on your floor, evacuate to the primary meeting place and await the arrival of firefighters and security

#### **12.3 Code Green (EVACUATION): temporal tone – 3 quick tones then a pause**

- ☐ If the emergency is on your floor or is on the floor above or below you, evacuate to the primary meeting place. Wait to hear for instructions overhead
- ☐ If the entire wing is to be evacuated (Code Green FAPC) evacuate to the primary meeting place
- ☐ If the entire facility is to be evacuated (Code Green KGH) evacuate to the secondary meeting place

### **Recovery**

#### **12.4 Upon Hearing Code Green All Clear**

An all clear will be announced to advise staff that it is safe to return to their area. In the event of a total evacuation, returning may be staged to minimize impact to patient care.

#### **All Staff**

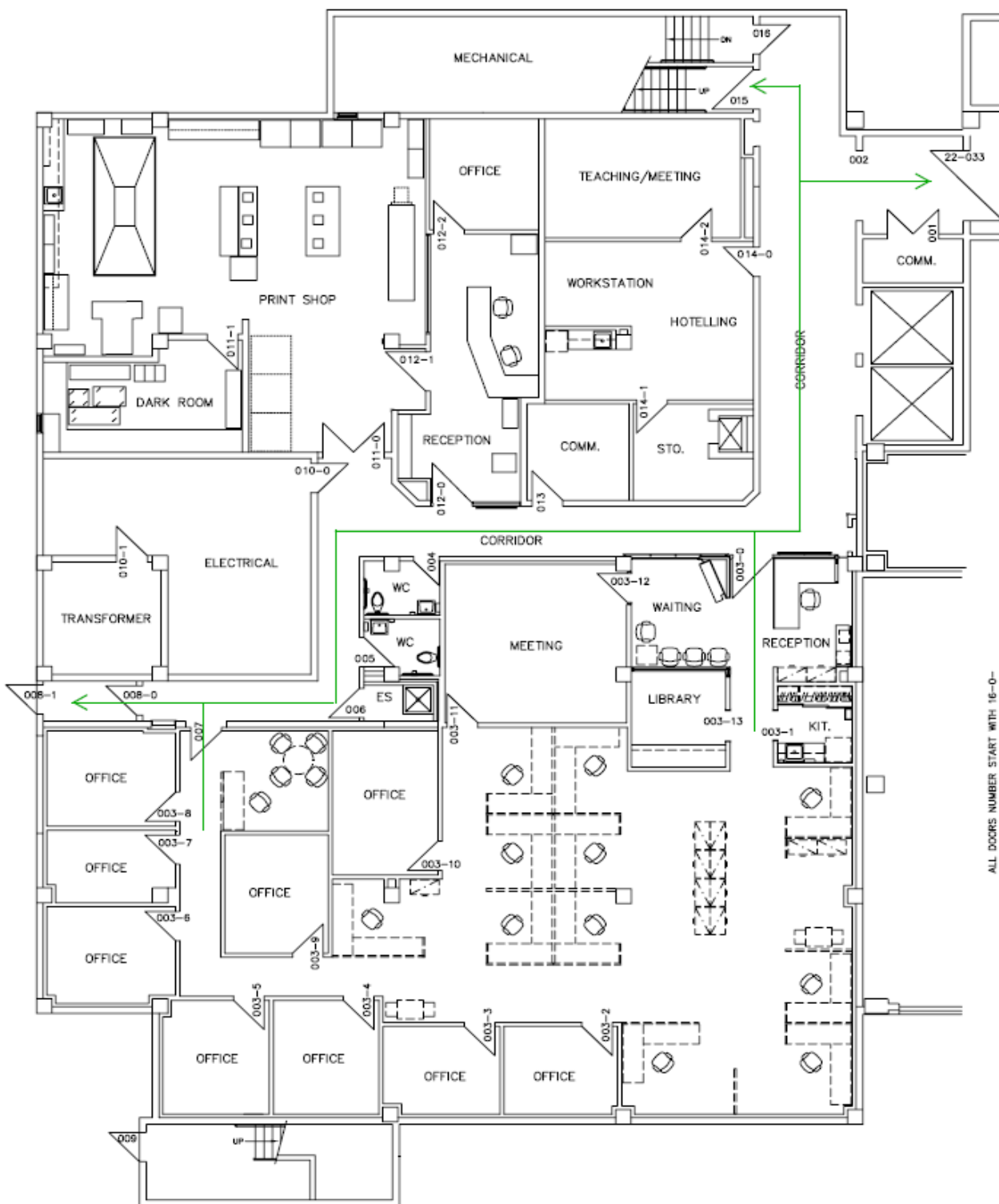
- ☐ Return to your department, unit, or area
- ☐ Assess impact of evacuation on your area and report to area Manager / Director

#### **Area Manager/Director**

- ☐ Assess impact of evacuation on your portfolio and provide written report to Incident Command

## 12.5 Floor Plans

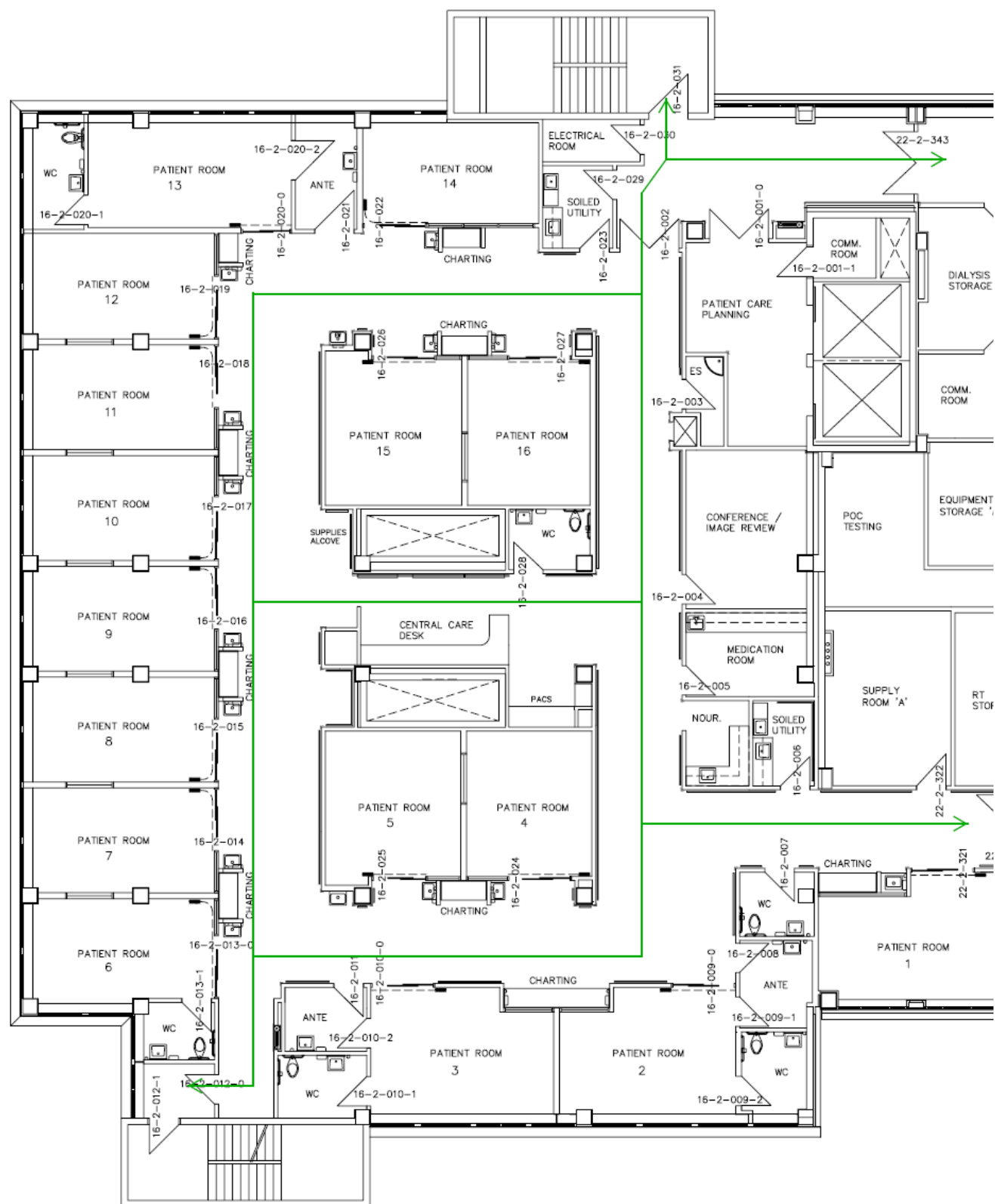
### Level 0

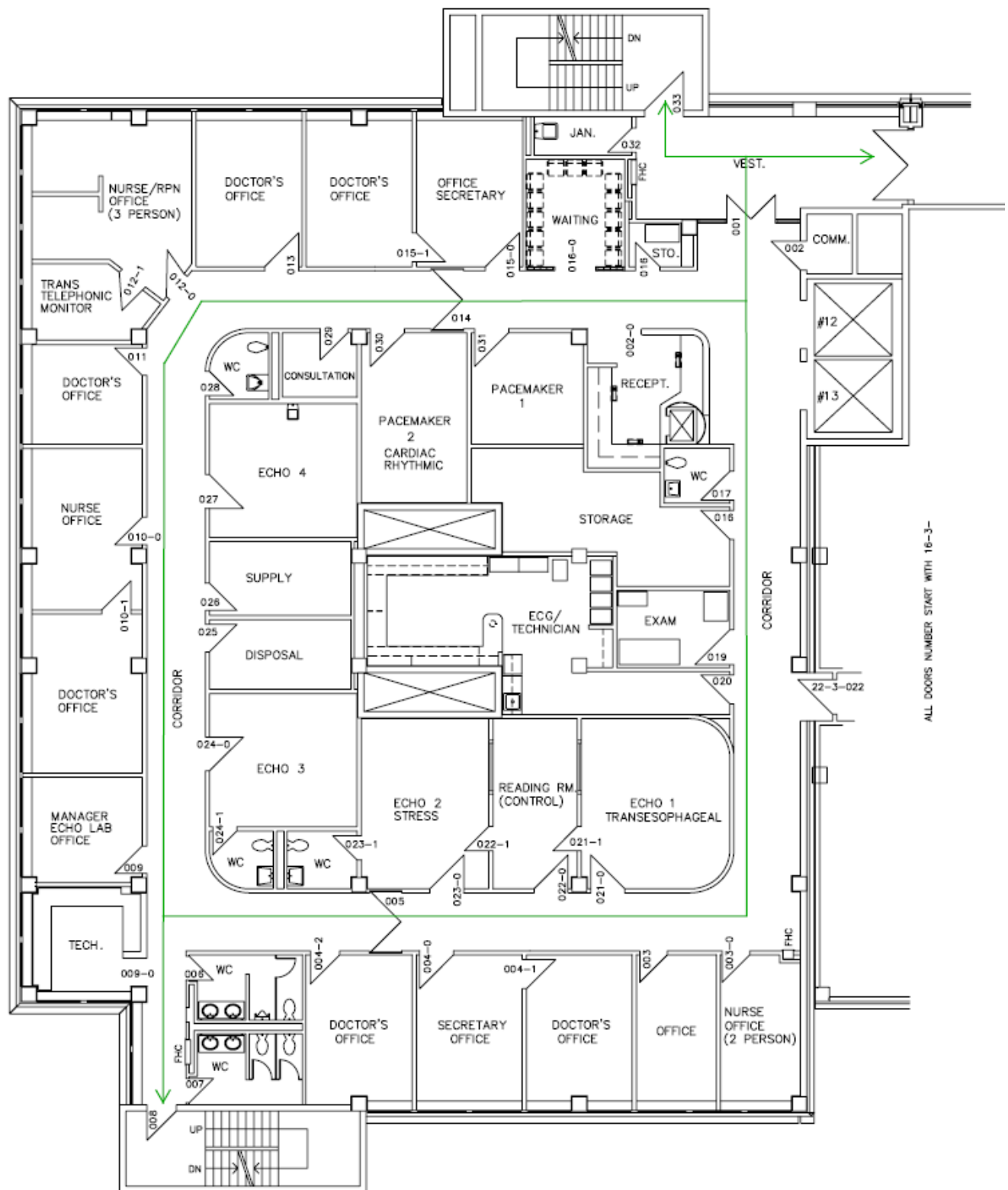




ALL DOORS NUMBER START WITH 16-1-

## Level 2



**Level 3**



This detailed floor plan shows a medical suite with the following rooms and features:

- Top Left:** EXAM/OFFICE (017), CARE DESK (016-0, 016).
- Top Center:** A row of EXAM rooms (018, 019, 020, 022, 023) and a JAN. (038).
- Top Right:** A staircase (DN), a green arrow labeled 'VEST.' pointing right, and a door labeled 001.
- Middle Right:** COMM. (002) and two storage areas labeled #12 and #13.
- Center:** A large area containing a TREATMENT room (034-1, 034-0), two EXAM rooms (037, 021), a CHARTING room, a RECEPTION area (002-0), and a WAITING area.
- Bottom Center:** A central corridor (033, 032) with a SUPPLY room (033), a DISPOSAL room (032), and a LASER ROOM (031-0, 031-1). There are also several WC (024, 025, 030, 035, 036) and FHC (029, 028) rooms.
- Bottom Left:** A row of EXAM rooms (015, 014, 013, 012) and two CARE DESKs (012-0, 010).
- Bottom Right:** A row of EXAM rooms (007, 006, 005, 004) and two OFFICE DIETICIAN (2 PERSON) rooms (003).
- Bottom:** A KIT. (009), a staircase (UP, DN), and a green arrow labeled 'FHC' pointing down.

ALL DOORS NUMBER START WITH 16-5-

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## **13.0 Response & Recovery – Gastrointestinal Diseases Research Unit (GIDRU)**

### **Response**

#### **13.1 General overview**

An evacuation may occur at any stage. Prepare to evacuate once you hear the evacuation tones. Do not evacuate until you hear the overhead instructions or are instructed by authorized personnel (Police, Fire, or Security).

#### **13.2 Code Red (FIRE): 30 tones per minute (slow tone)**

- ☐ If the emergency is on your floor, evacuate to the primary meeting place and await the arrival of firefighters and security

#### **13.3 Code Green (EVACUATION): temporal tone – 3 quick tones then a pause**

- ☐ If the emergency is on your floor or is on the floor above or below you, evacuate to the primary meeting place. Wait to hear for instructions overhead
- ☐ If the entire wing is to be evacuated (Code Green GIDRU) evacuate to the primary meeting place
- ☐ If the entire facility is to be evacuated (Code Green KGH) evacuate to the secondary meeting place

### **Recovery**

#### **13.4 Upon Hearing Code Green All Clear**

An all clear will be announced to advise staff that it is safe to return to their area. In the event of a total evacuation, returning may be staged to minimize impact to patient care.

#### **All Staff**

- ☐ Return to your department, unit, or area
- ☐ Assess impact of evacuation on your area and report to area Manager / Director

#### **Area Manager/Director**

- ☐ Assess impact of evacuation on your portfolio and provide written report to Incident Command

### 13.5 Floor Plans

#### Level 2





**Level 3**

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## **14.0 Response & Recovery – Kidd Wing**

### **Response**

#### **14.1 General overview**

An evacuation may occur at any stage. Prepare to evacuate once you hear the evacuation tones. Do not evacuate until you hear the overhead instructions or are instructed by authorized personnel (Police, Fire, or Security).

#### **14.2 Code Red (FIRE): 30 tones per minute (slow tone)**

- ☐ If the emergency is on your floor, evacuate to the primary meeting place and await the arrival of firefighters and security

#### **14.3 Code Green (EVACUATION): temporal tone – 3 quick tones then a pause**

- ☐ If the emergency is on your floor or is on the floor above or below you, evacuate to the primary meeting place. Wait to hear for instructions overhead
- ☐ If the entire wing is to be evacuated (Code Green Kidd / Davies) evacuate to the primary meeting place
- ☐ If the entire facility is to be evacuated (Code Green KGH) evacuate to the secondary meeting place

### **Recovery**

#### **14.4 Upon Hearing Code Green All Clear**

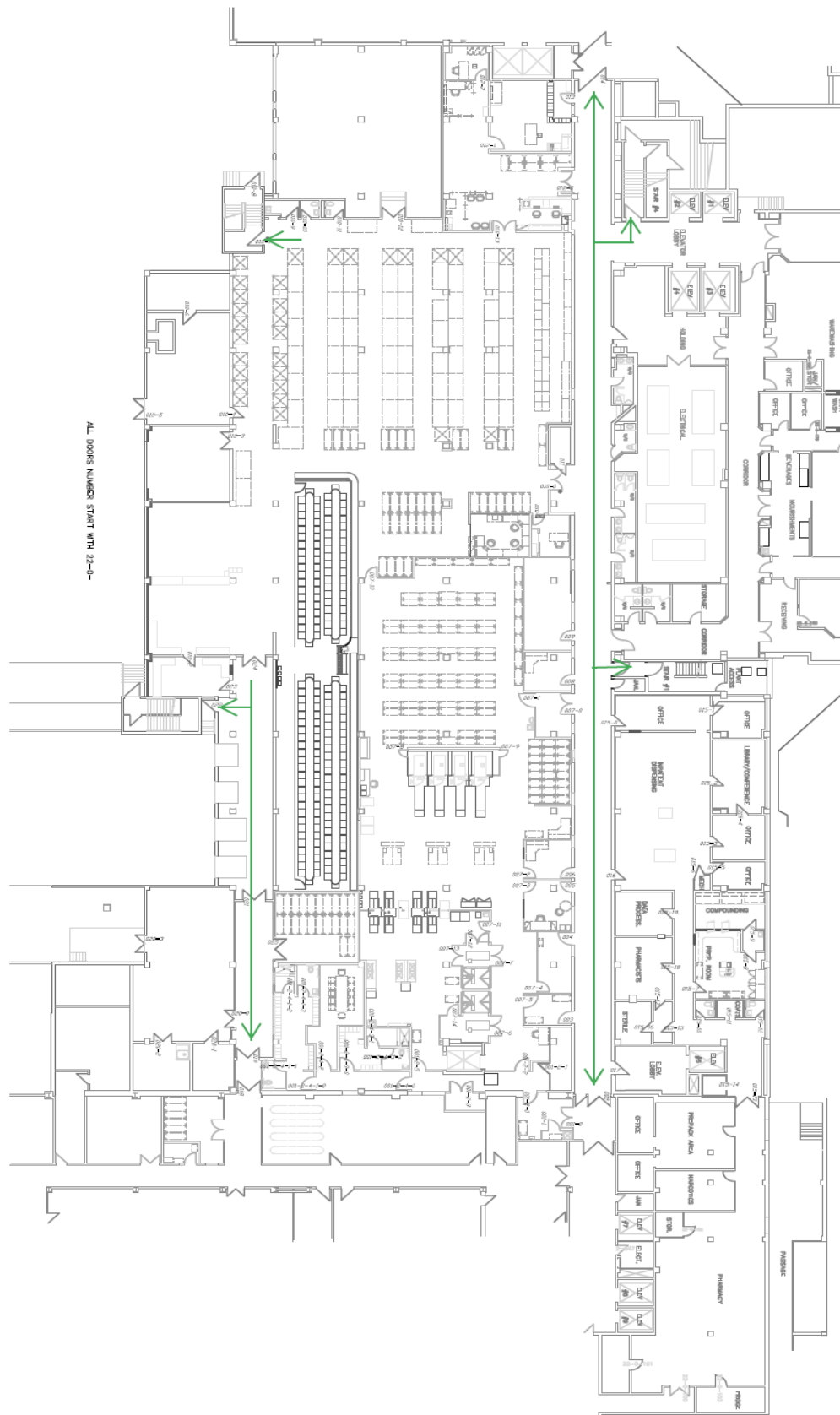
An all clear will be announced to advise staff that it is safe to return to their area. In the event of a total evacuation, returning may be staged to minimize impact to patient care.

#### **All Staff**

- ☐ Return to your department, unit, or area
- ☐ Assess impact of evacuation on your area and report to area Manager / Director

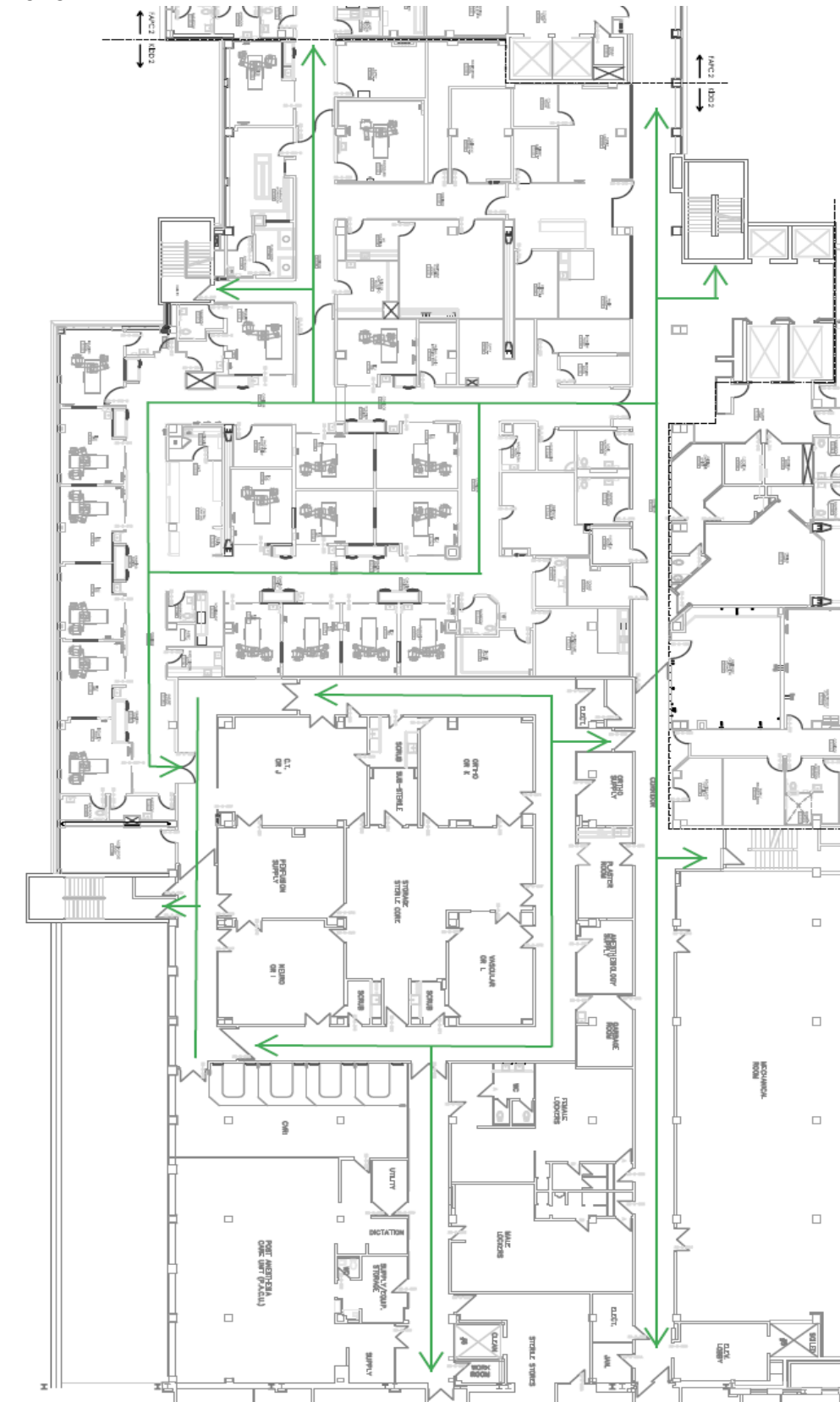
#### **Area Manager/Director**

- ☐ Assess impact of evacuation on your portfolio and provide written report to Incident Command



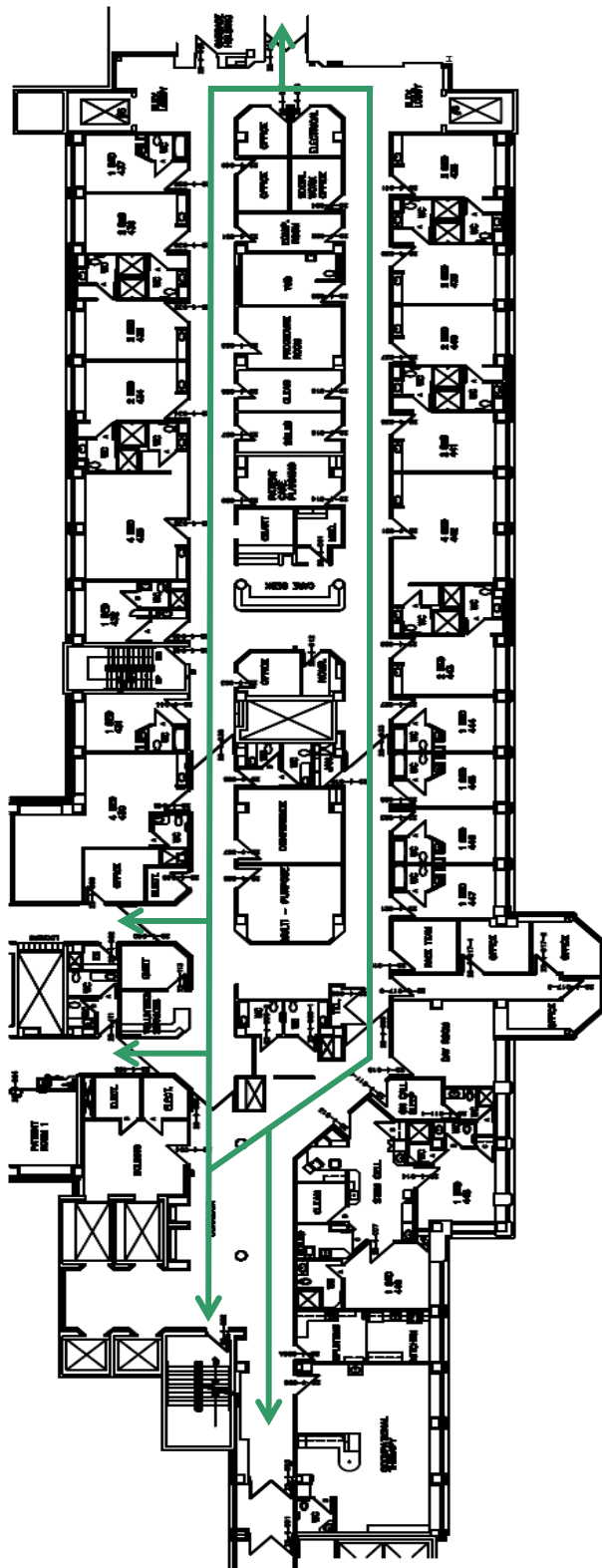


## Level 2



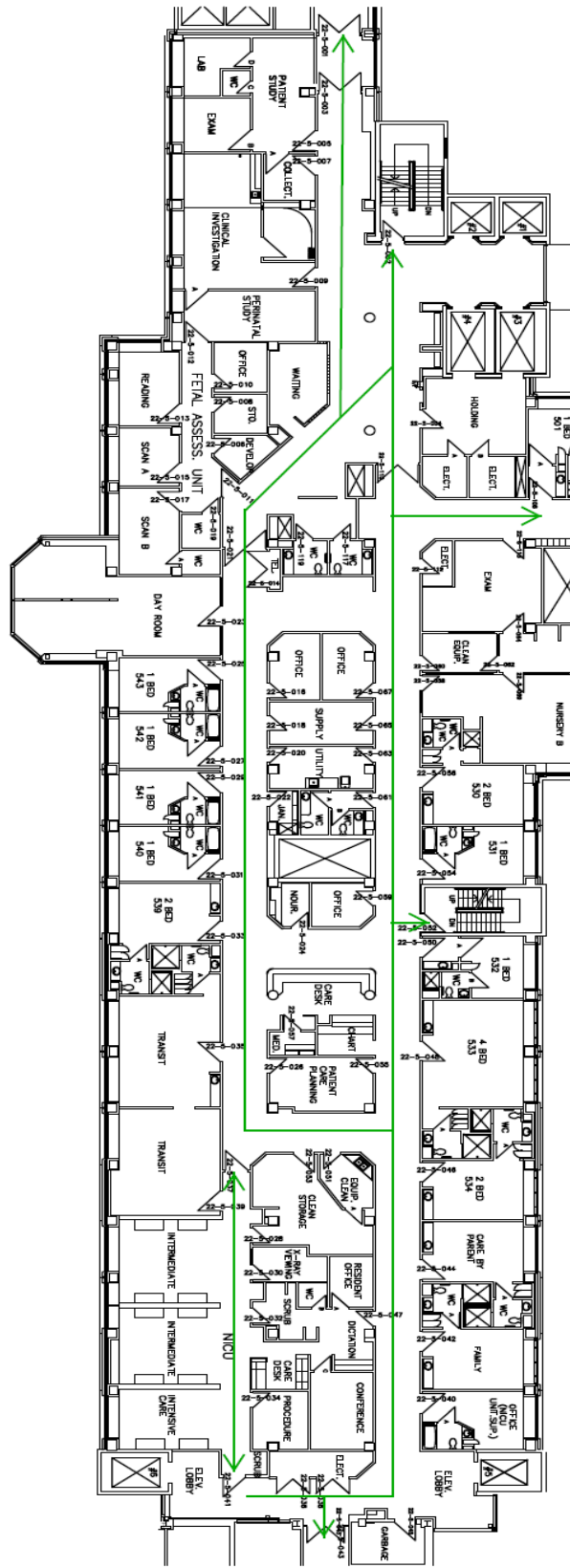


## Level 4

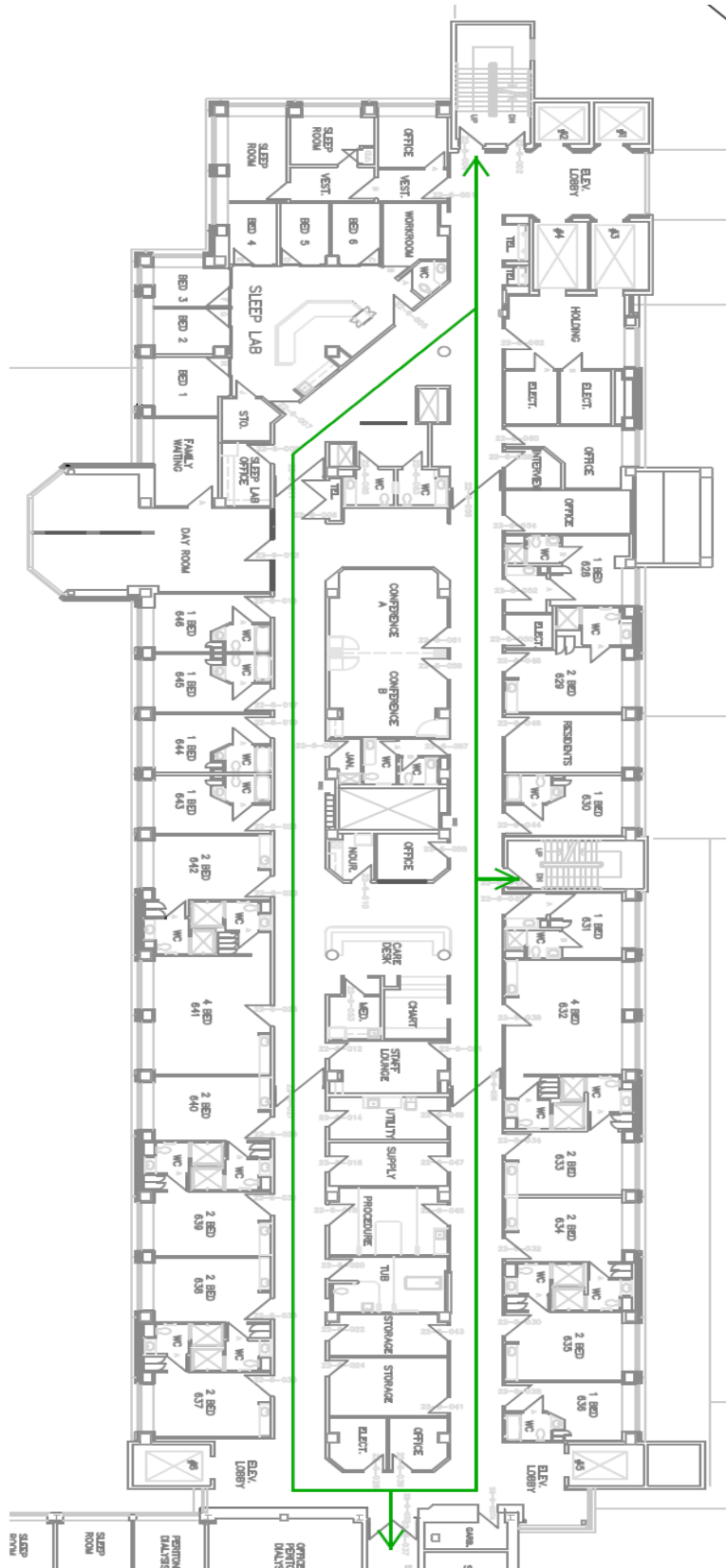




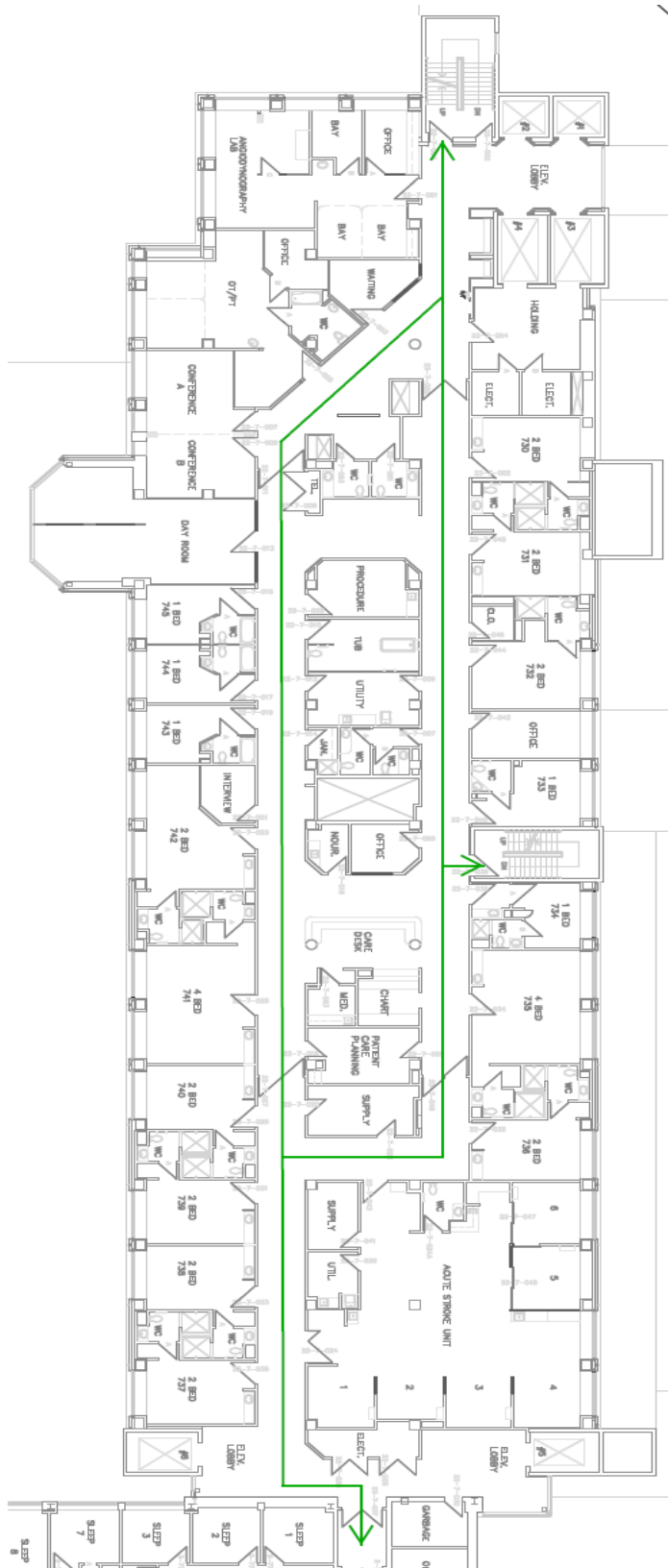
## Level 5

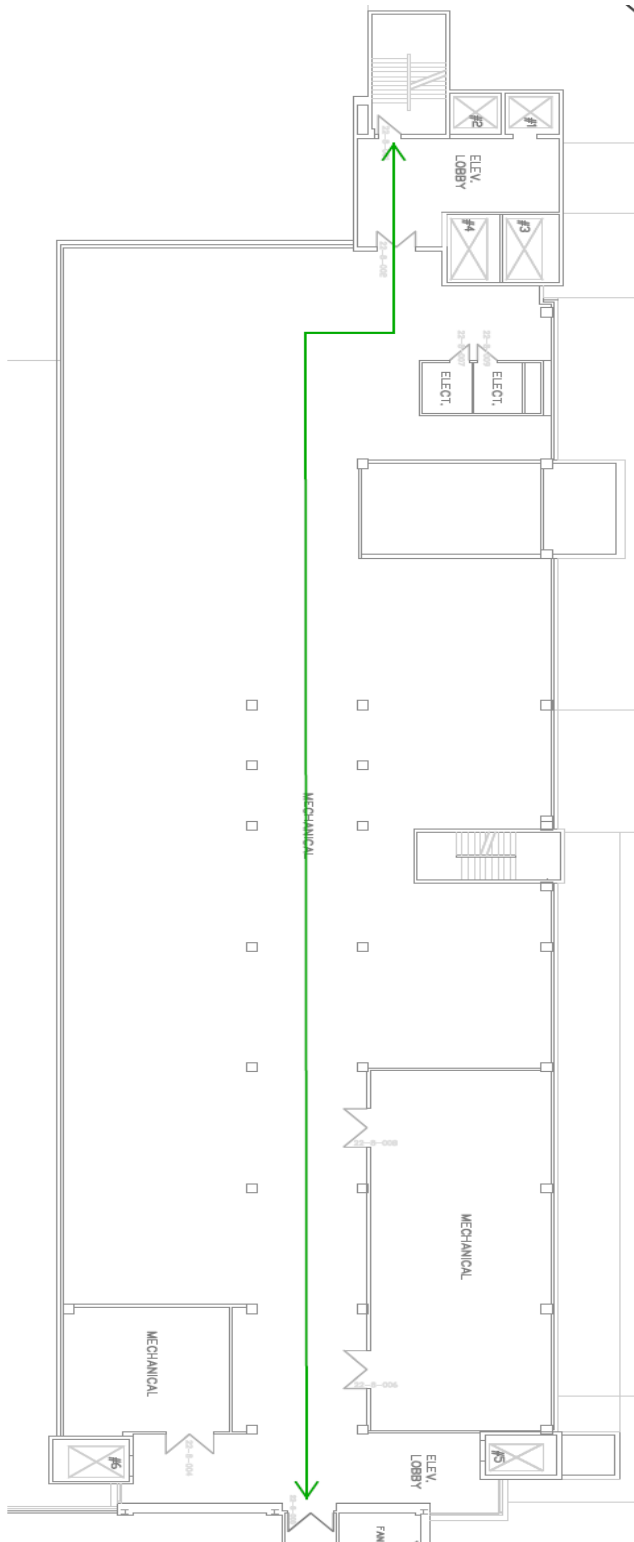


## Level 6

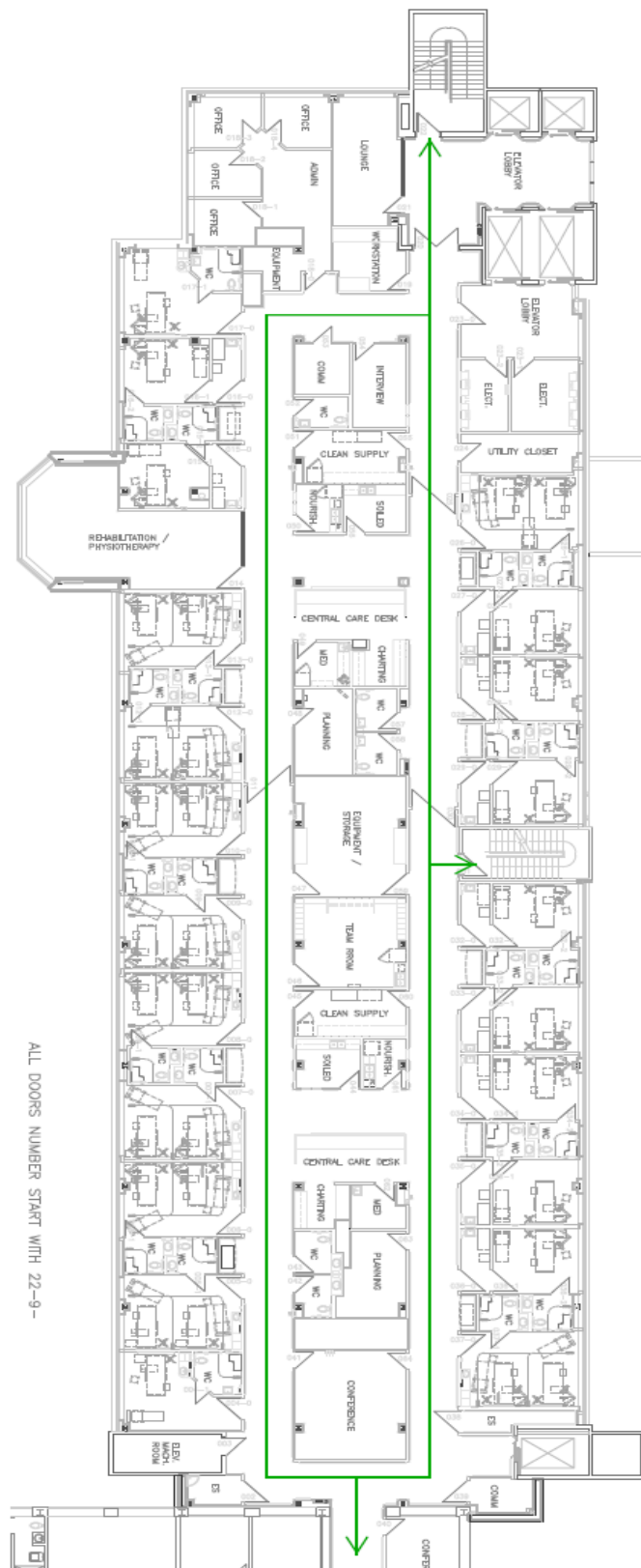


## Level 7

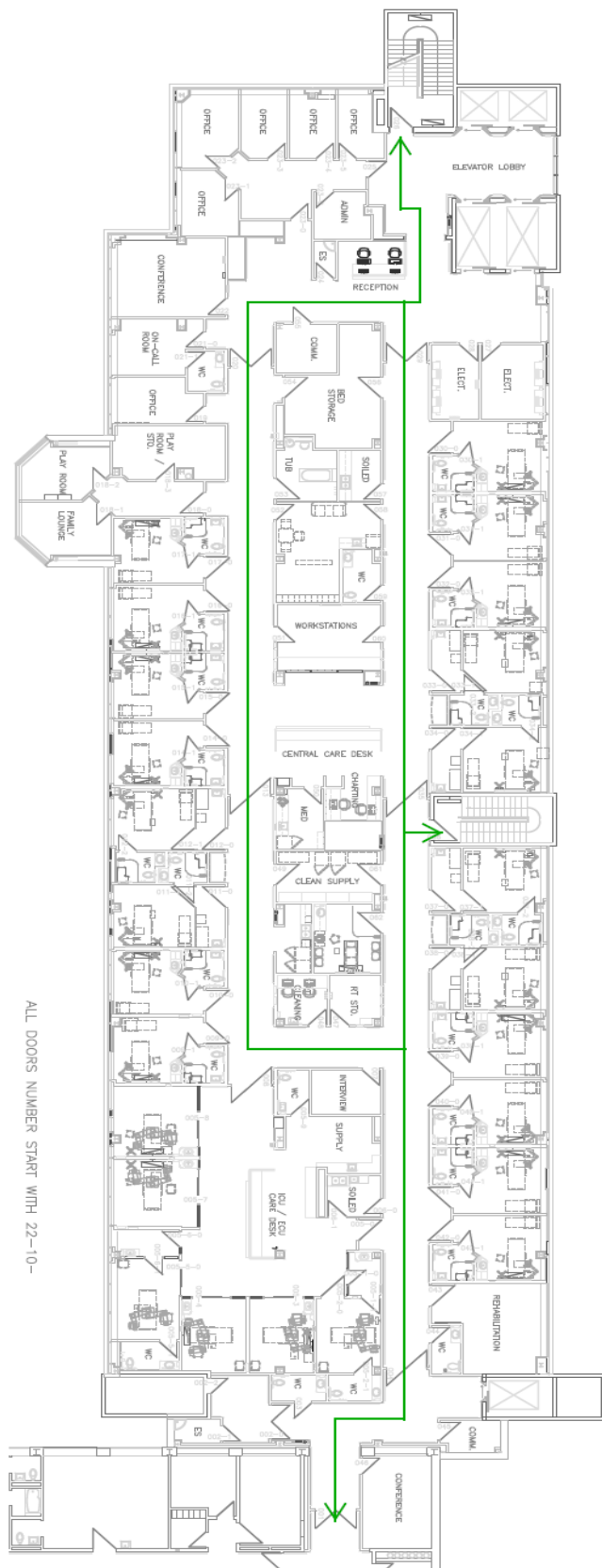


**Level 8**

## Level 9



## Kidd 10



## **15.0 Response & Recovery – Nickle Wing**

### **Response**

#### **15.1 General Overview**

An evacuation may occur at any stage. Prepare to evacuate once you hear the evacuation tones. Do not evacuate until you hear the overhead instructions or are instructed by authorized personnel (Police, Fire, or Security).

#### **15.2 Code Red (FIRE): 30 tones per minute (slow tone)**

- ☐ If the emergency is on your floor, evacuate to the primary meeting place and await the arrival of firefighters and security

#### **15.3 Code Green (EVACUATION): temporal tone – 3 quick tones then a pause**

- ☐ If the emergency is on your floor or is on the floor above or below you, evacuate to the primary meeting place. Wait to hear for instructions overhead
- ☐ If the entire wing is to be evacuated (Code Green Nickle Wing) evacuate to the primary meeting place
- ☐ If the entire facility is to be evacuated (Code Green KGH) evacuate to the secondary meeting place

### **Recovery**

#### **15.4 Upon Hearing Code Green All Clear**

An all clear will be announced to advise staff that it is safe to return to their area. In the event of a total evacuation, returning may be staged to minimize impact to patient care.

#### **All Staff**

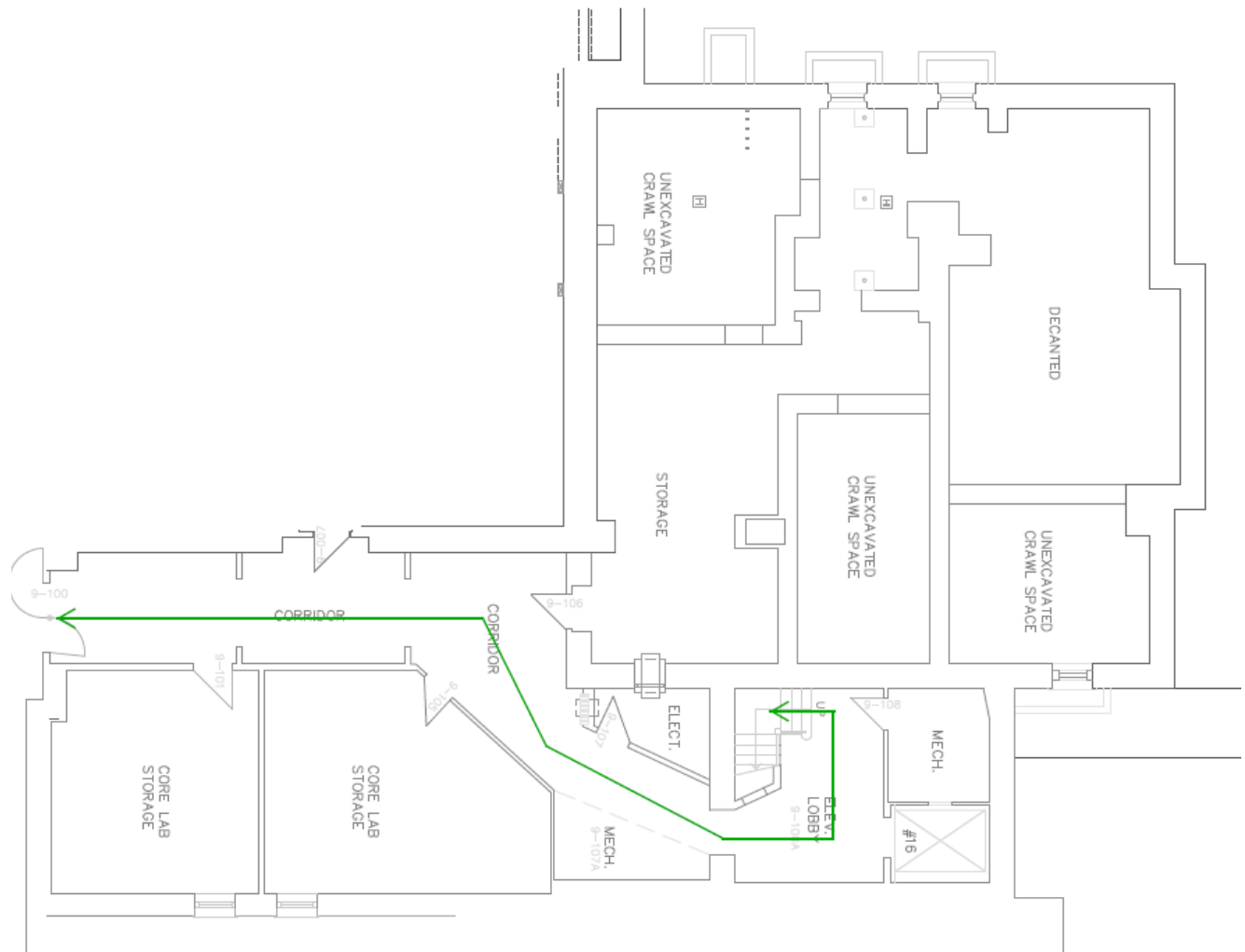
- ☐ Return to your department, unit, or area
- ☐ Assess impact of evacuation on your area and report to area Manager / Director

#### **Area Manager/Director**

- ☐ Assess impact of evacuation on your portfolio and provide written report to Incident Command

## 15.5 Floor Plans

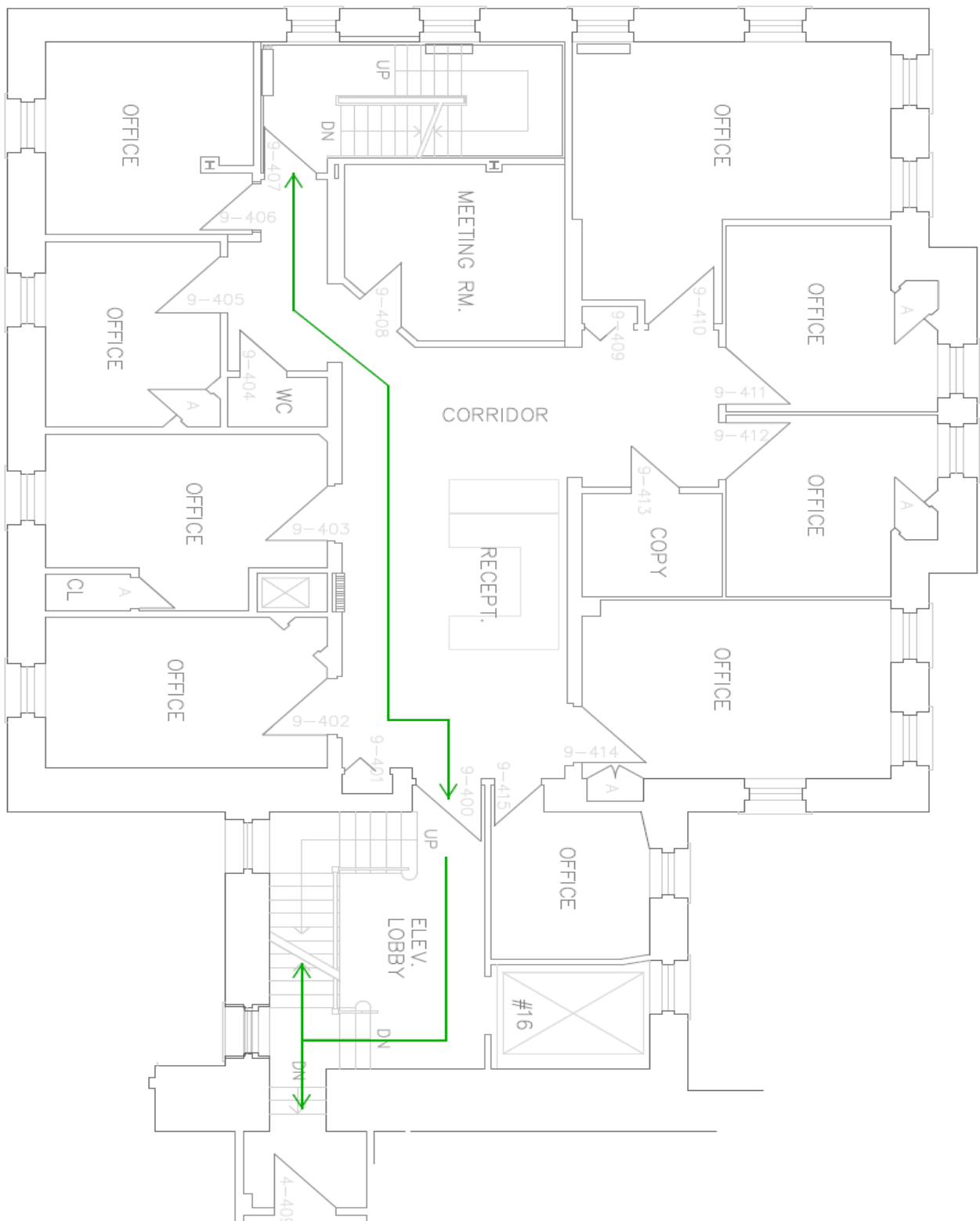
### Level 1

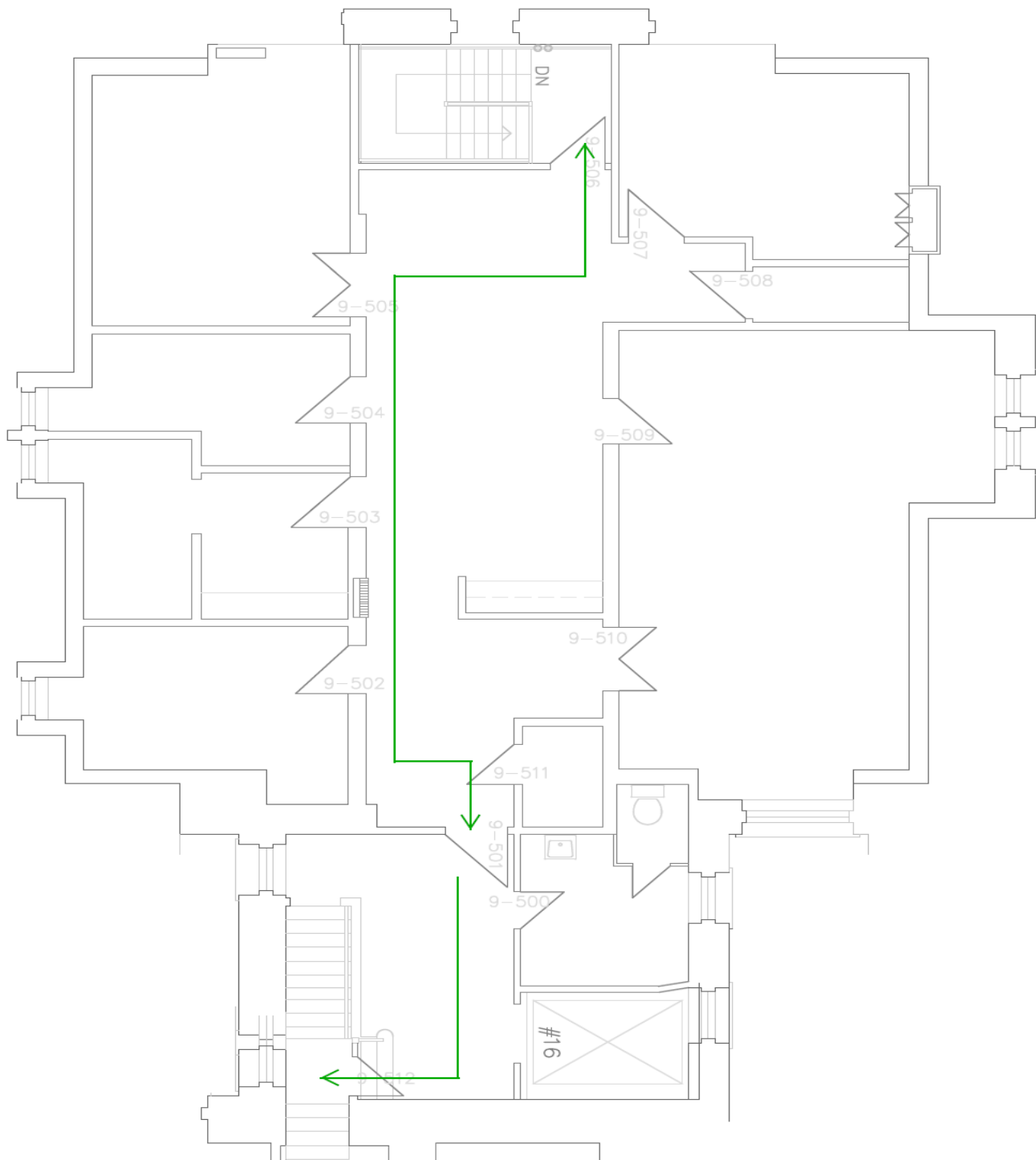




The floor plan shows a green path for a fire drill. The path starts at the main entrance (9-200) on the left, goes through a corridor, a lobby, a hall, and a reception area, ending at a staircase labeled 'UP'.

[illegible]

**Level 4**

**Level 5**

## **16.0 Response & Recovery – Victory Wing**

### **Response**

#### **16.1 General overview**

An evacuation may occur at any stage. Prepare to evacuate once you hear the evacuation tones. Do not evacuate until you hear the overhead instructions or are instructed by authorized personnel (Police, Fire, or Security).

#### **16.2 Code Red (FIRE): 30 tones per minute (slow tone)**

- ☐ If the emergency is on your floor, evacuate to the primary meeting place and await the arrival of firefighters and security

#### **16.3 Code Green (EVACUATION): temporal tone – 3 quick tones then a pause**

- ☐ If the emergency is on your floor or is on the floor above or below you, evacuate to the primary meeting place. Wait to hear for instructions overhead
- ☐ If the entire wing is to be evacuated (Code Green Victory Wing) evacuate to the primary meeting place
- ☐ If the entire facility is to be evacuated (Code Green KGH) evacuate to the secondary meeting place

### **Recovery**

#### **16.4 Upon Hearing Code Green All Clear**

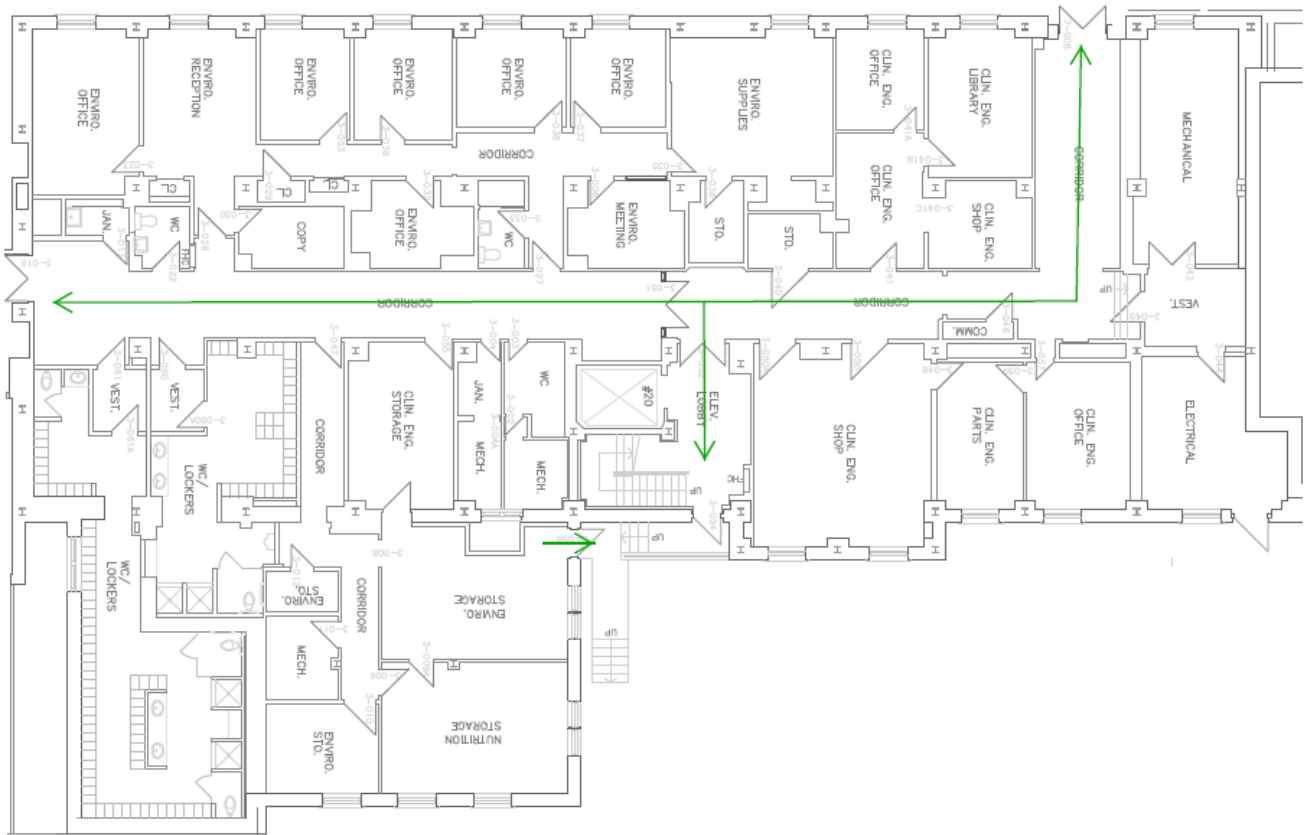
An all clear will be announced to advise staff that it is safe to return to their area. In the event of a total evacuation, returning may be staged to minimize impact to patient care.

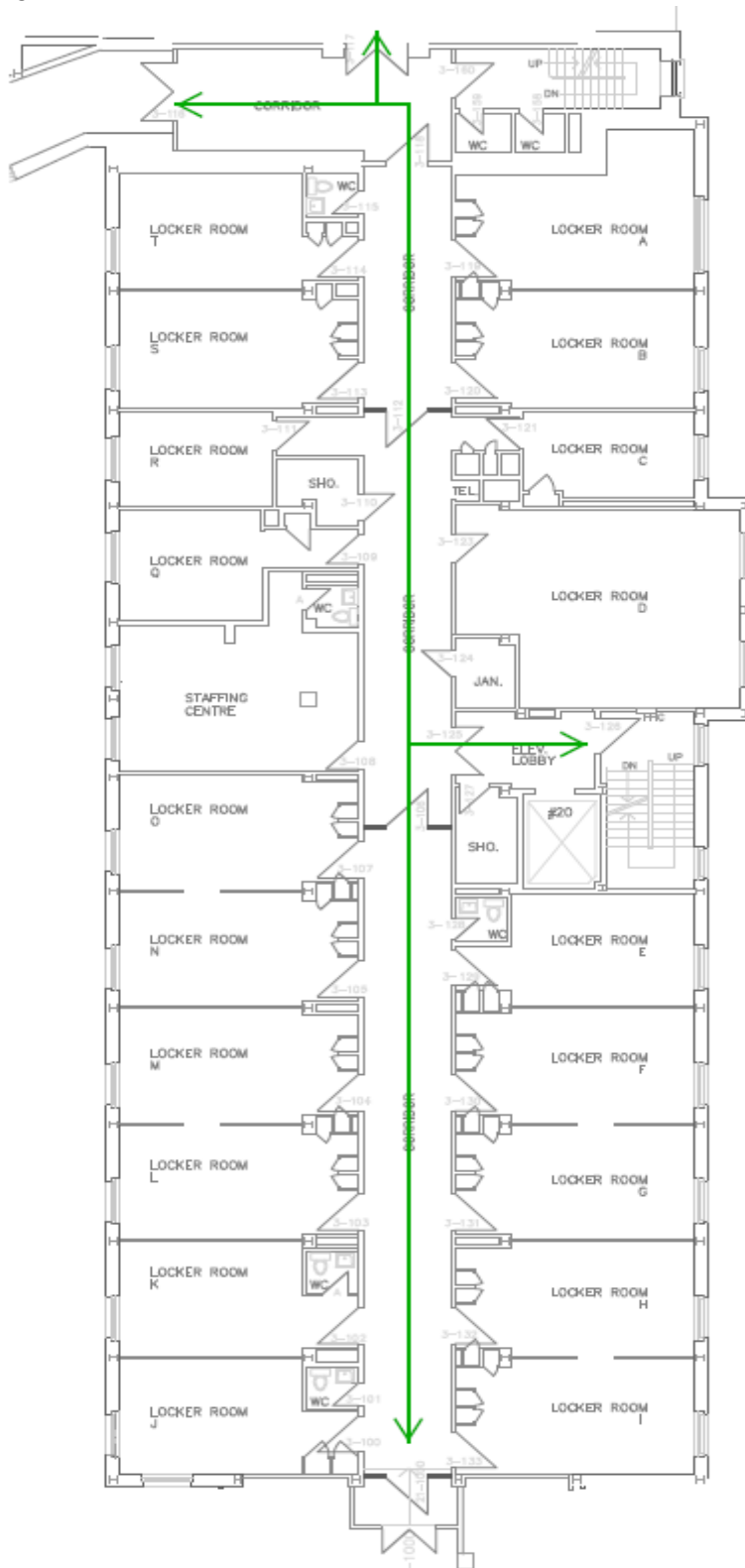
#### **All Staff**

- ☐ Return to your department, unit, or area
- ☐ Assess impact of evacuation on your area and report to area Manager / Director

#### **Area Manager/Director**

- ☐ Assess impact of evacuation on your portfolio and provide written report to Incident Command

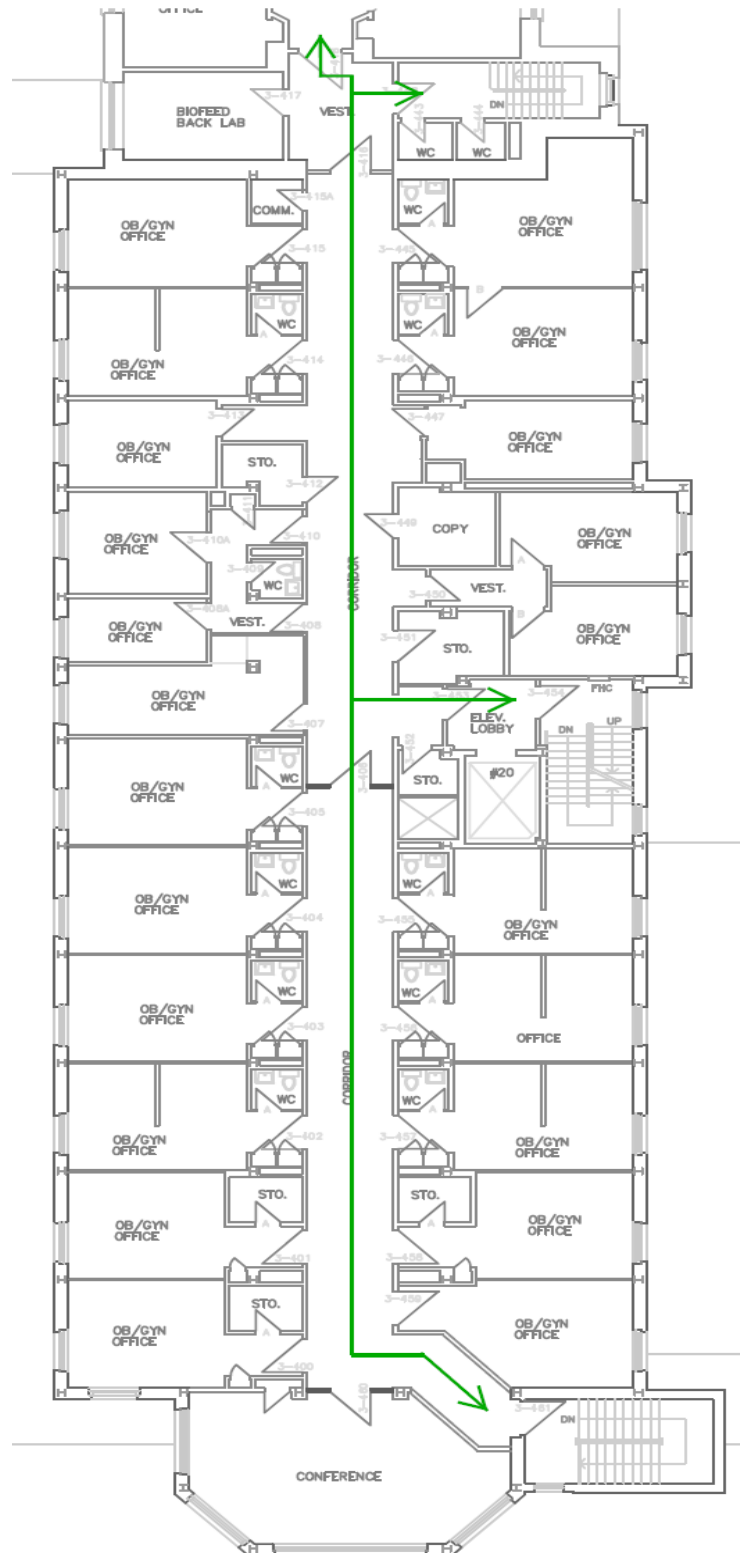


**Level 1**

[illegible]



The floor plan shows a central green corridor running vertically. To the left of the corridor, from top to bottom, are: a Surgery Lounge and Comm. Closet; five Orthopaedic Surgery Offices, each with an adjacent WC; a Kitchen (KIT.); five General Surgery Offices, each with an adjacent WC; a Vascular Surgery Office with an adjacent STO.; and a Surgery Office with an adjacent STO. To the right of the corridor, from top to bottom, are: two WCs; two Orthopaedic Surgery Offices, each with an adjacent WC; two Surgery Offices, each with an adjacent WC; a Copy room and a Cardiac Surgery Office; an Elevator Lobby (ELEV. LOBBY) with a staircase and a room labeled #20; two Neuro Surgery Offices, each with an adjacent WC; two Surgery Offices, each with an adjacent WC; and a final Surgery Office. A green arrow points from the top of the corridor towards the bottom right corner of the floor plan.

**Level 4**

## **17.0 Response & Recovery – Watkins Wing**

### **Response**

#### **17.1 General overview**

An evacuation may occur at any stage. Prepare to evacuate once you hear the evacuation tones. Do not evacuate until you hear the overhead instructions or are instructed by authorized personnel (Police, Fire, or Security).

#### **17.2 Code Red (FIRE): 30 tones per minute (slow tone)**

- ☐ If the emergency is on your floor, evacuate to the primary meeting place and await the arrival of firefighters and security

#### **17.3 Code Green (EVACUATION): temporal tone – 3 quick tones then a pause**

- ☐ If the emergency is on your floor or is on the floor above or below you, evacuate to the primary meeting place. Wait to hear for instructions overhead
- ☐ If the entire wing is to be evacuated (Code Green Watkins Wing) evacuate to the primary meeting place
- ☐ If the entire facility is to be evacuated (Code Green KGH) evacuate to the secondary meeting place

### **Recovery**

#### **17.4 Upon Hearing Code Green All Clear**

An all clear will be announced to advise staff that it is safe to return to their area. In the event of a total evacuation, returning may be staged to minimize impact to patient care.

#### **All Staff**

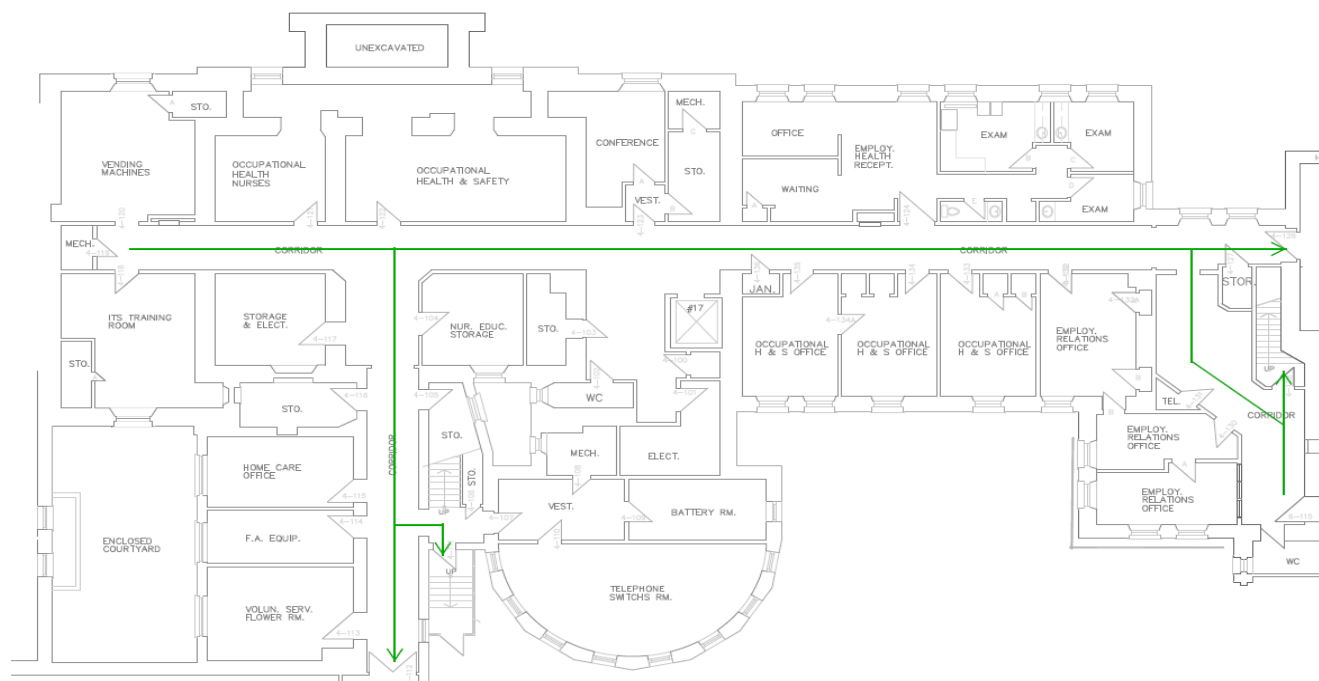
- ☐ Return to your department, unit, or area
- ☐ Assess impact of evacuation on your area and report to area Manager / Director

#### **Area Manager/Director**

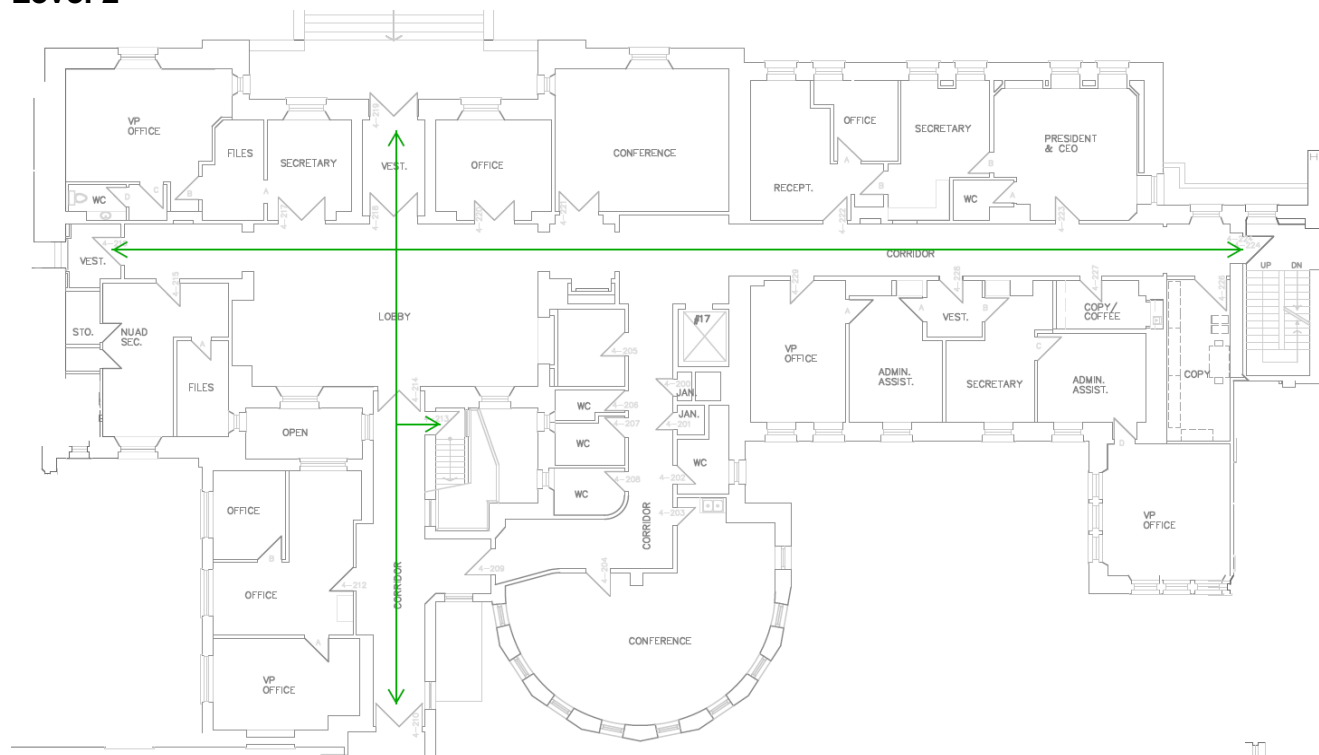
- ☐ Assess impact of evacuation on your portfolio and provide written report to Incident Command

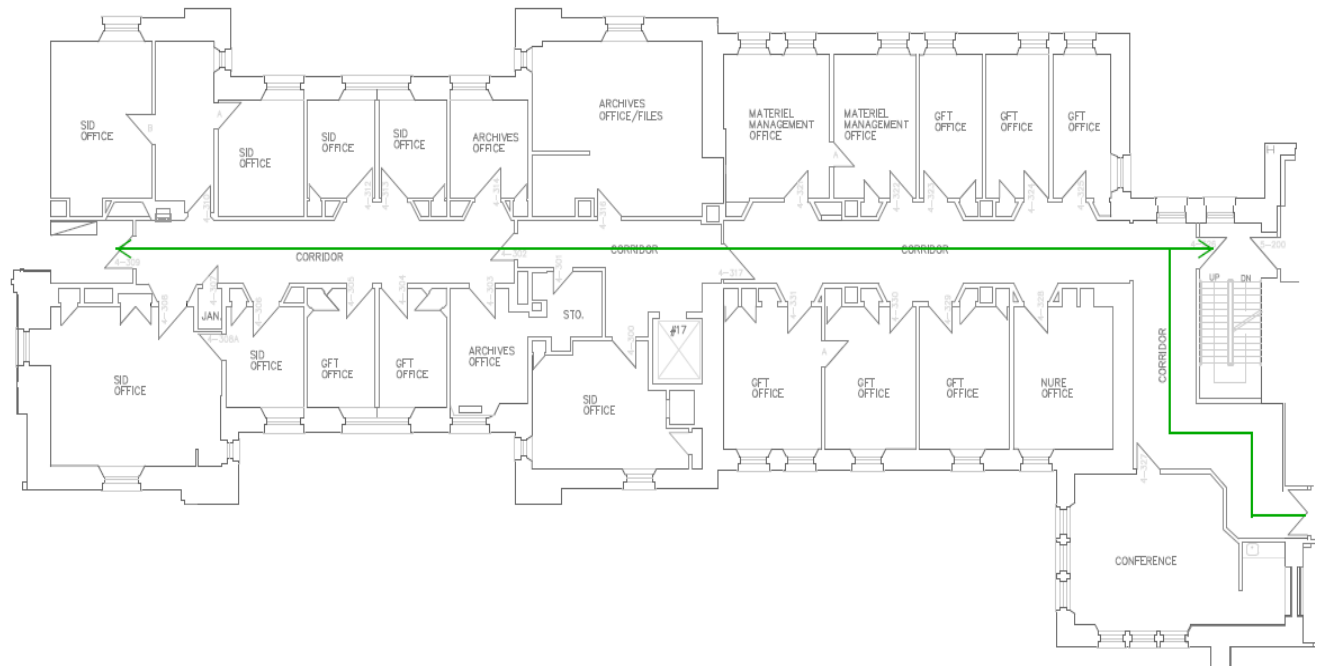
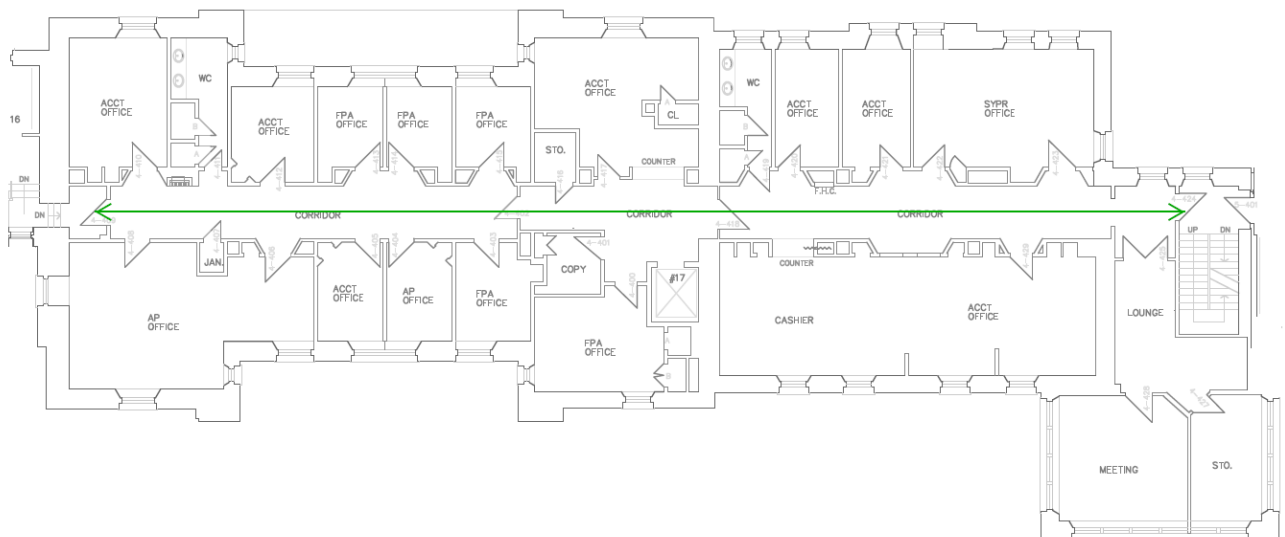
## 17.5 Floor Plans

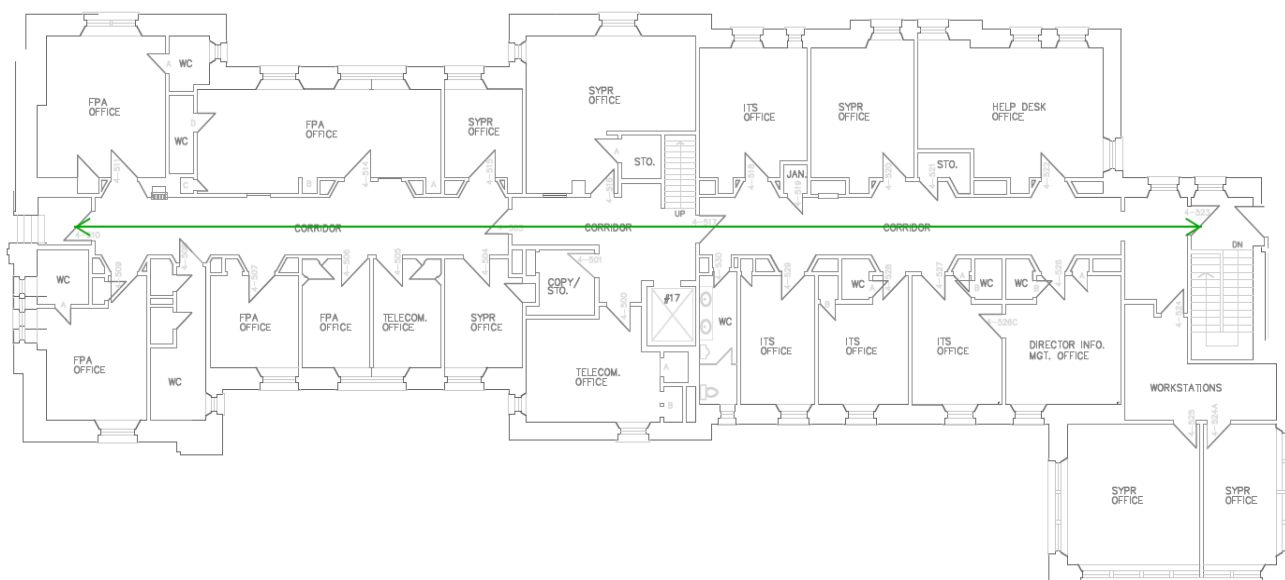
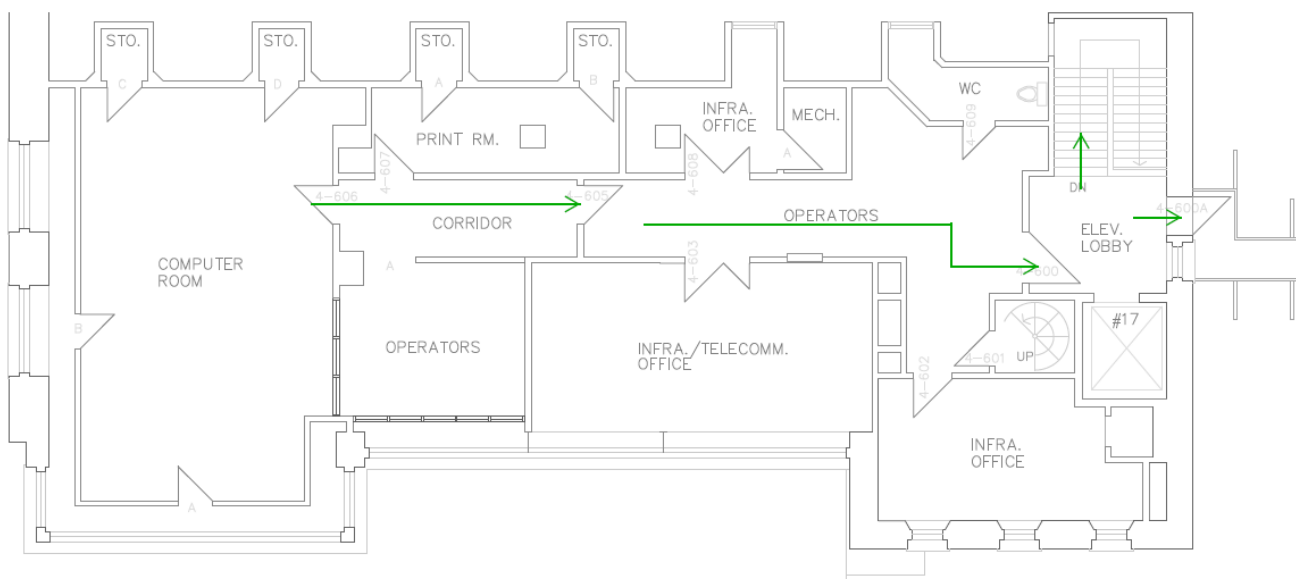
### Level 1

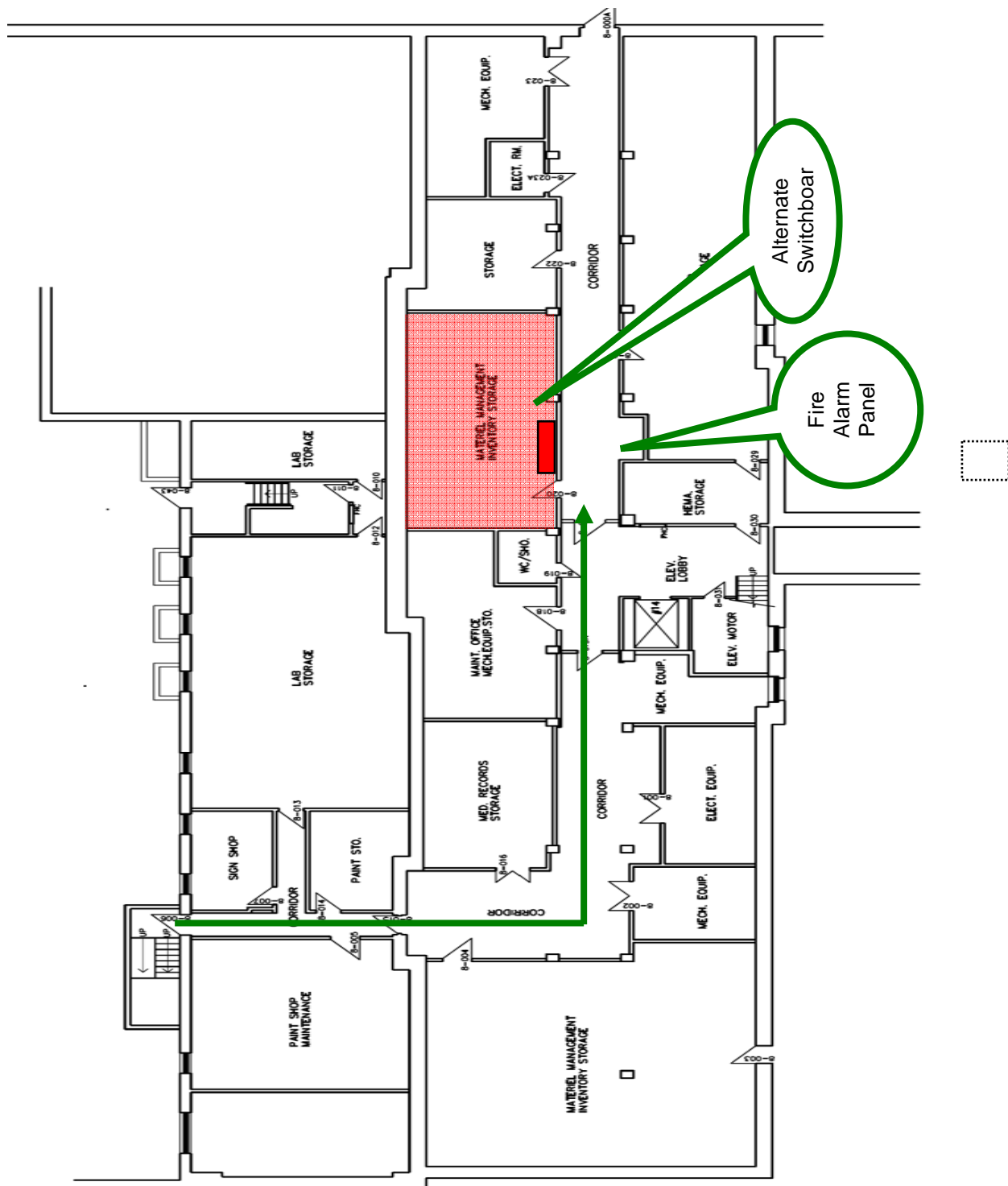


### Level 2



**Level 3****Level 4**

**Level 5****Level 6**

**Appendix E – Alternate Switchboard Location**

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