# CODE ORANGE WALKTHROUGH DRILL

**Name………………………………………………………………………………………………………………..**

**Date: \_\_\_/\_\_\_/\_\_\_**

**Signature of Client Service Manager: …………………………………………………..**

The aim of the walkthrough drill is to train Staff/Volunteers in the process of an evacuation.

Code Orange is the controlled movement of patients and other personnel from an area of danger in an organised manner. Emergencies which implement a Code Orange are Fire/Smoke (Code Red), Bomb Threat (Code Purple), Personal Threat (Code Black) and Internal Emergencies (Code Yellow).

**Stages of Evacuation**

**Stage 1: Evacuate from IMMEDIATE DANGER**

**Stage 2:**

* **Lateral:** Movement of people from one section to another beyond two fire or smoke doors.
* **Partial/Vertical:** Movement of people from a particular floor to a safer level below the hazard**.**

**Stage 3: Total:** The removal of people from all levels of a building to designated assembly area.

**Order of Evacuation**

1. Ambulant (Can Walk)
2. Walk with assistance
3. Non ambulant (Can’t walk)
4. Dependant on life support

Further information on Code Orange can be found in the Emergency Procedures Manual relevant to centre.

Please commence the self-directed walkthrough and answer the questions on the back of this form.

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|  |  |  |
| --- | --- | --- |
| **Find the location of the items listed -** **tick yes when found**  | **Yes** | **Location**  |
| Emergency Procedure Manual/Policy Procedure Manual – OH&S |  |  |
| Nearest Fire Extinguisher |  |  |
| Nearest Manual Call Point - Break Glass Alarm (BG) relevant to centre |  |  |
| Fire doors (FD) (relevant to centre) |  |  |
| Evacuation diagram (relevant to centre) |  |  |
| Emergency exit signs (relevant to centre) |  |  |

1. To raise the alarm for a Code what number do you ring (relevant to centre)? \_\_\_\_\_\_

**In a real event you would report directly to your Section Warden – Client Service Manager or Admin Officer.**

1. You have been advised by your Section Warden to prepare to evacuate - what will you need to take with you, if it is safe to do so? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. You may be asked to:
* Work in pairs to clear rooms/close doors
* Assist patients/clients to evacuate
* Act as door marshal to prevent people entering the evacuation area
* Act as the Assembly Area Coordinator (carry a list of all people and escort them to a designated safety area, where a head count is completed).
1. The Section Warden has instructed you to evacuate. Please check your evacuation diagram to identify your external assembly area.
2. Commence walking the evacuation route to your designated assembly area, be aware of the first fire door (this may be your point of safety in a Code Red). Where is your first fire door in your evacuation route relevant to your centre? \_\_\_\_\_\_\_\_\_\_\_\_\_

**Upon completion of this drill hand this form to the Client Service Manager**