

HHS Emergency Code Information

Introduction

It is important that you have already completed FHS Code Awareness training through the FHS Safety Office web site before reviewing the following information. The FHS Code Awareness training will have given you the knowledge of which Codes require an FHS response and which do not and what is your expected response. You will follow your local protocols for the Codes called in your area, not every Code is called in an FHS area.

NOTE: The information contained here is a brief summary of all Emergency Codes and the expected response from hospital staff. Some of the responses listed below will be much like your own while others may not be much like your own. It is important to follow your locally developed responses as they reflect your operations, area or building.

General Principles

1. Review code information below only after completing FHS Code Awareness training through FHS Safety Office.
2. Report unusual situations, suspicious persons or codes affecting life safety and immediate assistance as per your locally identified response protocols.
3. Know your area staging location for internal assembly during code drills.
4. Know your external assembly location for building evacuation.
5. On notification of a code, assemble at your area staging location for instructions from the person in charge.
6. For announced codes listen and follow the directions of the person in charge. Avoid elevator and phone use unless urgent or part of code response, respect secured zones and carry your ID badge with you at all times.
7. Code Stages in a hospital code announcement mean the following:
 - Code X Alert is used if a code is uncertain. Staff are to await further information and confirmation.
 - Code X Standby is used if a code is certain to occur and there is time to prepare for response.
 - Code X In-Effect is used if a code response is to be implemented immediately.
 - Code X All Clear is used if a code is over and staff can resume normal duties.

Code Aqua- Flood On discovery of a flood (i.e. an uncontrolled quantity of water believed to be a physical, health or environmental hazard that can result in harm), call and report code; assess area for occupant safety (e.g. electrical, ceiling integrity etc.) and need for evacuation; assess equipment safety and need to protect from damage (move or cover with plastic); secure and place spill barriers around affected areas to contain water. If appropriate and safe, unplug electrical equipment from power source. Assist with clean up if directed.

Code Black - Bomb Threat / Suspicious Object

On discovery of a Suspicious Package, Object or Mail: Avoid handling or put down carefully. Avoid use of radio or cell phone. Leave scene undisturbed (If powdery contents dispersed, drape with plastic/garbage bag). Seal off area from others. Move to a safe location. Wash hands thoroughly with waterless hand wash solution. Identify and contain persons exposed within 2M/6ft radius of opened package if biological agent suspected. **Call and report code and follow Security direction.**

On receiving a Telephone Bomb Threat: Stay calm, courteous and listen. Encourage caller to talk and repeat information. Record caller # if able. Ask... Where is it located? What does it look like? When will it explode? Why was it put there? Who is responsible for it? Where is caller calling from? Identify caller: Gender, Age, Voice/Accent, Diction, Manner, Background Noise, Voice Familiarity, Caller familiarity with area. Log date, time, duration of call and ext where call received. **Call and report code and follow Security direction.**

On announcement/notification of Code Black: complete visual search and sweep of your area for suspicious objects. Do not search and sweep if area unfamiliar. Call and report negative or positive findings. Evacuate building only if directed and gather in designated external assembly area at safe distance from bldg.

Code Brown-In-facility Hazardous Spill On discovery of a hazardous material spill that cannot be contained or safely cleaned by available resources, ensure spill area access is restricted before leaving the scene. **Call and report code.**

On notification of this code, follow Area Charge Person's instructions.

Code Blue- Cardiac Arrest or Medical Emergency On discovery of a code blue situation where a person requires immediate medical attention, initiate basic life support if trained. **Call or ask someone to call and report code.** Remain at scene until Security/EMS arrives and follow their instructions. **On notification of code,** follow Area Charge Person's instructions as assistance may be needed.

Code Green- Evacuation On notification of this code, evacuate all occupants from your area(s). Close doors and if time permits turn off unnecessary equipment. Place tape across empty room door frames at knee level and unit entrance when last person leaves. On reaching external assembly area, re-check attendance and await further direction.

If evacuation notification to all building occupants is critical for life safety, pull fire alarm.

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Code Grey- Infrastructure Loss or Failure On discovery of unexpected loss of power, water, heating, ventilation, cooling or medical gases, implement area specific contingency plans if applicable. **Call and report code.**

On notification of code, follow Area Charge Person's instructions.

Code Grey- Button-Down (external air exclusion) On discovery of a smell of noxious¹ fumes or contaminated air entering your area or building, implement actions to control entry e.g. place wet cloth under leaking doors/windows and seal vents if accessible. **Call and report code.** On notification of this code, follow Area Charge Person's instructions.

(¹noxious = irritating, causing difficulty breathing, nausea, vomiting etc.)

Code Grey-Water Disruption On discovery, notify Area Charge Person to notify Site Engineering and implement area contingency plan for hygiene and drinking including signage if needed.

Code Orange- External Disaster is a Hospital Code and does not impact others directly. On discovery or notification of this code, continue normal duties but remain on alert for instructions from your Manager.

Code Purple- Hostage Situation

If hostage situation observed: Do not disturb area or approach hostage-takers. Avoid unnecessary risks. Go and remain in safe area until notified that situation is resolved. **Call and report code.**

If taken hostage: Remain calm, courteous and cooperate. Observe and gather information. Speak when spoken to. Attempt escape only if certain. Avoid doors and windows.

On witnessing or escaping hostage situation: Get away and alert others. **Call and report code.** Give details: Hostage-takers (# and description); Weapons (# and type); Hostages (# and description); Location of occurrence; Threats or demands; Tel. locations and ext. #s in area. If mobile, ID vehicle type and direction. Remain in place and encourage others to do same. Clear hallways of persons. Close all doors. Remain on alert until notified that the situation is resolved or directed otherwise.

On notification of this code, avoid the code area. Go to safe location and remain in place until notified of all clear.

Code Red - Fire

On discovery of FIRE OR VISIBLE SMOKE... R-E-A-C-T: Remove persons from room; **Ensure** doors/windows shut; **Activate** nearest fire pull station; **Call** and report code. **Try** to contain/extinguish if able and safe to do so. If unable, close and place wet material under door. If safe to do so, evacuate area, ensuring all rooms in area are empty. If time permits, place tape across room door frames and entrance door at knee level when last person leaves. Gather in external assembly area, re-check attendance, report any missing persons and await further direction.

On discovery of SMELL of SMOKE call and report smell of smoke, but not a fire and search the area. Do not activate fire alarm unless directed otherwise.

On notification i.e. **FIRE/SMOKE ALARMS** follow you locally developed protocols for a Code Red.

Note: If unable to safely exit building, take refuge in a safe room. Close and place wet material under doors. Seal vents/air ducts. Keep low to floor as smoke rises. Call for help or call 911 via external phone line and advise them of your location in building. Listen for instruction from authorities.

Code Silver- Active Shooter

On discovery or notification of a person threatening with or discharging a firearm, seek cover and warn/assist others of situation if able. Call 911 via external phone line. Also call hospital if able and report code. If unable, let 911 operator know so they can alert Hospital. If not safe to speak, leave line open and allow 911 operator to listen. Escape/evacuate area if able, keeping hands free, visible, raised and following any police instruction. If unable to escape, find a secure shelter and lock or barricade door. Turn off lights and any source of noise. Hide behind large items. Wait for Police or Security to arrive, identify themselves, provide verification and direction or listen for an "all clear" announcement.

Code White- Violent Person

On discovery of a violent situation unable to be de-escalated and threat of injury/harm exists, press Panic Alarm if available or call/ask staff to **call and report code.**

On notification of this code, avoid the location of the code.

Code Yellow- Missing Person; Code Amber- Missing or Abducted Infant or Child

On discovery of this code in your area that requires a search and sweep in other areas of the premises, call and report missing person description to Security report code.

On notification of this code, complete a search and sweep of your area(s). Call and report negative or positive findings.

Developed in collaboration with HHS EDM & Fire Safety