

# Code Orange - Evacuation

## Evacuation Decision

The Chief Warden will normally direct a code orange evacuation. However in circumstances where occupants are in immediate danger, a member of staff can commence the evacuation process but must, as soon as practicable, inform the Chief Warden and/or in the case of a Code Red activate the fire alarm system (if not already activated).

Evacuation is based on moving, residents, clients, volunteers and other occupants who are in danger due to an emergency situation, to an area of safety.

\*INSERT FACILITY TYPE HERE\* facilities conduct their evacuations in stages, dependent on the location and the severity of the emergency. The reasoning for this approach is the significant health and mobility issues faced by many occupants that require active medical / clinical support and who would be severely impacted if immediate removal from the facility were initiated. The decision to do a full Stage 3 evacuation therefore, requires some consideration and should only be undertaken if life safety is immediately (or likely to be) threatened. However in all instances, emergencies shall be assessed and monitored to ensure the safety of all occupants.

All \*INSERT COMPANY NAME HERE\* staff must be familiar with the stages and priority in the event of an evacuation.

## Stages of Evacuation

### Stage 1

#### *Removal of People from the Immediate Vicinity:*

Residents and other occupants in the immediate area should be moved outside the affected compartment. Once this area has been evacuated, all doors should be closed to limit the immediate spread of fire and / or smoke. This generally also applies to other types of emergency situations.

### Stage 2

#### *Removal to a Safe Holding Area within the Facility:*

If required, residents and other occupants should be moved through fire or smoke doors to safe areas. (Depending on nature of the emergency fire doors provide a greater level of protection to smoke doors)

### Stage 3

#### *Complete Evacuation of a Building*

In the event of an emergency requiring complete evacuation of \*INSERT COMPANY NAME HERE\*, it is likely that all staff will be required to assist movement of residents and other occupants to safety. Stage 3 evacuations should be undertaken with consideration of resident clinical care and mobility; the number of occupants; and the nature of the incident. Generally speaking, a Stage 3 evacuation should only be undertaken if other options are not available and residents and other occupants are in immediate danger.

Staff and evacuees should proceed to the designated Assembly Areas. Staff then report to their Supervisor or Warden.

## Order of Evacuation - (Residents)



**Ambulatory residents/patients/occupants**  
*Residents who require no physical assistance*

**Semi-ambulant residents/patients/occupants**  
*Residents requiring light (non-lifting) assistance or encouragement.*



**Non-ambulant residents/patients/occupants**  
*Residents requiring lifting or those needing close supervision.*

Where possible non-ambulant or semi-ambulant occupants may be moved using the following:

- Beds
- Wheelchairs
- Princess chairs, shower chairs or office chairs
- Slides / blankets
- Any alternative method if safe

Consideration shall be given to staff, volunteers, residents, clients, contractors and visitors, who for one reason or another, may need assistance or are unlikely to be able to act optimally in an emergency.

This would include, but not be limited, to occupants who

- Are accompanied by an assistant
- Have a guide or companion animal
- Use alternative forms of information and communication
- Have an ambulatory disability
- Use a wheeled mobility appliance, including wheelchair or scooter
- Are easily fatigued
- Easily experience acute anxiety in an emergency
- Easily experience extreme confusion in an emergency

## Personal Emergency Evacuation Plan

Suitable strategies in an emergency or evacuation should be discussed with those occupants from the facility (other than Residents), who have a disability and a personal emergency evacuation plan (PEEP) developed for each of those persons.

Information on the PEEP shall be disseminated to all people responsible for its implementation.  
(See Appendix B)

## Searching Areas

Staff assigned to clear areas should not rely solely on resident lists. All occupants must be accounted for during the search. Each resident room must be entered, if safe to do so, and occupants removed according to priority. Once cleared a pillow or similar object will be placed at the base of the closed door indicating the room is not occupied. Once the area is cleared and all persons accounted for this must be reported to the Chief Warden. If any occupant cannot be removed, or refuses to leave, this must be reported as soon as possible to the Chief Warden. Emergency Services will assist with the removal of any persons unable or refusing to leave an area.

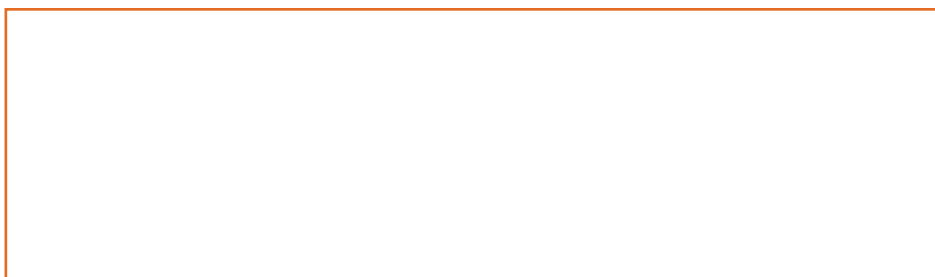
## Evacuation Routes

All staff should be familiar with evacuation routes, exit doors and there alternatives in the event of an emergency. Persons should not be moved through areas of danger if alternative routes are available.

## Passive Equipment That Assists Evacuation

### Emergency Lighting

Emergency lighting operates during a power failure. Each unit has a battery that provides illumination for at least 1.5 hrs. Emergency lighting automatically turns on if the power fails.



### Exit Signs

Exit signs indicate the direction of exits in an emergency. Exit signs are normally illuminated using mains power. If a power failure occurs, the emergency light automatically switches to internal batteries. Battery power should last at least 1.5 hrs. if mains power fails.

### Note:

Exit Signs may be also be the new running man sign.

Arrows on either type of sign indicate the direction of travel to the nearest exit. If no arrow is present on the sign then travel straight ahead or through an exit door.



## Assembly Areas

In the event of a **Stage 1** Evacuation, the assembly area is outside of the immediate area in a safe place (this could include on the safe side of smoke doors).

In the event of a **Stage 2** Evacuation, the assembly area will be the next safe area or compartment identified by Wardens or the Chief Warden.

In the event of a **Stage 3** Evacuation occupants will be moved to the nearest safe assembly area:

### Stage 3 Evacuation Assembly Areas

(see Appendix C)

Location(s)

On attending these areas, staff will consider the safety and wellbeing of persons assembled, including medical assistance, shelter, and hydration.

Considerations of the suitability of an Assembly Area should include:

- Weather Conditions
- Smoke and debris
- Traffic Movement (including Emergency Service Access)
- Occupancy and Space

If an Assembly Area is deemed unsafe, the Chief Warden or Staff may designate another area as an alternative Assembly Area.

