# EVACUATION, CODE ORANGE WALKTHROUGH DRILL

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

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

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

The walkthrough drill aims 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 that 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 evacuation Code Orange can be found in the Emergency Procedures Manual and the Policy Procedure Manual – OH&S, relevant to the 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 the centre |  |  |
| Fire doors (FD) (relevant to centre) |  |  |
| Evacuation diagram (relevant to centre) |  |  |
| Emergency exit signs (relevant to centre) |  |  |

1. To raise the alarm for an Emergency or Code in the hospital setting, what number do you call (relevant to the centre)? \_\_\_\_\_\_

**You would report directly to your Section Warden – Client Service Manager or Admin Officer in an actual event.**

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 from 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 headcount 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 **FIRE -** Code Red). Where is your first fire door in your evacuation route, relevant to your centre? \_\_\_\_\_\_\_\_\_\_\_\_\_

**NB. No-one may re-enter the building until the Section Warden under instructions from officials has given the ‘All Clear’ when the emergency is over.**

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