

Health Care Contingency Plan Supplementary Document

Purpose Statement: To provide best practice standards for emergency color code activation and associated processes.

At a minimum, emergency color code contingency plans should outline direction in all of the following areas when applicable:

1. Notification / Communication Processes
 - a. Code shall be paged 3x in succession
 - b. Processes for “runners” in the event no overhead paging system exists shall be defined in the applicable contingency / response plan
2. Resources / Assistance Required (911 vs. Internal Response)
3. Response actions required by internal / external stakeholders

In addition to the above, additional consideration and direction should be provided as it relates to the type of event indicated:

Additional Considerations	
Red: Fire / Smoke	<ul style="list-style-type: none"> Personnel /patients / family should use the emergency stairwells for egress as elevators are not to be used Staff should remain in pairs whenever possible Staff should know where marshalling areas are in the facility
Green: Evacuation	<ul style="list-style-type: none"> Guidelines for both a full and partial evacuation of a facility/site/department shall be included as well as consideration given to vertical and horizontal evacuation Personnel should be aware of the function, use, and location of any equipment that may aid in a full or partial evacuation Muster points should be identified and remain up to date as part of this contingency plan Sign in and/or sign out processes should be identified in the plan wherever possible
Yellow: Missing Patient / Client	<ul style="list-style-type: none"> Guidelines to coordinate a search of a missing patient or client across multiple departments or sites at a facility shall be defined A description of the missing patient/client should be obtained and a template provided outlining the necessary information that would be required Define the criteria/process for facility lockdown in the event of a Code Yellow
Grey: External Air Exclusion	<ul style="list-style-type: none"> The process for closing air intakes should be defined in this contingency plan Define the criteria/process for ‘shelter in place’ in the event of a Code Grey, if required. (Access restriction, etc.) All windows and doors leading to the outside should be closed
White: Violence / Aggression	<ul style="list-style-type: none"> The criteria for the engagement of RCMP / local police shall be defined in the contingency plan De-escalation or violence prevention documents shall be referenced / linked in the plan for staff accessibility Criteria for a Code White Response team and their responsibilities shall be outlined in the contingency plan if applicable to the facility

<p>Pink: Infant / Child Abduction</p>	<ul style="list-style-type: none"> • A description of the missing infant and assailant should be obtained and a template provided outlining the necessary information that would be required • Define the criteria/process for facility lockdown in the event of a Code Pink • Guidelines to coordinate a search of a missing patient or client across multiple departments or sites at a facility shall be defined
<p>Orange: Mass Casualty Incident</p>	<ul style="list-style-type: none"> • Notification pathway for relevant departments shall be identified in the plan such as emergency department, diagnostics, laboratory, etc. • Pathways for accessing or re-distributing personnel to support in a Mass Casualty Incident shall be defined in the contingency plan • Operating procedures for the procurement of additional medical supplies [such as supply carts] as well as workforce shall be detailed in this plan • Relevant surge protocols shall be referenced / linked in the contingency plan for staff accessibility where applicable <p>If the facility uses a paper-based system, policy will detail under what circumstances this method is engaged as well as standard operating procedures for this method of registration</p>
<p>Black: Bomb Threat / Suspicious Package</p>	<ul style="list-style-type: none"> • Restrict use of radios and/or cell phones until the all clear is given • Engagement of lockdown procedures to ensure security of the area where the threat has been identified • Templates shall be provided to capture any and all relevant information as it relates to a bomb threat. Template documents for consideration include: <ul style="list-style-type: none"> • Key identifiers of the caller such as accent, slang, or tone • Key identifiers of the individual (s) such as clothes, tattoos, scars, etc. • Package description such as size and/or type (box, letter, etc.) • Considerations for communication to the public may be warranted via Incident Command • The procedure and processes for conducting a search of the area (s) shall be defined in this plan
<p>Blue: Cardiac / Respiratory Arrest</p>	<ul style="list-style-type: none"> • Consideration should be given for whether Pediatric vs. Adult Code Blue events are managed differently (dependent on resources, facility size, etc.) • If a Code Blue team exists in the organization their responsibilities should be defined in this contingency • May be used in conjunction with an alternate code for Medical Emergency (Example: Code 25) • Refer to regional protocols and best practice for management of cardiac / respiratory arrest and engage clinical support as required
<p>Purple: Hostage Taking</p>	<ul style="list-style-type: none"> • RCMP / local police services should be engaged as soon as a hostage taking has been identified • Consider the inclusion of lockdown protocols as they relate to this type of event in the Code Purple contingency • Due to the nature of this event debrief processes for personnel / clients shall be identified in the Code Purple Contingency and/or linked to the document • Sign in and/or sign out processes should be identified in the plan wherever possible to ensure all clients / personnel are accounted for

<p style="text-align: center;">Brown: Hazardous Materials Incident</p>	<ul style="list-style-type: none"> • The use of Material Safety Data Sheets (MSDS) shall be used / referenced in the management of this type of event • Consider the inclusion of lockdown and / or shelter in place protocols in this contingency plan • Define who needs to be informed (Example: Workplace Health and Safety) of the hazardous materials incident • Criteria for when a hazardous materials incident can be managed internally vs. when external support is required shall be defined • Consideration should be given to controlling the spill (Example: Shut off potential sources of heat or ignition. Increase ventilation to the area, etc.). If appropriate.
<p style="text-align: center;">Gold: Trauma Emergency</p>	<ul style="list-style-type: none"> • Code Gold parameters are defined by the appropriate clinical personnel and are dependent on facility resources • Code Gold Team roles and responsibilities shall be defined in this contingency plan where applicable
<p style="text-align: center;">Silver: Armed Assailant</p>	<ul style="list-style-type: none"> • RCMP / local police services should be engaged as soon as an armed assailant has been identified • Personnel should not congregate (Example: Do not pull fire alarm) • Direction of personnel actions are “run, hide, fight” and should be defined in the Code Silver contingency plan • A description of the assailant should be obtained and a template provided outlining the necessary information that would be required