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

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| CODE BLUECARDIAC 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 REDFIRE | * 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 WHITEVIOLENCE / 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 YELLOWMISSINGPERSON | * 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 BLACKBOMB THREAT / SUSPICIOUSPACKAGE | * 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 GREYSHELTER INPLACE / AIREXCLUSION | * Move staff and visitors inside
* Close all doors and windows
* Follow instructions
* Be prepared to evacuate if necessary
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| CODE GREENEVACUATION | * Follow instructions and provide assistance as required
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| CODE BROWNCHEMICAL SPILL / HAZARDOUSMATERIAL | * 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 ORANGEMASS CASUALTYINCIDENT | * 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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| SEVEREWEATHER | **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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