

ADMINISTRATION

Policy & Procedure

Title	EMERGENCY CODES AND CONTINGENCY PLAN (Codes: Standardized Emergency)	Date Effective	February 18, 2013
Document #	AD-03-30	Date Reviewed	April 27, 2018
Scope	ALL EMPLOYEES, SITES & FACILITIES	Date Revised	May 8, 2018
Approved By	SENIOR MANAGEMENT TEAM	Signature	<i>Original signed by H. Bryant</i>
Managed By	DISASTER MANAGEMENT COORDINATOR		

1.0 PURPOSE

1.1 The Northern Health Region's (NHR) Emergency Codes and Contingency Response Plan (ECCRP) is a comprehensive approach to incident response, readiness and continuity through provision of:

- A standard set of emergency response and colour codes for emergency communications in NHR facilities and sites to be used via the Public Address System, 2-way Radio systems, Computer System and other forms of communication means. Emergency codes provide a concise means of ensuring employees receive a common message, signaling the need for a response by employees, clients or the public within facilities.
- The use of a uniform code system will make the response uniform across facilities within the NHR to ensure those employees that work in multiple facilities will be aware of response processes.
- Identification of necessary facility and service continuity plans based on priority business impacts.

2.0 DEFINITIONS:

- 2.1 **Colour Code** – Designated emergency colours that indicate a specific type of emergency. Emergency response processes may be developed that are specific to each type of colour code.
- 2.2 **Incident Management System (IMS)** - An organizational and planning system that defines the roles and responsibilities to be assumed by personnel and the operating procedures to be used in the management and direction of emergency incidents and other functions.
- 2.3 **For more definitions, see AD-03-10 Emergency and Continuity Management Plan**

3.0 POLICY STATEMENT(S)

3.1 The NHR will implement Emergency Codes and Contingency Response Plan to:

- ensure standardized codes approved for use in NHR facilities and sites are developed to address common health care incidents;
- the standardized codes relate to the type of emergency, but can be suffixed where

- necessary with such terms as “alert”, “stat”, “confirmed” and “cancelled”; and
- NHR facilities and sites have adopted standardized codes and this policy shall be included in NHR facility orientation programs.

4.0 PROCEDURE / RESPONSIBILITIES

4.1 Standard Codes

- 4.1.1 The following standard codes shall be implemented at all NHR facilities with the use of such codes enforced by site management:

Code	Incident Type
White	Violent Client or Visitor
Blue	Medical Emergency
Red	Fire or Smoke
Green	Evacuation
Yellow	Missing Client
Purple	Hostage
Pink	Infant Abduction
Black	Bomb Threat or Suspicious Package
Brown	Chemical Spill
Orange	External Disaster
Grey	External Hazard

- 4.1.2 Where possible, the standard codes and responses shall align with Provincial standards.
- 4.1.3 The Disaster Management Coordinator is responsible for the development and revision of incident response and management plans.
- 4.1.4 Facility Managers, Nurse Managers, or designates are responsible for reviewing the Emergency Codes and Contingency Response Plans and providing input.
- 4.1.5 Facility Managers, Nurse Managers, or designates are responsible ensuring employees are aware of ECCRPs and participate in training and activations as required.

4.2 Continuity of Language

- 4.2.1 To align with best practice and provincial codes, the use of codes in announcing incidents or emergency situations will follow provincial standards to ensure information retention, standardized response, as well as a more rapid response to the incident at hand.
- 4.2.2 Where no standard ‘colour’ alert exists, plain language shall be used.

5.0 RELATED DOCUMENTS

EMERGENCY CODES AND CONTINGENCY RESPONSE PLANS	Date Revised May 8, 2018	Document No. AD-03-30	Page 3 of 4
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- 5.1 Emergency Codes and Contingency Response Plan
- 5.2 AD-03-10 Emergency and Continuity Management Plan
- 5.3 AD-03-15 Fire Prevention and Inspection Program
- 5.4 AD-03-20 Incident Management Plan
- 5.5 AD-03-25 Incident Management System

6.0 REFERENCES

- 6.1 Accreditation Canada. (2014). *Qmentum Program Standards: Leadership*.
- 6.2 California Emergency medical Services Authority. (2014) *Hospital Incident Command System Guidebook* (5th Ed.). Retrieved from www.emsa.ca.gov/media/default/HICS/HICS_Guidebook_2014_10.pdf
- 6.3 Canadian Standards Association. (2014). *Z1600-14 - Emergency and continuity management program*.
- 6.4 Canadian Healthcare Association Policy Statement “Uniform Emergency Codes for Canadian Health Care Facilities and Agencies”, March 1993; policy currently under review.
- 6.5 Disaster Management Network. (2014). *Emergency Color Codes*. Manitoba Seniors and Active Living.
- 6.6 Prairie Mountain Health. (2014). *Emergency Response Plan*.
- 6.7 Prickett, K. J., & Bellino, J. (2016). *Plain language emergency alert codes: The importance of direct impact statements in hospital emergency alerts*. Retrieved from <http://www.iahss.org/>
- 6.8 Southern Health. (2013). *Emergency Incident Management System*.
- 6.9 U.S. Department of Health and Human Services. (2015). *Plain Language: A Promising Strategy for Clearly Communicating Health Information and Improving Health Literacy*. Rockville: Office of Disease Prevention and Health Promotion.
- 6.10 Wallace, S., & Finley, E. (2015). Standardized Emergency Codes May Minimize “Code Confusion”. *Pennsylvania Patient Safety Advisory*, 1-7.
- 6.11 Winger, J. (2016). *Plain Language Emergency Alerts*. Emergency Nurses Association Retrieved from www.ena.org
- 6.12 Winnipeg Regional Health Authority. (2003). *Codes: Standardized Emergency*.
- 6.13 Winnipeg Regional Health Authority. (2007). *Occupational Health and Safety: Operational Procedures*.

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7.0 REVISION & REVIEW DATE(S)

Revised (R).
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