











CODE RED Fire	<p>If you discover a fire, REACT - call out "Code Red, location..." (Repeat until help arrives). DO NOT call out "fire". Staff in immediate area to go to location and provide assistance.</p> <ul style="list-style-type: none"> Remove Occupants (PRIORITY IS TO ALWAYS REMOVE ANYONE IN IMMEDIATE DANGER FIRST) Enclose 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	<ul style="list-style-type: none"> IMMEDIATE (no time to prepare) - Evacuate room where occupants are in immediate danger and must be removed rapidly. Initiate 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: <ul style="list-style-type: none"> 1. In Immediate Danger 2. Ambulatory 3. Wheelchair 4. Non-Ambulatory/Bed Bound <ul style="list-style-type: none"> Resistive patients who refuse to move may be sheltered in place. Inform Security or Toronto Fire Services of their location. VERTICAL EVACUATION - Evacuation of 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 or FULL BUILDING EVACUATION - Evacuation of floors of a building, full building or entire site. This type of evacuation is controlled and managed and is directed by an Incident Commander/Toronto Fire Services. <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> If you receive a threat by telephone, keep caller talking (record as much info 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. Dial 5555 immediately - provide exact location (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 a Code Black overhead announcement, remain calm and do not evacuate. Review 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	<ul style="list-style-type: none"> If you discover that a person is missing from your unit/department and their absence arises concern: <ul style="list-style-type: none"> 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 / Dial 3070 for Security at BC, LC, RC, and UC). If person is still not found, open nearest Code Response Kit and take out the Code Yellow binder. Complete the Missing Person Search Procedures Checklist and follow all instructions on the form. If you hear a Code Yellow overhead announcement: <ul style="list-style-type: none"> Open nearest Code Response Kit and take out the Code Yellow binder. Follow all 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	<ul style="list-style-type: none"> 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 enclose the area. If you hear a Code Brown overhead announcement, do not enter the area. 																	
CODE WHITE Violent Person	<ul style="list-style-type: none"> If you encounter a violent person, dial 5555 - provide exact location (building/floor/room number). If possible, remove all at risk individuals from the immediate area. Remain on scene to provide information to the Code White Response Team. If you hear a Code White overhead announcement, do not enter the area. 																	
CODE PURPLE Hostage	<ul style="list-style-type: none"> 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) from a safe location. If you hear a Code Purple overhead announcement, do not enter the area. 																	
CODE SILVER Active Shooter	<ul style="list-style-type: none"> If you are in the immediate area of a firearm situation, evacuate (RUN – get out!) only if safe to do so. If it is not safe to evacuate, HIDE (be quiet!). Immediately seek cover (behind a locked door, in a closet, under a desk). Turn off lights and remain silent (turn off electronic devices). Remain out of public view until the code is cleared overhead. Dial 9-911 (911 from a mobile phone) only when safe to do so. As a last resort and only if your life is in imminent danger FIGHT – this is your life! Use improvising weapons, act aggressively, yell and commit to your actions. If you are near the code silver location, evacuate (RUN – get out!) only if safe to do so. If it is not safe to evacuate, HIDE (be quiet!). Immediately seek cover (behind a locked door, in a closet, under a desk). Turn off lights and remain silent (turn off electronic devices). Remain out of public view until the code is cleared overhead. Dial 9-911 (911 from a mobile phone) only when safe to do so. If you hear a Code Silver – Active Shooter overhead announcement, do not enter the area. Seek shelter until code is cleared. 																	
CODE ORANGE Mass Casualty Incident	<ul style="list-style-type: none"> If you hear a Code Orange ALERT overhead announcement it means that notification of a mass casualty incident or disaster has been received but the extent and number of casualties is not confirmed. Return to your unit. Stand-by for further instructions. Check email. If you hear a Code Orange RESPONSE 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 BLUE Cardiac Arrest/Medical Emergency	<ul style="list-style-type: none"> If you discover a staff, patient or visitor who is unresponsive, dial 5555 - provide exact location (building/floor/room number). 																	
CODE GREY Internal Flood	<ul style="list-style-type: none"> If you discover a flood that presents immediate danger, dial 5555 - provide exact location (building/floor/room number). 																	
CODE GREY Loss of Clean Water Service	<ul style="list-style-type: none"> If you discover a loss of water service or malfunction, inform your Manager/Supervisor/Delegate/Code Captain immediately. Contact Facilities (regular hours) or Locating/Switchboard to page Facilities (regular hours or after hours TG, TW, PM) or Security (after hours BC, LC, RC, UC). 																	
CODE GREY Loss of Sewage Service	<ul style="list-style-type: none"> If you discover a loss of sewage service, inform your Manager/Supervisor/Delegate/Code Captain immediately. Contact Facilities (regular hours) or Locating/Switchboard to page Facilities (regular hours or after hours TG, TW, PM), or Security (after hours only BC, LC, RC, UC). 																	
CODE GREY Medical Gas Systems Failure	<ul style="list-style-type: none"> If you discover a medical gas systems failure, inform your Manager/Supervisor/Delegate/Code Captain immediately. <ul style="list-style-type: none"> An Automatic alarm alerts switchboard and on duty facilities engineer (PM, TG, TW). Staff with direct patient care duties to return to their unit for further direction. Patient care needs to be assessed. 																	
CODE GREY Power Failure	<ul style="list-style-type: none"> If you experience a power failure, inform Locating/Switchboard – provide location and describe extent of power failure. <ul style="list-style-type: none"> During a hospital-wide power failure, generators will provide electrical power to limited areas. All red outlets are served by emergency generators. To obtain emergency supplies: Open nearest Code Response Kit. 																	
CODE GREY Telephone System Failure	<ul style="list-style-type: none"> If the normal telephone system fails use the System Failure Telephones located throughout the hospital. To obtain a list of each site's System Failure Telephone numbers go to http://intranet.uhn.ca/directory/system_failure/ 																	
CODE GREY Major IT Incident	<ul style="list-style-type: none"> If you hear a "Code Grey and IT service impacted" overhead announcement, it means that an <i>Unplanned Service Disruption</i> has occurred; clear, concise instructions will be provided. 																	
Safety/Security Incident	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Security</td> <td style="width: 25%;">PM, TG, TW : x4111</td> <td style="width: 25%;">KDT : x2159</td> <td style="width: 25%;">BC, LC, RC, UC : x3070</td> </tr> <tr> <td>Switchboard/Locating</td> <td>PM, TG, TW : x3155/0</td> <td>KDT : x3155/0</td> <td>BC, LC, RC, UC : x3000</td> </tr> </table>	Security	PM, TG, TW : x4111	KDT : x2159	BC, LC, RC, UC : x3070	Switchboard/Locating	PM, TG, TW : x3155/0	KDT : x3155/0	BC, LC, RC, UC : x3000									
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Code Response Kit	<p>All staff can open the kit. There is a kit on every floor of every building.</p> <p>➊ To open, break red tie by pulling on the doors. ➋ Take out appropriate code material. ➌ Return materials after code is cleared. Close doors and leave untied. ➍ Kits will be checked, restocked and re-tied.</p>	