**Emergency Codes and Basic Staff Response**

**(see department policies and procedures for additional details)**

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| **Problem** | **Description** | **Initial Response** | **Secondary Response** | **Follow Up** |
| Bomb Threat**CODE ORANGE** | Notification of a bomb in the MTF, possibly by an outside caller | Immediately notify a coworker or your supervisor and ask them to call 911/Security or AOD during after duty hours. Obtain as much information as possible using the Threatening Phone Call Checklist.  | Report all information.  | Search the area for a bomb; **do not touch if found**; report anything suspicious; complete the bomb threat form in the Security Management Plan |
| FireCODERED | Fire, smoke or burning smell | **R**escue those in immediate danger**A**ctivate fire alarm via the nearest pull station, call 911**C**ontain the fire (close doors)**E**vacuate/Extinguish if you can do so safely | Extinguish flame with fire extinguisher**P**ull the pin**A**im the hose**S**queeze the handle**S**weep from side to side aiming at the base of the fire | Follow procedures evacuation or defend in place procedures for your work area.  |
| Hazardous Materials Spill or Release**CODE****YELLOW** | Incident spillSmall spill presenting **NO** hazard to trained employee or the environmentEmergency SpillAny spill which may present a hazard to people or the environment, and the effects are unknown | Consult the **SDS**. Trained user cleans up spill with appropriate personal protective equipment/decontamination materialsIsolate the spill areas (evacuate); deny entry to others; notify the spill response team; notify your supervisor; call the Safety Office | Properly dispose of spill clean-up waste materials; consult SDSSeek/coordinate medical treatment of decontaminated victim. Assist contaminated victims in decontamination process if you can do so safely | Complete report of the incident (Memorandum for Record)Complete report of the incident (Memorandum for Record) |
| HostageCODEGRAY | An individual is being held against their will by an unarmed/armed perpetrator | Clear the area to avoid others from becoming a hostage | Report all pertinent information to supervisor and Security  | Complete incident report form located in the Security Management Plan  |
| Infant KidnapCODEPINK | An infant is missing or is known to be kidnapped | Go to closest exit and watch for a person with an infant that is not being escorted out, or with a package which could hold an infant  | Ask to verify infant identity (wrist name tag) or see contents of package; get clear description of adult and note direction of travel | Immediately report information on any suspect to the Nursing supervisor and Security |
| Radioactive Incident**CODE PURPLE** | See Hazardous Materials Spill/ Release procedures above | Isolate the spill area (evacuate); deny entry to others; notify supervisor | Notify Nuclear Medicine, who will coordinate response | Complete report of the incident |
| Unusual Incident | Not covered by other plans | Clear the area; notify supervisor | Follow instructions from leaders | Complete report of the incident |