

## EVACUATION, CODE ORANGE PRACTICE DRILL

Name .....

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

Signature of Client Service Manager: .....

The aim of the Evacuation Drill is to provide all caregivers clear guidelines for action in times of emergencies and to train Staff/Volunteers in the process of an evacuation.

**Code Orange Evacuation** is the controlled movement of patients and other personnel from an area of danger in an organised manner. Emergencies that implement an Evacuation/Code Orange are **Fire/Smoke** (Code Red), **Bomb Threat** (Code Purple), **Personal Threat** (Code Black) and **Internal Emergencies** (Code Yellow). The hospital emergency codes are based upon Australian Standard (AS) 4083 (2010) Planning for Emergencies – Health Care Facilities, however, these evacuation guidelines apply to **every Solaris Cancer Care facility**.

### 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.

## EVACUATION, CODE ORANGE PRACTICE DRILL

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

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

1. To raise the alarm for an emergency what number do you call (relevant to the centre)?

\_\_\_\_\_

1. You have been advised by your Section Warden/CSM/Admin Officer 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).

3. The Section Warden/CSM/Admin Officer has instructed you to evacuate. Please check your evacuation diagram to identify your external assembly area.

4. 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 CSM/Admin officer 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**