

2016_Emergency Codes_English_Content

Emergency Preparedness Codes – Overview

Emergency Paging Codes

**Find this information
attached to
your ID card!**

Code	Telephone / Téléphone			Description
	Civic	General	Riverside	
Red/Rouge	1-5555	7-5555	8-5555	Fire / Feu
Green/Vert	1-5555	7-5555	8-5555	Evacuation / Évacuation
Orange	1-5555	7-5555	8-5555	Disaster / Désastre (Internal or External / Interne ou externe)
Blue/Bleu	1-5555	7-5555	8-5555	Cardiac Arrest / Arrêt cardiaque
White/Blanc	1-5555	7-5555	8-5555	Violent/Behavioural Situation Comportement agressive ou violent
333	1-5555	7-5555	8-5555	Obstetrics Emergency – Mother Urgence en obstétrique – Maman
222	1-5555	7-5555	8-5555	Neonatal Emergency Urgence chez les nouveau-nés
Amber	1-5555	7-5555	8-5555	Infant Abduction / Enlèvement d'un nouveau-né
Black/Noir	1-2999	7-2999	8-2999	Bomb Threat or Suspicious package Alerte à la bombe ou colis suspect
Yellow/Jaune	1-2999	7-2999	8-2999	Missing Patient / Patient disparu
Brown/Brun	1-2999	7-2999	8-2999	Hazardous Materials Spill Déversement de matières dangereuses
Purple/Violet	1-5555	7-5555	8-5555	Hostage / Shooter Prise d'otage / Tireur

Emergency Preparedness

Code Red

Code	Civic	Telephone / Téléphone			Description
		General	Riverside	Queensway	
Red/Rouge	1-5555	7-5555	8-5555	5555	Fire / Feu

Code Red - Fire

To know what to do in case of a Code Red, remember the acronym **S.C.A.T.E.**

Save

Contain

Alarm

Telephone

Extinguish or **E**vacuate



S.C.A.T.E.

Sometimes the sequence of the steps have to be re-arranged due to the situation.

For example - if smoke or flame is present and there is a pull station beside you then pull it first and then complete the other steps.

However it is important that the sequence is completed for everyone's safety.

S

C

A

T

E

S

Save ...The patients, visitors, and co-workers. Relocate away from the fire into the corridor.

C

Close ... the door to Contain the fire, smoke and hot gases in the room. Place a wet towel or blanket at the bottom of the door to keep the smoke and hot gases in the room if possible.

A

Alarm ... Yell “Code Red, Code Red” to alert co-workers. Do NOT yell “Fire” (may cause panic). Activate the fire alarm system by pulling a pull station located by most exit doors and most nursing stations.

T

Telephone ... the Emergency Number and inform them of the location of the fire.

Code	Telephone / Téléphone				Description
	Civic	General	Riverside	Queensway	
Red/Rouge	1-5555	7-5555	8-5555	5555	Fire / Feu

E

Evacuate or Extinguish ...The Ottawa Fire Department (OFD) prefers that we evacuate our patients and allow OFD to extinguish the fire. Always move towards an exit and remember the air is freshest by the floor in a smoky environment – stay low.

There is a Fire: What do you do?

This content only covers basic information about responding to fires at TOH.

Each area has a Fire Response Plan.
Make sure you review the Plan for your area so
you know how to respond!

If you're not sure where to find the Fire Response plan for your area contact your Manager.

Fire Safety:

Immediate actions upon discovery of a fire



Remain calm... Remove patient to safety... Close door

Activate the nearest fire alarm pull station

Shut off all electrical equipment and oxygen
(if safe to do so)

- Normally located near the ACC desk behind a clear piece of plexi-glass.
- This valve should only be closed if the person closing it knows how it will affect the patients.

Fight the fire with a portable fire extinguisher if safe to do so

The most responsible person (or person in charge of the floor) will don a vest

Fire Equipment Locations



Pull Station

Near exits, stairwells and elevators



Fire Zone Map

Throughout buildings (in fire hose cabinets at General Campus only)



Fire Hose Cabinet and Fire Extinguishers

In corridors



Oxygen Shut Off Valve

In or near nursing stations, in corridors or near the entrance to corridors

Two Stage Fire Alarm System

Stage 1 Fire Alert

Activated by fire alarm pull stations

- Bells rings at 20 strokes per minute
- Switchboard/Telecommunications announces "**CODE RED**" and Location

Stage 2 Evacuation Alarm

Activated by key inserted into fire alarm pull station

- After investigation of First Stage
- Bells ring at 120 strokes per minute
- Indicates an area of the hospital or the entire hospital will be evacuated
- Switchboard/ Telecommunications announces a "**CODE GREEN**" and we direct the evacuation

Two Stage Fire Alarm System

The following locations have two stage fire alarm systems:

- General Campus
- Riverside Campus
- Queensway Carleton
- TRC - The Rehabilitation Centre
- Main building at the Civic Campus (see exceptions on next slide)

Stage 1 – Fire Alert

What do you do if you hear the bell ringing
20 strokes per minute?

Listen for announcements

Is the Fire Alert on your unit?

[Click here to see what to do](#)

Is the Fire Alert nearby?

[Click here to see what to do](#)

Stage 2 – Evacuation Alarm

What do you do if you hear the bell ringing
120 strokes per minute?

Listen and follow the instructions on the announcement

Do not evacuate until a **Code Green announcement is made for your area**

Will you need to evacuate?

[Click here to see what to do](#)

Is the Fire Alert on your unit?

[Click here to see what to do](#)



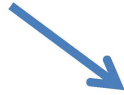
Stage 1 – Fire Alert

Is the fire alert on your unit?

- All staff who work in the immediate/adjacent alarm area will return to their unit
- Help to evacuate all persons from *immediate* danger
- Turn On all lights
- Close all doors to the fire affected area
- Prepare for a possible evacuation

Is the Fire Alert nearby?

[Click here to see what to do](#)



Stage 1 – Fire Alert

Is the fire alert nearby, for example, on a floor or office above, below or beside you?

- Listen to instructions from the Most Responsible Person on your Floor - it may involve tasks like keeping patients and visitors calm, preparing patients and visitors for an eventual evacuation, closing doors to all rooms, clearing hallways
- Do not use elevators (they act like chimneys to combustion gases)
- At no time are staff to breach any fire door enclosing the fire zone unless specified in their duties like members of the Fire Brigade, nurses, and runners...

Will you need to evacuate?

[Click here to see what to do](#)



Stage 2 – Evacuation Alarm

If your unit may need to Evacuate:

- All staff who work in the immediate/adjacent alarm area will return to their unit
- Turn On all lights
- Turn Off all equipment
- Close all doors to the fire affected area
- Prepare for a possible evacuation

Do not evacuate until a **Code Green** announcement is made for your area.

Locations with One Stage Fire Alarm System

The following locations only have a One Stage Fire Alarm System

- Civic Campus:
 - Civic Parkdale Clinic (CPC)
 - Administration building
 - Laboratory Medicine
 - University of Ottawa Skills and Simulation Centre (previously Loeb Building)
 - Grimes Lodge
 - Power plant
- All satellite locations

If you hear the fire alarm, evacuate immediately!

Fire in a Room

If the door is **hot**, do NOT open it

- Place a wet towel at the bottom of the door to prevent the smoke from entering the corridor
- Continue with evacuation of other rooms



Classes of Fire

CLASS "A"

- Fires involving ordinary combustibles such as wood, rags, etc.



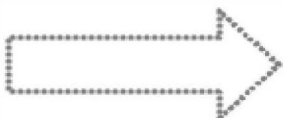
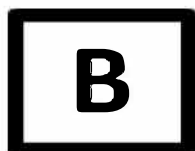
Use a fire extinguisher with Class A rating when fighting this type of fire



Classes of Fire

CLASS "B"

- Fires involving flammable and combustible liquid such as gas, Varsol®, grease, etc.



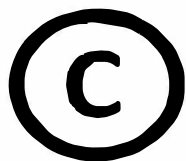
Use a fire extinguisher with Class B rating when fighting this type of fire



Classes of Fire

CLASS "C"

- Fires involving energized electrical equipment such as fuse boxes, transformers, electric kettles, etc.



Use a fire extinguisher with Class C rating when fighting this type of fire

CO₂ Extinguishers

When using a CO₂ fire extinguisher on a Class B or C fire, remember:

Do NOT hold the horn

- Hold the extinguisher by the handle only
- The extinguishing agent comes out very cold and will cause great discomfort to a hand if exposed for too long



Holding the hose on a Class A or an ABC fire extinguisher is perfectly safe



Classes of Fire

Class A, B, C

- **Multi purpose dry chemical fire extinguishers** are only to be used in [Mechanical spaces, Electrical vaults, [and parking garages

The powder is very fine and mildly acidic



Fire Extinguisher Types – which do I use?

Ordinary



Combustibles

Flammable



Liquids

Electrical



Equipment

Think...



A is for “Ash”



B is for “Barrel”



C is for “Current”



Fire Extinguisher “PASS” Method



PULL the pin



AIM at the base of the fire



SQUEEZE the handle



SWEEP using a sweeping motion

Emergency Preparedness: Code Green

Code	Telephone / Téléphone				Description
	Civic	General	Riverside	Queensway	
Green/Vert	1-5555	7-5555	8-5555	5555	Evacuation / Évacuation

Code Green - Evacuation

A Code Green may be activated in response to a number of situations. These can include.

- fire (Code Red),
 - hazardous material spill (Code Brown),
 - an actual bomb threat (Code Black),
 - any situation where relocation of personnel is required
- During a severe event strain on campus resources may require the support of other campuses and community partners.
- This would likely attract widespread media interest.

Code Green - Evacuation Procedures

The “Most Responsible Person” in your area decides when and how to evacuate

Horizontal

- First choice
- Easiest method of evacuation
- Involves moving patients on the same level across fire zones

Vertical

- Second choice
- More difficult, especially if patients are not ambulatory
- Involves moving patients down levels

Voice Announcement to Evacuate

In the case of a Total Evacuation it will be announced by:

- Rapid Bell Alarm
- Voice Announcement over P.A. System

*“Attention all staff. **CODE GREEN.***

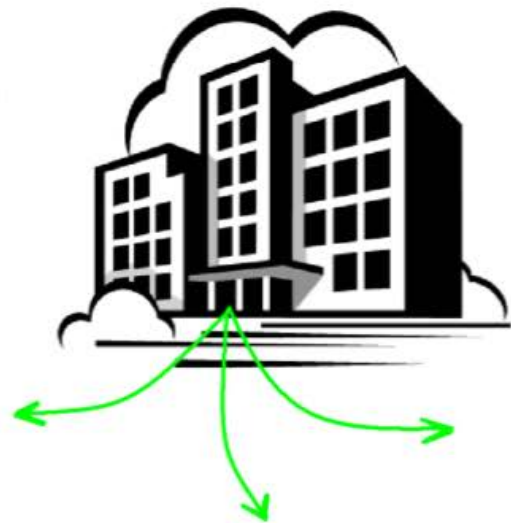
Total hospital evacuation.

Please follow your departmental evacuation plan”

Total Hospital Evacuation

A total Hospital Vertical Evacuation can only be authorized by:

- Hospital CEO or Designate
- City of Ottawa Fire Chief



Evacuation Priorities

1. **Priority One:** All ambulatory patients are led down the stairs to the assembly area. One staff member is placed in charge of this group.
2. **Priority Two:** Semi-ambulatory patients are assisted down the stairs. These patients can sit on the stairs to help themselves down. One staff member is placed in front and one staff member at the back so this group is constantly monitored and assistance can be given whenever necessary.
3. **Priority Three:** These patients are moved using lifts and carries. Patient (non-ambulatory) are further categorized according to their degree of difficulty to move, such as:
 - *ICU*
 - *Operating Rooms*
 - *Patients in traction*

Under certain circumstances the Fire Fighters elevators will be used.

Satellite Relocation Centres

During a full evacuation The Ottawa Hospital will evacuate to the following locations:

Civic Campus		Fisher Park Public School
General		Hillcrest High School
Riverside		General Campus / Hillcrest
TRC		General Campus / Hillcrest

Emergency Preparedness: Code Black

Code	Telephone / Téléphone				Description
	Civic	General	Riverside	Queensway	
Black/Noir	1-2999	7-2999	8-2999	5555	Bomb Threat or Suspicious package Alerte à la bombe ou colis suspect

Code Black - Bomb Threat

Bomb threats can come from a variety of sources, although *the most common is the telephone bomb threat.*

HOW DO YOU REACT?

The action that you take will directly impact upon the Hospital's response to the threat.

Treat all threats seriously.



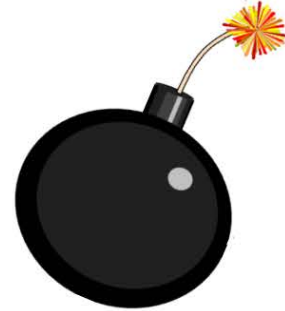
Code Black - Bomb Threat

Someone has told you they've planted a bomb...

What do you do?

1. Key questions to ask:

- Where is the bomb?
- When will it explode?
- What does it look like?
- What will make it explode?



2. Call Security:

Code	Telephone / Téléphone				Description
	Civic	General	Riverside	Queensway	
Black/Noir	1-2999	7-2999	8-2999	5555	Bomb Threat or Suspicious package Alerte à la bombe ou colis suspect

- other sites - Dial 911

Code Black

Use a landline telephone

When reporting the threat only use a landline telephone that is plugged into the wall.

DO NOT USE ANY WIRELESS DEVICES such as:

- cell phones, smart phones
- walkie-talkies
- cordless phones, etc.



The signal emitted by these devices could possibly detonate the device.

Code Black - Checklist

Fill out the Bomb Threat Checklist ASAP

Found on
myHospital

- Employee Services
- Emergency Preparedness page
- Code Black Resources on the left
- then Bomb threat checklist on the top of the page

The screenshot shows the myHospital website interface. The navigation menu includes: TOH Today, About TOH, Policies and Procedures, Departments and Teams, and Employee Services. The Employee Services dropdown menu is open, showing options like Accessibility, Benefits and Pension, Jobs at TOH, Discounts and Services, Education and Training, Emergency Preparedness (highlighted), Mission Statement, and Fire Safety Training. The Emergency Preparedness page is displayed, featuring a 'Know the Codes' section with a color-coded legend for Code Amber, Code Black, Code Brown, Code Green, Code Orange, Code Purple, Code Red, and Code Yellow. The 'Code Black Resources' link is highlighted in the left sidebar.

Code Black - Performing a Search

- We ask that staff perform their own search in their areas to look for anything suspicious
- If you find a suspicious package, **DO NOT TOUCH IT.** Evacuate the immediate area and call Security

Code	Telephone / Téléphone				Description
	Civic	General	Riverside	Queensway	
Black/Noir	1-2999	7-2999	8-2999	5555	Bomb Threat or Suspicious package Alerte à la bombe ou colis suspect


- We ask for the staff to help in searching their own areas because they know them best and will know if something is out of the ordinary

Emergency Preparedness: Code Purple

Code	Civic	Telephone / Téléphone General	Riverside	Queensway	Description
Purple/Violet	1-5555	7-5555	8-5555	5555	Hostage / Shooter Prise d'otage / Tireur

VIDEO



This video has been sponsored by the hospitals in Massachusetts Preparedness Region IV and developed through a contract with the Emergency Preparedness Bureau at the Massachusetts Department of Public Health, with funding from the Office of Assistant Secretary for Preparedness and Response (ASPR) as part of the Hospital Preparedness Program. 

To watch this video:

<https://www.youtube.com/watch?v=rS1bo5HJMpo>

Available with permission from: vimeopro.com/lmpgeneral/armed-are-you-ready/video/74108005

Code Purple

ACTIVE SHOOTER

If you and your patient can:

- 1) RUN
- 2) HIDE (lockdown)
- 3) FIGHT

From a safe location: call 911 or Security at:

Code	Telephone / Téléphone				Description
	Civic	General	Riverside	Queensway	
Purple/Violet	1-5555	7-5555	8-5555	5555	Hostage / Shooter Prise d'otage / Tireur

When the police arrive:

- Stay out of the way or stay down
- Keep your hands in the air, do not make any fast moves
- Follow all instructions from the police

Code Purple

ACTIVE SHOOTER

Staff and patients in distant area from shooting incident:

- Avoid Incident area. Stop all movement in building.
- Quickly remove staff, patients and visitors from main corridors and close, lock / barricade unit doors.
- Cover door, windows.
- Turn off lights.
- Stay quiet and silence all electronic devices.
- Take cover in secure areas (e.g. conference rooms, bathrooms, offices) that can be locked or barricaded with heavy furniture. Move occupants away from exposed windows.

Emergency Preparedness:

Code Purple: Hostage Situations

Code	Civic	Telephone / Téléphone			Description
		General	Riverside	Queensway	
Purple/Violet	1-5555	7-5555	8-5555	5555	Hostage / Shooter Prise d'otage / Tireur

Hostage Taking: Immediate Response

Authority to declare:

Anyone who receives, by way of telephone, fax, e-mail, or in person, a notice that a **hostage-taking** situation exists, will contact Telecommunications at 1, 7, or 8-5555 advising of the details.

Code	Civic	Telephone / Téléphone			Description
		General	Riverside	Queensway	
Purple/Violet	1-5555	7-5555	8-5555	5555	Hostage / Shooter Prise d'otage / Tireur

General response by staff in hostage area

- STAY CALM. Pay close attention to detail. Accept the situation and be prepared to wait.
- The first 15-45 minutes are the most dangerous. Follow the instructions of your captor(s).
- Be cooperative. Don't speak unless spoken to and only if necessary.
- Don't try to escape unless your life is in immediate danger and you have no other option.

