**Emergency Procedure Colour Codes/Action**

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| **EMERGENCY PROCEDURE ACTION SHEET** |
| **EMERGENCY AND COLOUR CODES** | **IMMEDIATE ACTIONS** |
| CODE REDFire / SmokeDial 000 | * If alarm not sounding – BREAK GLASS ALARM.
* Implement R.A.C.E Procedure: (Rescue, Alarm, Contain, Evacuate)
* Report to Chief Warden and standby for instruction
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| CODE BLUEMedical EmergencyDial 000 | * Confirm emergency
* Summon assistance – raise local alarm
* Commence basic life support (BLS) – DRABC
* Second person – raise code response, report to Chief Warden
* If BLS commenced, continue until ambulance arrives
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| CODE PURPLEBomb ThreatDial 000 | * Receive threat – by phone or mail, completing bomb threat checklist
* Report to Chief Warden
* Ensure all radio transmitting devices (mobile phones, pagers, DECT phones) are switched off in threat area
* Remove patients, staff and visitors from the immediate vicinity and await instructions
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| CODE YELLOWInternal EmergencyDial 000 | * Remove any persons in immediate danger
* Report to Chief Warden
* Provide exact location, type of emergency, type of assistance required
* Prepare for evacuation in necessary then refer to Code Orange
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| CODE BLACKPersonal ThreatDial 000 | In case of immediate threat:* If confronted, obey instructions – do what you are told and nothing more
* Observe continuously
* Raise alarm by any means available

In case of observed potential threat:* Remove yourself and others from potential harm
* Report to Chief Warden
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| CODE BROWNExternal EmergencyDial 000 | * If notification of external threat is received, record all details of phone call including contact person
* Report to Chief Warden
* Verify authenticity of information
* Notify External Emergency Response Team and await instruction
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| CODE ORANGEEvacuationDial 000 | * Report to Chief Warden
* Identify level of Evacuation stage required
* Evacuate those in immediate danger – those able to walk first, followed by non-mobile persons – to designated evacuation area
* Check rooms – mark and close doors behind you, leaving lights on – DO NOT RE-ENTER
* Conduct and confirm head count at evacuation area
* Await instruction from Chief Warden
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| ALL CLEAR | * Stand down and return to normal duties
* Complete Incident report
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