Western Health

Emergency Codes and Fire Safety Training

What Staff Need to Know

- Roles and responsibilities of staff during incidents / emergencies
- To understand the procedures for activation of any incident / emergency code response
- Identify Emergency Safety Equipment
- The Incident Commander Coordinates all Emergency codes in the Hospital

What is an Emergency?

- An event, which may endanger the safety or health of people.
- Threatens to destroy or damage property
- Threatens to endanger the environment
- The Incident Commander Coordinates all Emergency codes

The Area Warden

- Will be located adjacent the red WIP Phone ready to communicate with the Incident Commander
- Will be identified by wearing the tabard and hat
- Will allocate duties to staff members.
- Allocates tasks to attending Emergency Response Team.

The Emergency Response Team

- The Emergency Response Team takes instructions from the Incident Commander and Area Warden.
- They are trained and will help with all necessary activities during an emergency.

Roles & Responsibilities of Staff

- Don't panic – remain calm
- Raise the alarm by telephoning the emergency number
- Alert your Area Warden
- Break the manual call point/break glass alarm if smoke or fire.
- Stay away from an area where a code has been called

General Awareness

- Know the hospital's emergency procedures
- Know the hospital's emergency response codes
- Know who your Area Warden is
- Know the locations of your, fire alarms, duress alarms, warden phones, exits, assembly areas, etc.
- If the WIP phone rings answer immediately stating name and unit.

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Emergency Response Colour Codes

RED	Fire/Smoke
ORANGE	Evacuation
PURPLE	Bomb Threat
BLUE	Medical Emergency • Adult & Paediatric at Sunshine Hospital
YELLOW	Internal Emergency
BLACK	Armed Threat
GREY	Unarmed Threat
BROWN	External Emergency

On discovering an emergency DIAL:

444

Respond Red Staff Instructions Fire/Smoke

- Alert the Area Warden
- Rescue people in immediate danger
- Confine the fire and smoke by closing the door
- Activating the nearest (MCP) red break glass alarm
- Dialling 444 & stating type of emergency and exact location

Western Health

Western Health Emergency Procedures Training Competency

Employee No.:	**Date:**
First Name:	**Surname:**
Unit/Dept:	**Site/Campus:** **Western**

- Select the correct answer from the multiple choices by selecting A, B, C or D.
- You are required to correctly answer at least 12 out of 15 questions.

QUESTIONS: ***(please circle correct answer with a pen)***

1. **Who coordinates all emergency codes throughout the hospital?**
A. The Emergency Response Team Leader
B. The local Area Warden
C. The Security Manager for the site
D. The Incident Commander

2. **During an emergency code The Emergency Response Team (ERT) follows instructions from-**
A. The Incident Commander and the local Area Warden
B. The Security Manager
C. All nursing staff
D. The OHS Manager

3. **You will report to your Area Warden during an emergency code affecting your area so that they can delegate tasks to you. You will normally find them located-**
A. At the main entrance to your area
B. In the Emergency Control Room
C. In the Emergency operations centre
D. Adjacent to the red WIP phone (except for Codes Grey and Blue) ready to communicate with the Incident Commander

4. **On discovery of an emergency in the hospital dial the following internal phone number-**
A. 000
B. 444
C. 555
D. 911

5. **If you discover an emergency situation/incident in the hospital what actions would you take?**
A. Telephoning the internal emergency phone number
B. Alerting your Area Warden
C. Breaking the Manual Call Point/Break Glass Alarm if it is smoke or fire.
D. A, B and C

QUESTIONS: (cont..)

6.	**If you see smoke/fire in your area, what actions would you take?**
A.	Alert others by activating the nearest Manual Call Point /Break Glass Alarm, Dial 444 to state Code Red response and exact location as well as notify Area Warden
B.	Rescue persons in immediate danger (if safe to do so)
C.	Confine fire and smoke by closing doors
D.	A, B and C

7.	**If the Warden Intercom Point phone (red WIP phone) rings the closest staff member should -**
A.	Ignore it because it is for the Area Warden use only
B.	Find the Area Warden and tell them that the red phone is ringing
C.	Answer it ASAP stating your name and department/unit
D.	Tell the person calling to ring back later when the Area Warden is free

8 - 15 **Select the Correct Response Code by placing an "X" is the corresponding square.**

Emergency Response Code Description	**Code Red**	**Code Orange**	**Code Purple**	**Code Blue**	**Code Yellow**	**Code Black**	**Code Grey**	**Code Brown**
8. Armed Threat								
9. Bomb Threat								
10. Evacuation								
11.External Emergency or Disaster, possible mass casualties								
12. Fire or smoke								
13. Internal emergency or incident								
14.Medical Emergency (adult or paediatric at SH)								
15. Unarmed Threat								

If your score is between 0-11:
If you do not correctly answer at least 12 of the mandatory questions you will be contacted shortly after completing this quiz via email or internal mail and asked to repeat the competency. You will not be updated on the training database as competent until the quiz has been completed satisfactorily.

If your score is between 12-15:
If you correctly answer 12 or more questions you will be assessed as competent. Your competency will be added onto the Western Health's database.

Please return this form to: Centre of Education, Western Hospital