SOP: Emergency Code Activation and Notification Procedures

This SOP details the **emergency code activation and notification procedures**, covering the steps for promptly identifying emergencies, activating appropriate emergency codes, notifying relevant personnel and departments, and ensuring clear communication throughout the incident. The goal is to facilitate a swift and coordinated response to emergencies, minimizing risks to individuals and property.

1. Purpose

To provide clear procedural guidance for activating emergency codes and notifying relevant parties to ensure effective and prompt response to emergency situations.

2. Scope

This SOP applies to all staff within the organization, including temporary and contract personnel, who may be involved in emergency identification, code activation, and notification processes.

3. Definitions

Term	Definition
Emergency Code	A standardized code representing a specific type of emergency (e.g., Code Blue, Code Red)
Code Activation	Initiating the established protocol for a specific emergency code
Notification	Communicating the emergency code and relevant information to appropriate stakeholders

4. Responsibilities

- **All Staff:** Identify emergencies and follow procedures to activate emergency codes.
- **Supervisors/Managers:** Ensure all staff are trained on the SOP and monitor compliance.
- **Security/Response Teams:** Respond to activated codes according to specific protocols.
- **Communications Office:** Assist with notifications and communication, as required.

5. Procedure

1. **Emergency Identification**
   - Immediately assess the situation for potential threats to life, safety, or property.
   - Confirm the type of emergency (e.g., medical, fire, security event).
2. **Code Activation**
   - Activate the appropriate emergency code using designated tools (e.g., telephone, alarm system, intercom).
   - State the code clearly and location details (e.g., "Code Blue, Room 203").
3. **Notification**
   - Notify relevant personnel, departments, and external agencies as required by the code protocol.
   - Document time, location, and nature of the emergency and notifications made.
4. **Response Coordination**
   - Maintain clear communication among response teams using pre-established channels.
   - Follow specific action steps as outlined for each code type (refer to code protocols).
5. **Recovery and Debriefing**
   - Once the emergency is resolved, communicate an "all clear" message.
   - Participate in post-incident debriefing and reporting.

6. Emergency Codes Reference

Code	Emergency Type	Activation Method	Notified Parties

Code Blue	Medical Emergency	Emergency Phone / Intercom	Medical Team, Security
Code Red	Fire	Fire Alarm Pull Station / Phone	Fire Department, Security, All Staff
Code Black	Bomb Threat	Phone / Security Alert	Security, Police, Administration
Code Yellow	Missing Person	Phone / Intercom	Security, All Staff

7. Documentation

- Record all emergency activations and notifications in the incident log.
- Submit incident reports as required by regulatory guidelines.

8. Training

- Annual training on emergency code activation and notification procedures is mandatory for all staff.
- Refresher sessions will be provided after any procedural updates.

9. Review

- This SOP will be reviewed annually or following any incident to incorporate lessons learned and best practices.

10. References

- Organization Emergency Management Plan
- Relevant regulatory and accreditation requirements