

## **CODE BLACK – BOMB THREAT**

The Code Black Emergency Response Procedure is designed to ensure that threats are properly assessed, searches if required are executed in a safe and timely fashion and that the security, safety and well being of clients, residents and staff is maintained.

The Code Black procedure is comprised of three (3) stages. In all stages Toronto Police will be notified. The response will be escalated, dependent upon the nature and assessment of the threat determined by the Manager of Security, Telecommunications and Emergency Preparedness (Incident Manager) or delegate in consultation with the Toronto Police Service.

### **Stage 1 - Threat Received - Initial Assessment**

A threat has been received or a curious package/item discovered. The Manager of Security, Telecommunications and Emergency Preparedness or delegate will be notified via Telecommunications and will assess the validity of the situation and the requirement to escalate the emergency response.

### **Stage 2 - Search**

The threat has been authenticated, which requires further investigation. A search by all staff will be completed of assigned areas and as coordinated by the Incident Manager. The Emergency Operations Centre (EOC) will be activated.

### **Stage 3 - Curious/Suspicious Package Found**

During a Stage 2 (search) a curious or suspicious package is found. The package is assessed by Toronto Police and the threat is deemed credible. The Emergency Operation Centre (EOC) is activated.

## **Code Blue**

All Baycrest staff are expected to follow this policy and the described process for responding to cardio respiratory emergencies occurring 24/7 within Baycrest that involve patients/residents, visitors, volunteers, affiliates and staff.

This is to ensure a standardized response across Baycrest in the event of a patient/resident, visitor, volunteer, affiliate or staff experiencing a cardio respiratory arrest that is in keeping with community and clinical standards.

## **Code Brown**

The Code Brown procedure is comprised of three stages:

### **STAGE 1 - Spill & Assessment**

A witnessed spill occurs, the material, size and location of the spill poses no immediate threat to life and safety or the environment; the spill is capable of being cleaned up by staff.

### **STAGE 2 - Spill presents potential risk (manageable internally)**

Spill occurred; the size, location and characteristics of the material are of a moderate risk that has the potential to negatively impact life and safety or the environment if not cleaned up immediately. The spill is manageable with internal resources. The Emergency Operations Centre (EOC) may be activated.

### **STAGE 3 - Spill presents risk to life/environment (external resources required)**

Spill occurred; the size, location and characteristics of the material are of a high risk that has the potential to or has negatively impacted life/safety/environment. External resources are required for clean up and containment. The Emergency Operations Centre (EOC) may be activated.

- Immediately notify the Most Responsible Staff Member (manager, team lead, charge nurse, etc.) in the area and provide exact details
- Notify Telecommunications (ext. 5555)
- Provide details of the material
- If the material can be cleaned up or if assistance is required from Environmental Services department

Inform other persons who are nearby and ensure no additional contact is made with the material

### **Code Green**

The Code Green emergency procedure is designed to ensure the safe and orderly evacuation of client's, residences, visitors and staff from an unsafe location to a safe or safer location.

Code Green is comprised of four (4) stages:

#### **STAGE 1: Horizontal Evacuation**

All individuals move from one side of the floor to another (laterally) beyond fire safety doors and adjacent to an exterior exit way.

#### **STAGE 2: Vertical Evacuation**

All individuals move from one floor to another floor within the same building in a downward direction a minimum of two floors below the affected level if possible.

#### **STAGE 3: Total Building Evacuation**

All individuals move to exterior of the building or to another building

#### **STAGE 4: Total Facility Evacuation**

All individuals in the entire facility (Apotex, Hospital, Terraces etc.) evacuate to external locations

### **Code Grey**

The Code Grey Emergency Response Plan is designed to initiate and provide an orderly response to an infrastructure loss or failure. In any infrastructure related emergency, circumstances may result in the escalation to a Code Orange and /or Code Green - Evacuation.

The Code Grey response is differentiated by the nature of the event and the location of the problem.

Code Grey (Infrastructure Loss or Failure) emergencies include:

- Power Failure or Generator Failure
- Mag Lock Failure
- Flooding or Water System Failure
- Air Quality Concerns
- Heating or Air Conditioning Failure

- I/T or Telephone System failure
- Medical Gas Failure

Code Grey emergencies are responded to in two stages:

### **Stage 1**

Emergency has the capability of being responded to by local staff and resolved within a short time (less than 4 hours). Staff are required to follow the emergency response plan for the type of Code Grey as listed in the Appendices.

### **Stage 2**

Emergency does not have the capability of being responded to by local staff or resolved, as duration is prolonged or unknown. In this instance, an Emergency Operations Centre must be established to provide additional support (see IMS Manual). All staff must immediately return to their designated areas/departments to assist in the response as directed.

### **Code Orange**

The Code Orange Emergency procedure is a graduated response to either an external disaster or an internal emergency that places pressure on the organization's resources which in turn impacts its ability to respond effectively and efficiently. The purpose of the Code Orange is to alert the organization of the potential demand on resources, and to subsequently develop and enact an internal plan that releases (provides) the additional resources required to manage the situation.

Examples of a Code Orange may include an external environmental disaster whereby a neighbouring facility has been affected and is requesting Baycrest to accept transfers or shelter for clients/residents, or an internal loss of services/disaster whereby all available resources are required to assist with the internal response.

Code Orange is comprised of two stages. They are as follows:

#### **Code Orange - Stage 1 (Alert)**

The facility has been notified of, or is experiencing an emergency whereby the resources necessary to deal with the emergency may be exceeded. The Incident Management Team and Emergency Operations Centre is activated.

#### **Code Orange - Stage 2 (Mobilizing Resources)**

The facility has been notified of, or is experiencing, an emergency whereby the resources necessary to respond to the emergency or the assistance required will exceed the facility's available resources. In a Stage 2, staff may be called back or reassigned within Baycrest to lend support. The Incident Management Team and Emergency Operations Centre is activated.

### **Code Purple**

A person that witnesses a hostage taking/abduction or the first person to be informed of a hostage taking/abduction, will:

1. Remain Calm
2. Immediately notify Telecommunications (ext 5555)
3. Provide details of the emergency:
  - Location of emergency
  - Where the person is confined
  - Description or name of the suspect
  - If a weapon was seen, and type
  - Number of /Names of the hostages - person abducted
4. Notify the Most Responsible Staff Member (manager, team lead, charge nurse, Administrator on call, Executive on call etc.) and provide exact details of the emergency

### **Code Red**

The Code Red Emergency Response Plan is designed to initiate and provide an orderly response to a Fire Safety Event and ensure occupant safety. In any fire scenario, circumstances may dictate the rapid escalation to a Code Green - Evacuation. Here are some principals for code red response:

Any employee may initiate a Code Red.

Employees are not to engage in firefighting operations unless trained on fire equipment.

The Fire Response Team will be the only individuals to function in the fire zone prior to the arrival of Toronto Fire Services.

It is essential that the first person on the scene gets appropriate assistance from the internal response team and the fire department as soon as possible. Therefore:

The FIRST PERSON to discover smoke or fire in an area must:

Remain Calm

R - Remove person(s) in immediate danger. Do Not Use Elevators

E - Ensure doors and windows are closed to confine fire and smoke (do not lock)

A - Activate the fire alarm system using the nearest pull station (or direct someone to do this)

C - Call Telecommunications at ext. 5555. State name, location, status of the fire

T - Try to fight the fire if trained to do so and within own capability.?

If evacuation of surrounding area is required, activate the Code Green (Evacuation) Emergency Response Plan if necessary by calling ext. 5555.

Follow Code Green Emergency Response Plan if evacuation is needed.

## Code Silver

**RUN:** Have an escape route and plan in mind, Leave your belongings behind. Keep your hands visible.

**HIDE:** Hide in an area out of the shooter's view. Block entry to your hiding place and lock doors. Silence your cell phone and/or pager.

**FIGHT:** As a last resort and only when your life is in imminent danger, try to incapacitate the shooter. Use physical aggression and throw items at the active shooter. An PERSON WITH A WEAPON event should be called when staff or bystanders think they or other individuals may be in danger of bodily injury with a weapon.

## Code Yellow

The Code Yellow Emergency Response Procedure is designed to initiate an organized internal and external response to a missing client or resident of Baycrest. It provides a structure for a comprehensive expedited search of the campus in order to locate the missing client before that client's safety and well-being is compromised.

A Code Yellow is comprised of four (4) stages and will be escalated dependent upon the nature of the incident, the urgency and assessment of the situation. The requirement of police will be determined based on the severity of the incident determined by the Incident Manager.

During a Code Yellow, it may be deemed necessary by the Incident Manager to release either a photo or name, (or both) of the missing client or patients out of concern for their safety and in an effort to assist with the search.

### Stage 1 - Local Area (Unit /Floor) Search, (Primary)

The client is determined to be missing by the staff in the area. There is an immediate search of the unit/department and surrounding areas.

### Stage 2 - Facility Search, (Secondary)

The client has not been located in Stage 1. Staff from the Hospital, Apotex, Posluns and Kimel buildings or the Terraces at Baycrest, complete a search of their areas and departments. Depending on the severity, the Emergency Operations Centre (EOC) may be activated

### Stage 3 -Baycrest Wide Campus Search, (Intensive)

The client has not been located in the Stage 2 search. An organized search is initiated and the search includes beyond the Campus grounds. The Emergency Operations Centre is activated and the police are notified.

### Stage 4 - Stand By

The Incident Manager in collaboration with the Most Responsible Physician (MRP) has verified that the client is off Baycrest Property, verified that the client is competent, (or is with competent person), is not at immediate physical or medical risk but remains absent from Baycrest property

## Risk Severity Level

Moderate	Code Yellow - Found Safe on premises Stage 1 & 2
Critical	Code Yellow - Stages 1 & 2 that result in harm; leaves premises; Stage 3

## Code White

All Baycrest staff are expected to follow this policy and the described process for a 24/7 emergency response to Code White cases occurring within Baycrest that involves; patients/residents, visitors, affiliates and staff. The purpose of a Code White is to mobilize additional assistance to maintain the safety of the client, staff and others.

Code White: A Code White is an emergency response in the event of an actual or potential abusive/violent/aggressive situation within the main complex of Baycrest and includes all Hospital inpatient units, Apotex residential areas, community programs, ambulatory clinics, internal public spaces and research areas.

Response Team: A team of specially trained personnel who can be summoned on a 24x7 basis to assist staff to manage persons with uncontrollable, disruptive or violent behaviour.

## Medical Alert

All Baycrest staff are expected to follow this policy and the described process for responding to non-life threatening events occurring within Baycrest that involves patients/residents, visitors, volunteers, affiliates and staff. This is to ensure a standardized clinical response across Baycrest that is in keeping with community and clinical standards in the event of a patient/resident, visitor, volunteer, affiliate or staff experiencing a non-life threatening event.

## Emergency Lockdown or Hold and Secure

All Baycrest staff are expected to follow this policy and the described process for a 24/7 emergency response to an emergency inside or outside in relation to Baycrest property that involves patients/residents, visitors, contractors and staff.

## DEFINITIONS

### LOCKDOWN

A Lockdown is the process by which pedestrian traffic is either partially or completely restricted or redirected and limited to specific entry/exit points.

This occurs when a physical threat is already in the facility and measures need to be taken to prevent a threat from accessing areas/assets being threatened;

- To protect individuals from entering areas where the threat may be present; and,
- To protect individuals from remaining in areas where the threat may be moving.

The purpose of an emergency lockdown is to ensure and maintain the safety of the clients, staff and others. Individuals must stay where they are inside the building and may not move from area to area or within the building unless otherwise directed.

**HOLD AND SECURE, (Shelter in Place)**

A Hold and Secure is the process by which entry and exit to or from the main campus is restricted or redirected due to a physical or environmental threat outside the facility or in the neighbourhood.

This occurs when a serious environmental/physical threat is present outside of the facility (e.g., in the neighbourhood or parking lot) and prevention measures need to be enacted to:

- protect individual(s) from leaving the facility and entering into an area of danger; or,
- prevent the threat from entering the facility.