

Standard Operating Procedure Calling Codes			
SOP Number:	<u>SOP-CC-02</u>	Category:	<u>Administrative</u>
Supersedes:	<u>SOP-CC-01</u>	Original Date:	<u>December 1, 2017</u>
		Revised:	<u>May 1, 2019</u>
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Issued by:	Director, Health Sciences Research		

1.0 POLICY

To protect the physical safety of all research participants, visitors, Kingston Health Sciences Centre (KHSC) employees, and other users of the W.J. Henderson Centre for Patient-Oriented Research (WJHCPOR) in the event of an emergency.

2.0 PURPOSE

All users of the WJHCPOR are required to be familiar with the emergency codes of the KHSC (KGH campus).

3.0 RESPONSIBILITY

Users are responsible for:

- Familiarizing themselves with all the emergency codes while conducting research within the WJHCPOR.

KGHRI is responsible for:

- Training all users of the WJHCPOR on all emergency codes.

4.0 PROCEDURES

- When calling a code, dial KHSC-KGH campus extension **4444** and speak with one of the switchboard operators.
- Indicate your name and title, the code (i.e. CODE RED) and your location in the Hospital (i.e. W.J. Henderson Centre for Patient-Oriented Research, Connell 4, Room 2-4-XXX).

- A list of hospital CODES is below:

CODE RED: Fire
CODE GREEN: Evacuation
CODE ORANGE: External Disaster
CODE YELLOW: Missing Person
CODE AMBER: Missing Abducted Child Infant
CODE 11: Inmate Escape
CODE BLACK: Bomb Threat/Suspicious Package
CODE BROWN: Hazardous Spill
CODE GREY: External Air Exclusion & Severe Weather
CODE 99: Medical Emergency
CODE BLUE: Adult Cardiac Arrest
CODE PINK: Paediatric Cardiac Arrest
CODE WHITE: Violent/Behavioral Situation
CODE PURPLE: Hostage Situation
CODE SILVER: Lockdown for Active Shooter/Dangerous Weapon Situation
Contingency Plans: Loss of Power, Loss of Potable Water, Loss of Communications, Loss of Information Technology, Loss of Heat & Steam, Flood Contingency, or Loss of Medical Gases

- To learn more about CODE RED, CODE GREEN, and CODE WHITE please refer to “Emergency Procedures SOP”.
- To learn more about CODE BROWN, please refer to “Spill Control Procedures SOP”.
- CODE 99: Medical Emergency
 - CODE 99 is to be used if one of your research participants is in need of emergent medical attention inside KHSC (KGH campus), other than due to cardiac arrest. If the research participant is talking or is unconscious (but has a pulse and is breathing), call “CODE 99”. If the research participant is unconscious and **does not** have a pulse/not breathing, call “CODE BLUE” (adult) or “CODE PINK” (infant/child). If your research participant is outside of the hospital (i.e. on the sidewalk), you need to call “911”.
 - Dial KHSC (KGH campus) extension 4444 and speak with one of the switchboard operators. Indicate your name and title, CODE 99, and your location in the hospital (i.e. W.J. Henderson Centre for Patient-Oriented Research, Connell 4, Room 2-4-XXX).
 - For CODE 99, KHSC’s (KGH campus) RACE team will arrive with the crash cart and assume command. Ensure your research participant is comfortable until help arrives. See Appendix A: Calling a CODE 99.
 - If your research participant goes into cardiac arrest (no pulse, stops breathing), follow the CODE BLUE (adult) or CODE PINK (infant/child) action plan below.

- CODE BLUE or CODE PINK: Cardiac Arrest
 - CODE BLUE is to be called when an adult research participant is suffering from a cardiac arrest. CODE PINK is to be called when an infant or child research participant is suffering from a cardiac arrest. A cardiac arrest is defined when a person is not breathing or when a pulse cannot be felt.
 - Remember your three C's: **C**all for help, start cardiopulmonary resuscitation (**C**PR), and get the crash **C**art. See Appendix B: Calling a CODE BLUE or CODE PINK.
 - Dial KHSC (KGH campus) extension 4444 and speak with one of the switchboard operators. Indicate your name and title, CODE BLUE or CODE PINK, and your location in the hospital (i.e. W.J. Henderson Centre for Patient-Oriented Research, Connell 4, Room 2-4-XXX).
 - If you are trained, start CPR. Remember your ABC's: airway, breathing, and circulation.
 - Send someone to grab the crash cart and return with it to your location. The crash cart is located on **KIDD 4 next to the nurse's station**. The cardiac arrest team arriving (Adult Cardiac Arrest Team if CODE BLUE or Paediatric Cardiac Arrest Team if CODE PINK) will need the crash cart.
 - In general, for research areas located in/near a clinical area, the crash cart is located on the clinic floor usually next to a nurse's station. For research areas located in a non-clinical area, you need to grab the automatic external defibrillator (AED) on a hallway wall closest to your location. It is recommended that users of WJHCPOR familiarize themselves as to the location of the closest crash cart or AED to their research location within the hospital in case of a future emergency.

5.0 SOP HISTORY

SOP Number	Date Issued	Summary of Revisions
SOP-CC-01	01-DEC-2017	Original version.
SOP-CC-02	01-MAY-2019	Bi-annual review of SOP completed. SOP header format updated. SOP version number updated. SOP effective date updated. Removed "Contacts" section from SOP. Updated section number for "SOP History". Updated titles for emergency codes (Code Orange, Code Amber, Code Black, Code Brown, Code Grey, Code Purple, Contingency Plans) under Section 4.0. Updated "SOP History" section. No updates needed to Appendix A or B.