

SITE DIRECTIVE

AC PHARMACY DIRECTIVE	
Title: Code Green – Evacuation	Number: V - 10
Effective Date: August 25, 2008	Approved By: Jennifer Cowie, Pharmacy PPL
Revision Date(s): April 2009, Feb 2010, June 2010, May 2012, May 2013, Jul 20, 2018, Nov 2018	
Review Date(s):	

DIRECTIVE

EOC will enact the Code Green call and will be directly communicated with the Department Head. Code Green will be annunciated on the overhead paging system.

The Abbotsford Centre Pharmacy will horizontally evacuate to an area behind fire doors as directed by the Pharmacy PPL or designate. No one is to leave the premises until cleared to do so by the Pharmacy PPL/designate.

Vertical evacuation - Staff to mobilize and remove patients/public from area immediately. Reassemble at area directed by EOC and/or local authorities. No one is to leave the premises until cleared to do so by the Pharmacy PPL/designate.

Once at reassembly area Pharmacy PPL completes attendance for both staff and patients.

When a department staff member is elsewhere on site and is unable to make it to the Pharmacy evacuation site, he/she may locate to an existing evacuation site. He/she must identify him/herself by name, department to a Department Leader in the alternate evacuation site. This leader must then make a record of the individual(s) safe location and report the person's safe location to the Pharmacy PPL/designate.

PROCEDURES

1. Secure the department by closing all windows and doors.
2. Pharmacy PPL or designate will:
 - a. Take the staff schedule to the reassembly area
 - b. Ensure everyone is out of the pharmacy and the pharmacy is locked after evacuation
 - c. Account for all staff
3. Evacuate as per instructions from the EOC/Pharmacy PPL or designate/local authorities
4. Meet at the designated reassembly area
5. Account for all staff and department visitors
6. Report all unaccounted staff and/or visitor to EOC/Administrator or designate in charge