

# [HOSPITAL NAME]

## ADMINISTRATIVE POLICY & PROCEDURE

SUBJECT: <b>HOSPITAL EMERGENCY CODES</b>	POLICY NO.: <b>000</b>	PAGE 1 OF 3
AUTHORIZED APPROVAL:	EFFECTIVE DATE: January 1, 2010	SUPERCEDES/REPLACES: New

### I. PURPOSE

To provide appropriate staff notification to emergency situations utilizing the overhead paging system.

### II. DEFINITIONS

*[Customize your facility's emergency-specific policy reference.]*

CODE NAME	DESCRIPTION	CORRESPONDING POLICY
<i>Code Red</i>	An actual or suspected fire.	Admin P&P ###
<i>Code Blue</i>	A suspected or eminent cardiopulmonary arrest or a medical emergency for an adult patient.	Clinical P&P ###
<i>Code White</i>	A suspected or eminent cardiopulmonary arrest or a medical emergency for a pediatric patient.	Clinical P&P ###
<i>Code Pink</i>	A suspected or actual infant abduction.	Admin P&P ###
<i>Code Purple</i>	A suspected or actual child abduction.	Admin P&P ###
<i>Code Yellow</i>	A bomb threat or the discovery of a suspicious device.	Admin P&P ###
<i>Code Gray</i>	A combative or potentially combative person.	Admin P&P ###
<i>Code Silver</i>	A person with a weapon or a person who has taken hostages (including an active shooter).	Admin P&P ###
<i>Code Orange</i>	An actual or suspected hazardous material spill or release.	Admin P&P ###
<i>Code Green</i>	A missing/eloping patient who is determined to be a danger to themselves or has been identified as a safety risk.	Clinical P&P ###
<i>Code Triage – Alert, Internal or External</i>	A predetermined response to an “all-hazards” incident that may threaten to disrupt the normal operation of the facility.	Admin P&P ###

### III. POLICY

In the event of an emergency situation, a standardized emergency code will be used to alert staff via the overhead paging system and prompt an appropriate, predetermined response.

#### **IV. PROCEDURES**

##### **A. Response & Recovery**

###### **1. Initiating an emergency code**

- a. When an emergency occurs, call the emergency page operator at [number] and provide the nature of the emergency and the location of the incident.
- b. The emergency page operator will immediately notify the appropriate management authority and response personnel in accordance with the corresponding policy as listed in “Section II, Definitions.”
- c. If an overhead page is required, the emergency page operator will use the appropriate emergency code and repeat it three times via the overhead paging system.

###### **2. Terminating an emergency code**

- a. When the incident response is complete, the appropriate authority (e.g., Incident Commander, Team Leader, etc...) will call the emergency page operator and request that they announce an “All Clear.”
- b. When instructed by the appropriate authority (e.g., Incident Commander), the emergency page operator will announce “the [Code Name] is All Clear” three times via the overhead paging system.

##### **B. Education & Training**

###### **1. All employees must be familiar with the following:**

- a. Code Names
- b. Code Definitions
- c. Appropriate number to call (e.g., Emergency Page Operator) to notify of in case of an emergency.
- d. Their specific responsibilities and procedures during an emergency code incident.

###### **2. Emergency codes will be taught in each new hire orientation and refreshed annually at annual update training or skills lab.**

###### **3. Forensic officers (law enforcement guarding prisoners within the facility) must be briefed according to existing policy [insert policy number] as to the appropriate response to each emergency code.**

#### **V. REFERENCES**

Healthcare Emergency Codes: A Guide for Code Standardization, Second Edition, March 2009, accessible via the Internet at [www.HASC.org](http://www.HASC.org).

The Hospital Incident Command System (HICS) Guidebook, accessible via the Internet at [www.emsa.ca.gov/HICS](http://www.emsa.ca.gov/HICS).