

**Subject: Emergency Notification**

**Date Effective:** March 10, 2022

**Date Reviewed:** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_

**Date Reviewed:** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_

**Date Reviewed:** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_

**Approved By:** Ann Kirven \_\_\_\_\_

**Ann Kirven, Interim Executive Director**

Use the telephone paging system to alert other staff of an emergency or crisis situation involving

- a. Smoke, fire, or explosion (Code Red);
- b. Tornado, flood, or other community disaster;
- c. Medical emergency; (Code Blue)
- d. Violent or threatening clients (Dr. Smith);
- e. Weapon onsite (Dr. Jones); and
- f. Bomb threat or suspicious object (Code Brown).

**Announcement Procedures**

- a. Press the “page” button on the nearest telephone.
- b. Make the following announcement: Attention Staff: Code (specify type of emergency) in the (indicate location). If the announcement is a drill, add the phrase “This is a drill.”
- c. Repeat the entire announcement three times, pausing three seconds after each iteration.

