

PLACE THIS BOOK IN A PROMINENT POSITION

EMERGENCY PROCEDURES

HOSPITAL EMERGENCY
DIAL 299



FIRE BRIGADE
32 1444

BALLARAT BASE HOSPITAL

EMERGENCY CODES

(Through Public Address System Preceded by Musical Chimes)

FIRE
EVACUATION
INTERNAL DISASTER
CARDIAC/MEDICAL
BOMB
HOLD UP OR ASSAULT
ALL CLEAR

RESPOND RED
RESPOND ORANGE
RESPOND YELLOW
RESPOND BLUE
RESPOND PURPLE
RESPOND BLACK
RESPOND GREEN

Fire

Evacu-
ation

Internal
Disaster

Cardiac/
Medical

Bomb

Hold Up
Assault

IN THE EVENT OF FIRE

RESPOND RED (Location)

- 1.** **RAISE ALARM** (DO NOT SHOUT FIRE)
 - a. OPERATE NEAREST FIRE ALARM
 - b. DIAL **299** — STATE EXACT LOCATION & NATURE OF FIRE OR CONTACT FIRE BRIGADE 0-32 1444
 - c. NOTIFY WARD SISTER OR SENIOR PERSON

- 2.** **REMOVE PATIENTS FROM FIRE AREA**
IF IN IMMEDIATE DANGER

- 3.** **CLOSE WINDOWS & DOORS**
TURN OFF OXYGEN IN FIRE AREA

- 4.** **EXTINGUISH FIRE**
USE CORRECT FIRE EXTINGUISHER

- 5.**
 - a. DON'T PANIC
 - b. LOOK AFTER PATIENTS AND OTHERS
 - c. FOLLOW INSTRUCTIONS OF WARDENS OR SENIOR PERSON
 - d. SAVE RECORDS

- 6.** IF NECESSARY — EVACUATE PATIENTS TO A SAFE AREA

Fire

Evacuation

Internal Disaster

Cardiac/Medical

Bomb

Hold Up Assault

IN THE EVENT OF EVACUATION

RESPOND ORANGE

(Location)

- 1.** EVACUATE TO ALLOCATED AREA IN THE FOLLOWING ORDER:
 - AMBULANT PATIENTS WHO CAN HELP THEMSELVES: VISITORS
 - AMBULANT PATIENTS WHO REQUIRE ASSISTANCE
 - NON AMBULANT PATIENTS
 - OBSERVE INSTRUCTIONS TO REMAIN WITH PATIENTS IN TRANSIT AND ASSEMBLY AREA.

- 2.** CENSUS SHEETS TO BE TAKEN OUT BY FIRST STAFF MEMBER WHO LEAVES WITH PATIENTS

- 3.** CHECK THAT ALL ROOMS (INCL. TOILETS, BATHROOMS, DUTY ROOMS ETC.) HAVE BEEN EVACUATED

- 4.** CONDUCT ROLL CALL AT ASSEMBLY AREA USING CENSUS SHEETS FOR REFERENCE

- 5.** REPORT EVACUATION STATUS TO CENTRAL CONTROL

NOTE: IF YOUR AREA IS NOT BEING EVACUATED, REASSURE PATIENTS AND ALL OTHERS THAT EFFECTIVE ACTION IS BEING TAKEN

Evacu-
ation

Internal
Disaster

Cardiac/
Medical

Bomb

Hold Up
Assault

IN THE EVENT OF INTERNAL DISASTER

E.G. EXPLOSION, VITAL SYSTEMS FAILURE, LEAKAGE OF NOXIOUS GASES/LIQUIDS, AIRCRAFT CRASHING INTO HOSPITAL ETC.

RESPOND YELLOW

(Location)

- 1.** IF FIRE IS INVOLVED, FOLLOW "FIRE" AND "EVACUATION" PROCEDURES
- 2.** IF OTHER THAN FIRE, DIAL **299** AND STATE EXACT LOCATION AND NATURE OF DISASTER
- 3.** RESTRICT ACCESS TO AREA BY UNAUTHORISED PERSONS
- 4.** DO NOT ATTEMPT ANY ACTION THAT PUTS YOUR LIFE OR LIFE OF ANYBODY ELSE IN DANGER
- 5.** AWAIT INSTRUCTIONS FROM SENIOR HOSPITAL STAFF OR EVACUATE IF NECESSARY

Internal
Disaster

Cardiac/
Medical

Bomb

Hold Up
Assault

IN THE EVENT OF CARDIAC ARREST OR
MEDICAL ASSISTANCE REQUIRED:

RESPOND BLUE (Location)

- 1.** FOR CARDIAC ARREST:
DIAL **299** AND STATE "CARDIAC ARREST" AND LOCATION
FOR MEDICAL ASSISTANCE:
DIAL **299** AND STATE WHAT HAS HAPPENED
AND LOCATION
- 2.** NOTIFY WARD SISTER OR SENIOR PERSON
- 3.** CHECK PULSE AND BREATHING
AIRWAY MUST BE KEPT CLEAR
BREATHING MUST BE MAINTAINED BY OXYGEN
OR MOUTH TO MOUTH RESUSCITATION
CIRCULATION MUST BE MAINTAINED BY
EXTERNAL CARDIAC MASSAGE
- 4.** STAY WITH PATIENT IN NEED OF HELP
UNTIL MEDICAL AID ARRIVES

Cardiac/
Medical

Bomb

Hold Up
Assault

IN THE EVENT OF A BOMB THREAT

RESPOND PURPLE

(Location)
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1.

DON'T PANIC

- TREAT AS GENUINE
- RECORD EXACT INFORMATION WHILE TRYING TO KEEP CALLER TALKING AS LONG AS POSSIBLE
- ATTRACT ATTENTION OF ANOTHER PERSON IF POSSIBLE, TO NOTIFY OF PROBLEM DIAL **299**

2.

ON COMPLETION OF CALL, DIAL 299 AND ADVISE ALL DETAILS

3.

AWAIT FURTHER INSTRUCTIONS FROM SENIOR HOSPITAL STAFF

4.

IF INSTRUCTED:

- a. ASK ALL VISITORS TO LEAVE, WITH THEIR POSSESSIONS, VIA THE STAIRS — DO NOT USE LIFTS
- b. COMMENCE SEARCH IN ALLOCATED AREA
IF ANY SUSPICIOUS OBJECT IS FOUND, **DO NOT TOUCH**, BUT IMMEDIATELY DIAL **299** AND ADVISE OF LOCATION
KEEP AREA CLEAR

5.

PREPARE TO EVACUATE WHEN INSTRUCTED

Bomb

Hold Up
Assault

IN THE EVENT OF HOLD UP OR ASSAULT

RESPOND BLACK

(Location)
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1.

DO NOT CONFRONT. REPORT EVENT. DIAL EMERGENCY No. 299 OR PRESS PERSONAL DISTRESS ALARM. TELEPHONIST CONTACT POLICE IMMEDIATELY. MANAGER COMMUNICATIONS. EXT. 292.

2.

IF CONFRONTED, OBEY INSTRUCTIONS. NO HEROICS — DO AS YOU ARE TOLD.

3.

OBSERVE CONTINUALLY —

- ANY ARTICLES TOUCHED
- PHYSICAL DETAILS & DRESS
- DIRECTION INTRUDERS DEPART
- DESCRIPTION OF VEHICLE.

AIDS TO IDENTITY —

- MANNERISMS
- WEAPONS
- DISTINGUISHING MARKS

4.

REPORT EVENT. WRITE DOWN EXACT DETAILS OF EVENT.

**Hold Up
Assault**