**Emergency Procedure Colour Codes/Action**

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| **EMERGENCY PROCEDURE ACTION SHEET** | |
| **EMERGENCY AND COLOUR CODES** | **IMMEDIATE ACTIONS** |
| CODE RED  Fire / Smoke  Dial 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 |
| CODE BLUE  Medical Emergency  Dial 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 |
| CODE PURPLE  Bomb Threat  Dial 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 |
| CODE YELLOW  Internal Emergency  Dial 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 |
| CODE BLACK  Personal Threat  Dial 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 |
| CODE BROWN  External Emergency  Dial 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 |
| CODE ORANGE  Evacuation  Dial 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 |
| ALL CLEAR | * Stand down and return to normal duties * Complete Incident report |