**Emergency Codes and Basic Staff Response**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |
| Fire CODERED | 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 spill Small spill presenting **NO** hazard to trained employee or the environment Emergency Spill Any 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 materials  Isolate 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 SDS  Seek/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) |
| Hostage CODEGRAY | 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 Kidnap CODEPINK | 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 |