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| **CODE** | **WHAT DO I NEED TO DO?** | **WHAT NUMBER DO I CALL?** |

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| CODE BLUE  CARDIAC ARREST  / MEDICAL EMERGENCY | * Call for HELP * In site not supported by a Code Response Team call 9-911 * Start BLS if required and trained to do so * If not trained in BLS loosen the person's clothing around the neck and waist, stay with the person and reassure them that help is on the way |  |

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| CODE RED  FIRE | * REACT (see below) * Provide assistance to visitors and evacuate appropriately   (see fire exit route map for muster point)   * Do not use elevators, unless authorized by the Fire Department | |  |
| **R** – remove those in immediate danger  **E** – ensure room door is closed  **A** – activate fire alarm  **C** – call Switchboard or 9-911  **T** – try to extinguish fire if safe to do so | **Fire Extinguisher Use:**  **P** – pull pin  **A** – aim at base of fire  **S** – squeeze trigger  **S** – sweep back and forth |

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| CODE WHITE  VIOLENCE /  AGGRESSION | **Staff involved:**   * Assess threat to safety of self / others * Call for help – remain calm * Maintain a safe distance – leave if possible * Talk in a non-threatening voice – try to defuse the situation | **Staff not directly involved:**   * Call or have someone call Switchboard * Return to you work area if able * Close and lock doors if able * Have visitors remain with you * Appropriate staff respond if in vicinity |  |

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| CODE PURPLE HOSTAGE | **Staff involved:**   * Call for help - remain calm * Avoid acts of aggression - do not talk unnecessarily * Do not negotiate with captor - try not to show emotion * Stay away from doors / windows if able | **Staff not directly involved:**   * Call or have someone call Switchboard * Return to you work area if able * Close and lock doors if able * Have visitors remain with you * Appropriate staff respond if in vicinity |  |

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| CODE YELLOW  MISSING  PERSON | * Notify your Supervisor / Designate * Assist in search as directed * Notify Switchboard and provide description of missing person * All staff are to search immediate work area - observe for missing person and/or suspicious activity and report |  |

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| CODE BLACK  BOMB THREAT /  SUSPICIOUS  PACKAGE | * Record information on the Bomb Threat Checklist (see over) * Call or have someone call your Supervisor / Designate and Switchboard * Conduct visual sweep of your work area - report any suspicious packages * If you find a suspicious package do not disturb - notify your supervisor and prevent others from entering the area |  |

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| CODE GREY  SHELTER IN  PLACE / AIR  EXCLUSION | * Move staff and visitors inside * Close all doors and windows * Follow instructions * Be prepared to evacuate if necessary |  |

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| CODE GREEN  EVACUATION | * Follow instructions and provide assistance as required |  |

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| CODE BROWN  CHEMICAL SPILL /  HAZARDOUS  MATERIAL | * Stop all work – notify your Supervisor / Designate * Contain the spill if trained - prevent others from entering the area of the spill |  |

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| CODE ORANGE  MASS CASUALTY  INCIDENT | * Clinical areas are to assess patient load * Do not telephone Switchboard or the Emergency Department unless urgent * Wait for communications from the Site Command Post * Carry your AHS identification card if reporting to work |  |

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| LOCKDOWN | * Prevent others from entering the incident location. * If possible, isolate the immediate area by locking doors. * If possible, secure the remainder of the unit/department by moving patients, visitors and staff to an area that can be secured, away from the threat. * If site on Lockdown, AHS ID will be required for staff reporting to work. |  |

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| SEVERE  WEATHER | **Imminent Tornado**   * Get In * Get Down * Get Covered | **All Other Severe Weather Events**   * Assess Threat * Notify Supervisor / Designate * Remain vigilant for deteriorating weather |  |

**BOMB THREAT CHECKLIST**

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| **HOW WAS THE BOMB THREAT RECEIVED?** | |
| Telephone? ***Complete Part A,B & C*** | |
| Face-to-face? ***Complete Part B & C*** | |
| Electronic? ***Complete Part C*** | |
|  | |
| **PART A: TELEPHONE CALL** | |
| Time/Date of call? | Number on call display? |
| Call traced? | Call recorded? |
| **QUESTIONS TO ASK THE CALLER** | |
| 1. What time will the bomb explode? | 1. Where is the bomb? |
| 1. What does the bomb look like? | 1. Where are you calling from? |
| 1. Why did you place the bomb? | 1. What is your name? (name of caller) |
| **IDENTIFY ANY BACKGROUND NOISES?** | |
| Household? | Street? |
| Voices? | Music? |
| Machinery? | Other? |
|  | |
| **PART B: IDENTIFYING CHARACTERISTICS** | |
| Sex: (circle) Male Female Note sure | |
| Age: (estimated) | |
| Voice: (circle) Loud Soft Other: | |
| Speech: (circle) Fast Slow Other: | |
| Diction: (circle) Good Nasal Lisp Other: | |
| Manner: (circle) Emotional Calm Vulgar Other: | |
| Accent: (specify) | |
| Was voice familiar? (specify) | |
| Was caller familiar with the area? (specify) | |
| **THREAT LANGUAGE** | |
| Well Spoken? | Incoherent? |
| Irrational? | Abusive? |
| Taped message? | Message read by caller? |
| **PART C: EXACT WORDING OF THE THREAT** | |
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