

# Kingston Health Sciences Centre

Centre des sciences de  
la santé de Kingston



## Emergency Code Review Condensed Version



# Emergency Codes

- The Emergency Code system is used in the hospital as a way to inform staff of a potential emergency situation.
- The system uses colours and numbers that are associated with different types of emergencies.
- All emergencies are reported via a call to 4444. This is a separate, priority line answered 24 hours a day.
- The following slide lists the emergency codes of the Kingston Hospitals.
- In addition to the colour and number codes, there are “contingency plans”. These are emergency plans used for utility emergencies (loss of power, loss of communications, flood, loss of Information technology and loss of water).





## Kingston Hospitals' Emergency Codes - Dial 4444

<b>Code Red</b>	<b>Fire</b>
<b>Code Green</b>	<b>Evacuation</b>
<b>Code Orange</b>	<b>External Disaster</b>
<b>Code Yellow</b>	<b>Missing Person</b>
<b>Code Amber</b>	<b>Infant/Child Abduction</b>
<b>Code 11</b>	<b>Inmate Escape</b>
<b>Code Black</b>	<b>Bomb Threat/Suspicious Package</b>
<b>Code Brown</b>	<b>Hazardous Spill</b>
<b>Code Grey</b>	<b>External Air Exclusion</b>
<b>Code 99</b>	<b>Medical Emergency</b>
<b>Code Blue</b>	<b>Cardiac Arrest</b>
<b>Code Pink</b>	<b>Pediatric Cardiac Arrest</b>
<b>Code White</b>	<b>Violent/Behavioural Situation</b>
<b>Code Purple</b>	<b>Hostage Situation</b>
<b>Code Silver Lockdown</b>	<b>Active Shooter/Dangerous Weapon</b>
<b>Contingency Plans - Loss of: Power, Loss of Water, Loss of Communications</b>	
<b>Contingency Plans - Loss of Information Technology, Flood Emergency</b>	



# Code Orange

## External Disaster

### What does it mean?

The Kingston Health Sciences Centre will be receiving multiple casualties as a result of some external disaster in the community (major car pile-up, explosion, building collapse, etc.).

In the event of Code Orange, all of the Kingston Hospitals must be prepared to receive decanted patients from other sites, if required.

A fan out may occur to gain additional resources for dealing with the emergency.

Staging areas may be established in pre-designated areas (Burr 1 conference room, Richardson Hall, etc.).

The response will be coordinated by senior administration officials, Protection Services and emergency services.



# Code Yellow

## Missing Person

### What does it mean?

A person (patient/client, staff member, visitor, etc.) is missing and needs to be found.

### What should I do if I discover someone is missing?

- Search the immediate area first, including locked doors, e.g. nearby offices, bathrooms, etc.
- Contact Security to request a search of common areas (main entrance, cafeteria, etc.).
- Contact adjacent units and provide them with a description.
- Speak with your Supervisor about requesting an overhead announcement for the person to return to their unit.
- If the need to find the person is urgent, contact your supervisor and advise of the need to call 4444 for a Code Yellow. Have a description ready for Security.



# Code Yellow

## Missing Person

### **If you hear a Code Yellow announced overhead:**

- Look around your area for any who is lost, confused or doesn't belong there.
- If you find someone who could be the missing person contact Security to escort them back to their area.
- If you feel comfortable approach the person to ask them to remain where they are until Security arrives.
- If the person is leaves update Security with their last know location and direction of travel.

# Code Amber

## Missing/Abducted Infant/Child

### What does it mean?

A child or infant is missing from the hospital.

### What should I do?

- Anytime a child is missing they will be considered to have been abducted, until it can be proven otherwise.
- If a child or infant is missing, look around the immediate area first. If they are not found, call 4444 to announce the Code Amber.
- When calling 4444, provide the **age, sex, and hair colour** of the child or infant so it may be announced overhead with the code.
- If you witness an abduction or witness a child matching the description call 4444 immediately and provide details.





# Code 11

## Inmate Escape

### **What does it mean?**

An inmate of Correctional Services has escaped from their custody while in the hospital.

### **What should I do?**

Police and Correctional Services have the responsibility for searching for escaped inmates. If you hear a Code 11 announced overhead look around your area for anyone that could be the potential escapee.

**DO NOT** interfere with escaping inmates. If you suspect a person of being the escaped inmate call the Incident Command Centre through the Switchboard to report his/her location.



# Code Black

## Bomb Threat/Suspicious Package

### What does it mean?

A bomb threat has been made via telephone, letter or email.

Or a suspicious package that could be a bomb has been discovered.

### What should I do if I hear Code Black overhead?

Remember that if an evacuation is required a Code Green will be called overhead. A bomb threat is just that, a threat, it will be taken seriously and investigated. If anything suspicious is found it will be inspected by Police. If you hear Code Black announced look around your area of work for any items that are suspicious and if you find anything report it to 4444.

**If you receive a bomb threat via telephone**, use the bomb threat questionnaire on the reverse side of the first page of the Code Black plan. Try to get an answer for each question on the questionnaire. This information is helpful for the Police. Try your best to record the caller's message verbatim. Call 4444 from another line or have a coworker call. **DO NOT** hang up the phone on which you received the threat.



# Code Black

## Bomb Threat/Suspicious Package

### What should I do if I discover a suspicious package/item?

- Do not use a cellphone, radio or pager or Vocera around it.
- Call 4444 to report it from a “landline” telephone away from the package/item across fire separation doors in a safe area.
- **DO NOT** pull the fire alarm.
- Isolate the area and evacuate, as necessary, to prevent people from going near the item.



# Code Brown

## Hazardous Spill

### What does it mean?

Code Brown is used when a substance that represents a threat to life or safety escapes from containment. A Code Brown is only used for major spills.

### What should I do?

**Upon discovery of a spill, assess the severity** – if the spill is minor (less than 4 litres and not radioactive) initiate a clean up within your department in accordance with the material's safety data sheet (SDS). Inform your supervisor of the incident.

If the spill is major (unmanageable), unknown or radioactive substance:

- Call 4444 to announce the Code Brown.
- For major chemical spills, pull the fire alarm.
- Isolate the area (close doors) and evacuate, as necessary.
- An organized response for containment will occur.



# Code Grey

## External Air Exclusion/Severe Weather

### What does it mean?

A Code Grey may be used when the air outside of the building is hazardous to the occupants. (E.g. a truck carrying a chemical overturns on the road nearby and a vapour cloud is in the air).

It may also be called for severe weather emergencies (thunderstorms or tornados).

### What should I do?

Return to your area of work, return patients/clients to their rooms, clear hallways of obstacles and wait for further announcements. Request patients/clients and staff to remain indoors. The air intake fans will be shut off by Maintenance or by activation of the fire alarm. Close external windows and doors.

In case of severe weather: move away from windows; clear the corridors of obstructions; do not use the elevators; evacuate large-span, flat roofed areas or areas encased with windows (e.g. main entrance, cafeteria).



# Code 99

**Medical Emergency**

# Code Blue

**/Pink**

**Cardiac Arrest**

## **What does it mean?**

A **Code 99** is used for a medical emergency, other than cardiac arrest. E.g. a collapse, injury, etc., where the person is conscious.

A **Code Blue** is used for a cardiac arrest of adults and **Code Pink** is used for cardiac arrests of children. This can be defined when a person is unresponsive, is not breathing or a pulse cannot be felt.

## **What should I do?**

Call 4444 to have a Code 99 or Code Blue/Pink announced; give specific information, such as, your name and title, the location (wing & floor number, room identifier, etc.), and what happened (collapse, bleeding, etc.)

**If a Code 99 progresses into a Code Blue/Pink, call back to 4444 line and have Code Blue/Pink announced.**

If a Code 99 or Code Blue occurs outside the hospital, 911 should be called for ambulance/paramedic response.

**If you are unsure about whether to call a Code 99 or Code Blue/Pink, call a Code Blue/Pink.**



# Code White

## Cardiac Arrest

### What does it mean?

This code applies if a person (any person, not just patients/clients) is aggressive or threatening to you or someone else. It can also be used if you witness a criminal act (theft, robbery, vandalism, etc.).

### What should I do?

Anytime there is violence or even a threat of violence notify 4444 immediately.

You do not need to wait for someone to be physically assaulted before calling for help. If the aggressor is loud, belligerent, or threatening in any way, call Code White.

**Never try to deal with a violent person alone – call for help and keep your distance from the aggressor.**

If cannot get to a telephone to call 4444, use the Vocera (if available) double press feature to contact to Security and report the emergency.



# Code Purple

## Cardiac Arrest

### What does it mean?

A hostage situation will have occurred when a person barricades themselves into an area and/or unlawfully confines, imprisons, or forcibly seizes another person.

### Note:

Code Purple will not be announced overhead unless directed by senior administration. Other methods may be used to move staff and patients in the event of hostage taking (i.e. announcing a Code Green, etc.).

The Police will command all hostage situations.

### What should I do if I hear Code Purple announced?

Cease all unnecessary activity. Remove yourself from the area. If safe to do so, move patients/clients and other personnel to a safe location away from the affected area. **Do not** call Switchboard unless it is urgent. **Do not** approach the Code Purple area.



# Code Purple

## Cardiac Arrest

### What should I do if I am taken hostage?

**If taken hostage, usually, cooperation is the safest option**, but you will need to make a personal decision if you are going to resist and fight. If you do decide to resist, aim for the body's weak points; eyes, throat, groin, etc.

Tips for survival of hostage situations:

- Cooperate and follow instructions.
- Trust the Police.
- If possible, do not allow your head to be covered.
- If in a group, do your best to blend in and not stand out.
- Analyze your surroundings and plan to escape, if it is safe.
- Pay attention to details to aid Police when your are debriefed.
- In the event of a Police assault, fall to the floor to get out of the line of fire and to distinguish the hostages from the takers.



# Code Silver Lockdown

## Active Shooter/Dangerous Weapon Situation

### What does it mean?

Code Silver Lockdown will be used in the event of an “active shooter” situation. An active shooter is defined as an individual engaged in killing or attempting to kill people in a confined and populated area. Therefore, this covers any situation where there is a dangerous weapon involved (i.e. firearm, knife, blunt object, etc.)

### Why are we preparing for this?

There has been an increase in the number of active shooter events and incidents of gun violence in recent years.

Gun violence incidents can be particularly heinous and active shooter situations often involve victims who are unable to defend themselves.

The best way to protect one’s self is to be mentally prepared to respond. Think carefully about what you would do in this situation.

Schools have been practicing for “lockdowns” for several years, as the need to be prepared is recognized.



# Code Silver Lockdown

## Active Shooter/Dangerous Weapon Situation

### What should I do?

The first main response option during an active shooter or dangerous weapon situation is:

**Run** (Evacuate) – If there is an accessible escape path, attempt to evacuate the location. Be sure to have an escape route and plan in mind.

Evacuate regardless of whether others agree to follow. Leave your belongings behind.

Help others escape, if possible. Prevent others from entering an area where the active shooter/dangerous weapon may be.

Keep your hands visible. Follow the instructions of Police Officers. Call 4444 or use Vocera to make the emergency notification when you are safe.



# Code Silver Lockdown

## Active Shooter/Dangerous Weapon Situation

### What should I do?

The second main response option during an active shooter or dangerous weapon situation is:

**Hide** – If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should be out of the view, provide protection if shots are fired in your direction (i.e. an office with a closed and locked door) and not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place lock the door and block it with heavy furniture. If the active shooter is nearby, lock the door, silence your cell phone and Vocera, turn off any sources of noise (e.g. radios, televisions, etc.), hide behind large objects (e.g. cabinets, desks, etc.) and remain quiet.

If evacuation and hiding are not possible, remain calm, dial 4444 or 911) if possible. If you cannot speak leave the line open and allow the dispatcher to listen



# Code Silver Lockdown

## Active Shooter/Dangerous Weapon Situation

### What should I do?

The last main response option during an active shooter or dangerous weapon situation is:

**Fight** (take action against the active shooter) – **As a last resort and only when your life is in imminent danger**, attempt to disrupt and/or incapacitate the active shooter by:

Acting as aggressively as possible against him/her

Throwing items and improvising weapons

Yelling

Committing to your actions

If others are available, work together to distract and attack the assailant as fiercely as possible



# Code Silver Lockdown

## Active Shooter/Dangerous Weapon Situation

### **What should I do when Police arrive?**

The objective of the Police is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard. Note that some may not be wearing a uniform.

If you encounter Police, drop any items in your hands (e.g. bags, jackets, etc.). Immediately raise hands and spread fingers. Keep your hands visible at all times. Remain calm and follow Officers' instructions. Avoid making quick movements toward Officers, such as attempting to hold on to them for safety. Avoid pointing, screaming and/or yelling.

Do not stop to ask Officers for help or direction when evacuating, just proceed in the direction from which Officers are entering the area.

If asked by a Police Officer, provide as much information about the shooter(s) as you can (location, number of shooters, physical description, number and type of weapons and number of potential victims).



# Contingency Plans

## Utility Emergencies

### Loss Of Power

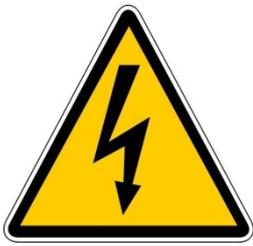
Move critical patient care equipment to emergency power plugs. Assess your level of impact and report any non-functional critical patient care equipment to Maintenance. If during daylight hours, open doors and curtains to let in as much light as possible. Be careful accessing unlit or darkened areas.

### Loss Of Communications

In this event, normal telephone systems are not functioning. Back up communication through “blue dot” phones, distributed two-way radios, or cellular phones will be used. Typically, the 4444 line is disabled in these situations. Refer to the Loss of Communications plan for the alternate emergency phone number.

### Flood Emergency

Call 4444 to report the flood if there is potential for considerable damage (e.g. electronic or sensitive equipment, patient records, potential for mould growth or structural damage). Take the necessary steps/precautions to mitigate water damage to personal and facility property in the affected area.



# Contingency Plans

## Utility Emergencies

### **Loss Of Information Technology**

This plan may be activated if the site's information technology (computer network) is partially or completely disabled. Refer to your downtime procedures for instructions.

### **Loss Of Water**

The plan is activated if the site's water supply (internal or external) has been compromised or is malfunctioning. Water conservation and delivery from external sources will be required.