

## Hamilton Health Sciences (HHS) Emergency Preparedness Information for Contractors

Company Name \_\_\_\_\_

Project Title \_\_\_\_\_ Date \_\_\_\_\_

Most Responsible Person \_\_\_\_\_

HHS Project Coordinator \_\_\_\_\_

**Policy Statement:** At HHS, the Emergency Preparedness Program includes contractors. The Capital Project Designate/Manager is responsible to provide copies of the "HHS Emergency Preparedness Information for Contractors" to each Contractor. It is contractors' responsibility to review the information below and ensure their employees are made aware of the expected procedures. Contractors are also responsible to identify & disseminate the staging/meeting locations inside and outside the facility.

**MEETING LOCATION** INSIDE: \_\_\_\_\_ OUTSIDE: \_\_\_\_\_

### Definitions

**Contractor** - anyone who enters into an agreement with HHS to perform work required as part of capital building and/or maintenance projects.

**HHS Construction Project Designate** - the Manager, identified by the Facilities Planner and/or Director of Engineering Services and/or appropriate Engineering Site Manager prior to the start of construction, who acts as the internal contact person for the contractor.

### General Principles

**1. Hospital Code announcements may contain phases** i.e.

Code ... "**Alert**" – used when code situation is uncertain & more information is pending

Code... "**Standby**" – used when code situation is certain but there is time for areas to prepare to respond

Code... "**In-Effect**" – used when code is occurring & response is activated

Code... "**All Clear**" – used when code is over and normal duties can resume.

**2. Contractors are responsible to be aware of what HHS codes are and their required response, if any. To facilitate this, HHS provides contractors with badges that have all the codes identified. In addition, the "HHS Emergency Preparedness Information for Contractors" is to be posted prominently in the project area.**

**3. Contractors are to comply with their company specific emergency procedures in addition to the following for all announced HHS codes and alarms:**

- Identify a staging/meeting location **outside** the job site **for contractor employees** to assemble and receive directions from **the construction superintendent or on-site superintendent**
- Avoid elevator & internal telephone line use unless urgent or part of the code response
- Respect secured areas & follow designated HHS staff directions

### **For all codes that require notification:**

**1. Notify the construction superintendent or on-site superintendent.**

**2.\* Call 5555** (or telephone hospital if using outside line @ 905-521-2100 ext 5555) & give HHS Switchboard your **name, hospital site, specific location & details of the emergency & tel. ext or # where you can be reached.** (For St. Peter's Hospital dial 7777 on hospital telephone or 905-521-2100 ext 7777 if using outside line; for West Lincoln Memorial Hospital dial 400 on hospital telephone or 905-945-2253 ext 400 on outside line)

**Code Black (Bomb Threat or Suspicious Object)** overhead announcements do apply to contractors. If a telephone bomb-threat call is received, gather as much information from caller as able. If suspicious object discovered, notify the construction superintendent or on-site superintendent. On hearing a code black overhead announcement, promptly complete a visual search of the construction area including every room, closet, cupboard and fire hose cabinet. Inspect drawers, trash containers and under furniture. Look for items that appear out of the ordinary or out of place. Once the area is carefully inspected and if nothing suspicious is found, inform the on-site superintendent who will notify the HHS Capital Project designate/Manager & resume normal activities unless directed otherwise. If a suspicious object is found, **DO NOT TOUCH IT.** Inform the on-site superintendent who will notify the HHS Capital Project designate/Manager to call Security immediately. Evacuate the area if you deem it to be unsafe. An "All clear" overhead announcement will indicate that the entire facility has been swept and found to be safe to return to normal activity.

**Code Blue** is for a cardiac event or other medical emergency where the victim's condition is beyond the knowledge, skills & judgment of those present (e.g. unconscious person). Code Blue overhead announcements do not apply to contractors. If a Code Blue event is discovered or witnessed, follow action described in item 2\* above.

Note: **HHS Code Blue teams will not enter construction sites, mechanical & electrical rooms ( i.e. penthouses, powerhouses, cogen) or interstitial spaces. For emergencies in these areas, follow the posted Worker Down policy.**

**Code Red (visible smoke/fire).** On discovery of fire or **visible** smoke **REACT** i.e.

**Remove** any persons from the **immediate** area of smoke/fire; **Ensure** all doors/windows shut; **Activate** fire alarm; **Call (see 2\* above);** Call out so nearby staff can assist until HHS Fire Response Team or Fire Dept arrive.

**Try** to contain/extinguish fire if safe to do so with fire extinguisher using **PASS:**

**Pull** pin; **Aim** at base of fire; **Squeeze** handle; **Sweep** from side to side ensuring exit accessible. If unable to extinguish, close door & place material under door to contain smoke. Evacuate job site and alert adjacent areas. Inform HHS Project designate

#### Code Red (cont'd)

**If you smell smoke or suspicious odours:** Search & sweep area and **call (see 2\* above)** if smell of smoke but no fire is discovered. **Do not** activate fire alarm pull station. If suspicious fumes are detected at any time, do not operate power tools and **call (see 2\* above)** to report the situation.

**If a stage 1 fire alarm occurs**, (signaled by a slow cadence of bells) all workers are expected to

- stop work, search and sweep their work area for smoke, heat or fire,
- report to the designated meeting area outside the construction hoarding and
- inform the on-site superintendent of any findings.

The site superintendent will call the Project Designate when the fire alarm system goes off to confirm the location and to await further instruction or the "all clear" announcement if the incident is located outside the construction area.

If the incident is located within the construction area, the Site Superintendent will call **(see 2\* above)** for HHS Engineering and Security immediate response and accompany them to the location of the source to investigate, REACT & PASS if safe and able to do so

**Code Green (Evacuation)** If an announcement or **stage 2 fire alarm** occurs (rapid bells) is heard, contractors are to leave the building and assemble at their external pre-designated area. The Capital Project designate/Manager will meet the construction superintendent and **will provide further direction**.

**Code White** (violent situation) overhead announcements do not apply to contractors. On discovery of a code white situation **within** a job site, contractors are to **call (see 2\* above)** & report the situation

**Code Yellow (missing person) or Amber (missing or abducted infant/child)** overhead announcements **do apply to contractors**. On hearing a code yellow or amber overhead announcement, promptly complete a search of the construction area including every place a person or infant/child could be hidden. Inform the on-site superintendent of negative or positive findings. They in turn will notify the HHS Capital Project designate/Manager who will complete and submit the Online Area Search and Sweep Report on the EDM intranet site for negative findings. Positive findings should be reported immediately by calling **(see 2\* above)** to report the situation. Once the area is searched, normal activities may be resumed in that area. On discovery of a patient or suspicious person within a job site, contractors are to contact Security @ x77753 on hospital telephone or 905-521-2100 x77753 from outside line

**Code Brown** is for an in-facility hazardous material spill that cannot be contained or appropriately cleaned up by available resources. **(see 2\* above)**

**Code Grey** (Loss or failure of infrastructure services like power, water, HVAC, medical gas/vacuum) Overhead announcements do not apply to contractors unless there is expected or unexpected impact to the construction area. Inform onsite superintendent who will contact the Capital Project Designate/Manager.

**Code Orange** (external disaster) overhead announcements do not apply to contractors.

**Code Purple** (hostage situation) announcements do apply to contractors. If announced, remain in area and avoid location if identified until "all Clear" announced. If hostage situation witnessed, call **(see 2\* above)** and report the situation if safe and able to do so. If taken hostage, remain calm, cooperate, remain polite, stay away from doors and windows. Observe and gather as much information as possible about the hostage takers. Carefully evaluate any possible escape attempt. Attempt only if success is certain.

**Code Aqua (Flood)** **On discovery** of a flood (i.e. an uncontrolled quantity of water believed to be a physical, health or environmental hazard that can result in harm), call **(see 2\* above)** & report the code; assess area for occupant safety (e.g. electrical, ceiling integrity etc.) & need for evacuation; assess equipment safety & need to protect from damage (move or cover with plastic); secure & place spill barriers around affected areas to contain water. If appropriate & safe, unplug electrical equipment from power source. Assist with clean up if directed.

#### **Code Silver** (Active Shooter or Shooting Incident)

**On discovery or notification** of a person threatening with or discharging a firearm, seek cover and warn/assist others of situation if able. Call 911 via external phone line. Also call hospital **(see 2\* above)** if able & report code. If unable, ask 911 operator to alert Hospital. If not safe to speak, leave line open & allow 911 operator to listen. Escape/evacuate area if able, keeping hands free, visible, raised & following any police instruction. If unable to escape, find a secure shelter & lock or barricade door. Turn off lights & any source of noise. Hide behind large items. Wait for Police or Security to arrive, identify themselves, provide verification & direction or listen for an "all clear" announcement. As a last resort, & only if your life is in imminent danger, consider incapacitating the shooter by acting as aggressively as possible.