EMERGENCY CODE RESPONSE
PM • TG • TW • KDT • BC • LC • RC • UC
QUICK REFERENCE CHART v20181

CODE RED
Fire

Fire SAFETY & RESPONSE IS EVERYONE'S RESPONSIBILITY!

IF YOU DISCOVER A FIRE, REACT!
- Call out "Code Red, location..." (Repeat until help arrives).
- DO NOT call out "Fire!". Staff must stay in immediate area to go to location and provide assistance.
- Do not remove Occupants (PRIORITY IS ALWAYS REMOVE ANYONE IN IMMEDIATE DANGER FIRST)
- Isolate Area
- Activate Fire Alarm
- Call 5555 and state location of the fire (building/floor/room)
- Try to fight the fire ONLY if you are trained, confident and if the fire is small and contained.

CODE GREEN
Evacuation

IMMEDIATE (no time to prepare) - Evacuate room where occupants are in immediate danger and must be removed rapidly. Initiate immediate REACT procedure.
- SHELTER IN PLACE - Staff, patients and visitors stay in rooms with doors closed until further instruction through overhead announcement.
- HORIZONTAL EVACUATION - Move staff, patients and visitors to a safe location beyond fire/smoke barrier doors on the same floor. Persons in immediate danger must take precedence over all other actions. Move patients in the following priority order:
  1. In Immediate Danger
  2. Ambulatory
  3. Wheelchair
  4. Non-Ambulatory/Bed Bound
- VERTICAL EVACUATION - Evacuate a floor vertically towards ground level to a safe location, typically two floors away from the incident. This type of evacuation is controlled and managed and is directed by an Incident Commander/Toronto Fire Services.
- PARTIAL BUILDING EVACUATION - Evacuation of buildings or a floor of a building which are either fully or partially impacted. This type of evacuation is controlled and managed and is directed by an Incident Commander/Toronto Fire Services.
  o Open nearest Code Response Kit and take out the Code Green Evacuation bin. Follow instructions on the Code Green Action Card.

CODE BLACK
Bomb Threat

IF YOU RECEIVE A THREAT BY TELEPHONE, KEEP CALLER TALKING (RECORD AS MUCH AS POSSIBLE). BE CALM, COURTEOUS AND SYMPATHETIC (DO NOT INTERRUPT THE CALLER).
- Dial 5555 immediately. Complete the Bomb Threat Form available in the Code Black binder in the nearest Code Response Kit.
- If you receive a threat by letter, avoid handling the article. Isolate the suspicious object and evacuate the immediate area.
- Identify and secure the object (building/floor/room number).
- If you receive or find a suspicious package, DO NOT TOUCH or move the object. Isolate the suspicious object and evacuate the immediate area.
- Dial 5555 immediately - provide exact location (building/floor/room number).
- If you hear the alarm, leave immediately. Do not reenter the building and remain calm until you receive further instruction in the All Users Email. Open nearest Code Response Kit and take out the Code Black binder. Follow all instructions on the Code Black Action Card. Complete a visual search of your entire area and complete the Floor Check Form. DO NOT move items to search for objects.

CODE YELLOW
Missing Person

IF DISAPPEARANCE OF A PERSON IS REPORTED AND PERSON IS MISSING FROM YOUR UNITS/EVENTS AREA:
- Notify your Manager/Delegate/Code Captain immediately and search your area. Contact Security to request search of public areas (Dial 4111 for Security at PM, TGH and TWH or 30870 for Security at BC, LG, RC, and UC).
- If the normal telephone system fails use the System Failure Telephones.
- If you discover a Code Yellow overhead announcement, it means that an active shooter has been reported in your area. Open nearest Code Response Kit and take out the Code Yellow binder. Complete an search of your entire area and follow the instructions on the Code Yellow Action Card. Search your entire area and complete the Floor Check Form.
- If you find the person or have any information, dial 5555 immediately.

CODE BROWN
Hazardous Spill

IF YOU DISCOVER A SPILL:
- Do NOT touch the spill. Dial 5555 - provide exact location (building/floor/room number).
- Inform operator of the type of spill and quantity, if known. Move staff, patients and visitors away from spill. Try to close the area.
- Do not enter the area until released to do so.
- If you hear a Code Orange overhead announcement, do not enter the area.

CODE WHITE
Violent Person

IF YOU ENCOUNTER A VIOLENT PERSON, DIAL 5555 - provide exact location (building/floor/room number). Inform operator of the violent acts and any information that you may have.
- If you discover a Code White overhead announcement, do not enter the area.
- If you are taken hostage, avoid doing anything that may escalate the situation. Be patient. The police are engaged in a program designed to rescue you unharmed.
- If you are in a hostage area, remove yourself and others at risk, if safe to do so. Dial 9-911 (911 from a mobile phone) for help.
- If you hear a Code Orange overhead announcement, it means that a mass casualty incident or disaster has occurred and that casualties have arrived or will be arriving. This may overwhelm the Emergency Department and other departments in the hospital. Return to your unit. Limit external calls and take direction from your site Incident Commander.

CODE PURPLE
Hostage

IF YOU ARE HOSTAGED:
- Do not resist. Persons in immediate danger must take precedence over all other actions.
- Move patients in the following priority order:
  1. Immediate Danger
  2. Ambulatory
  3. Wheelchair
  4. Non-Ambulatory/Bed Bound
- Do not reenter the building.
- Do not make eye contact or provide any direct communication with the hostage taker.
- Do not enter the area until released to do so.
- Do not attempt to rescue you unharmed. Make every effort to contact Toronto Police or Toronto Fire Services.
- If you hear a Code Purple overhead announcement, it means that a mass casualty incident or disaster has occurred and that casualties have arrived or will be arriving. This may overwhelm the Emergency Department and other departments in the hospital. Return to your unit. Limit external calls and take direction from your site Incident Commander.

CODE SILVER
Active Shooter

IF YOU DISCOVER A MEDICAL GAS SYSTEMS FAILURE:
- Inform your Manager/Supervisor/Delegate/Code Captain immediately.
- An Automatic alarm switches on and on-duty facilities engineer (PM, TG, TW).
- Staff will direct care duties to return to their unit for further direction. Patient care needs to be assessed.

CODE GREY
Major IT Incident

IF YOU DISCOVER A FLOOD THAT PRESENTS IMMEDIATE DANGER, DIAL 5555 - PROVIDE EXACT LOCATION (BUILDING/FLOOR/ROOM NUMBER).

Code Response Kit
All staff can open the kit. There is a kit on every floor of every building.
- To open, break red tie by pulling on the doors.
- Take out appropriate code material.
- Return materials after code is cleared.
- Kit will be checked, restocked and re-tied.