

## MODEL LETTER FROM LEADERSHIP (SAMPLE)

*This letter can be used to inform staff and physicians about the emergency code calls. A senior executive should sign the letter. Consider enclosing your emergency code policy and procedures.*

Dear xxxxxx,

I am pleased to announce that [HOSPITAL NAME] is participating in a statewide effort to standardize healthcare emergency codes throughout California. Given that physicians and staff often work at more than one hospital, variation in emergency codes makes it difficult for staff to respond appropriately to emergencies. To reduce confusion and improve patient safety, our hospital, along with other California hospitals, is adopting the following standardized emergency codes:

Code	Description
<b>CODE RED</b>	Fire
<b>CODE BLUE</b>	Adult Medical Emergency
<b>CODE WHITE</b>	Pediatric Medical Emergency
<b>CODE PINK</b>	Infant Abduction
<b>CODE PURPLE</b>	Child Abduction
<b>CODE YELLOW</b>	Bomb Threat
<b>CODE GRAY</b>	Combative Person
<b>CODE SILVER</b>	Person w/ Weapon or Hostage Situation
<b>CODE ORANGE</b>	Hazardous Material Spill / Release
<b>CODE GREEN</b>	Missing High Risk Patient
<b>CODE TRIAGE – EMERGENCY ALERT</b>	Limited activation of selected key personnel for potential incident
<b>CODE TRIAGE – INTERNAL</b>	Activate Emergency Operations Plan for Internal Incident
<b>CODE TRIAGE – EXTERNAL</b>	Activate Emergency Operations Plan for External Incident

It is important that all staff become familiar with the codes and we will be having multiple information sessions. When you complete a session, you will receive a badge-buddy for your ID badge.

I appreciate your help and support in this vital patient safety campaign. Together we can achieve a safer environment for our patients. I welcome any comments, and your feedback is very important to me. If you have any comments or questions, please contact [NAME/PHONE/E-MAIL].

Sincerely,

[HOSPITAL CEO, CMO, CNO, COO as appropriate]