EMERGENCY CONDITIONS & BASIC STAFF RESPONSE

PROBLEM	CODE NAME	DESCRIPTION	INITIAL RESPONSE	SECONDARY RESPONSE	FOLLOW UP
Admitted Adult Patient Missing or has left – where patient's leaving **may be life-threatening to patient.** Code Brown Procedure #SM-08-004	Code Brown	Admitted Missing Adult Patient left treatment area or residential area **thus endangering her/his health** (this does NOT apply to AMA's and or elopements which do not endanger the patient's health & well-being).	Notify staff in area to search for missing adult patient; notify HSC Security at X2600. HSC Security will contact University of Toledo Police who will notify outside agencies if needed by dispatch via emergency radio channel and hospital Operators (request they announce a "Code Brown"; give them details of patient's description).	Pt. care unit: prepare Patient Incident Report. Security to prepare Security Incident Report.
Bomb Threat (See "**BOMB THREAT**" Procedure EP-08-004)	Code Black	Notification of a bomb on campus, usually by an outside caller. If a "Type" is announced: see Bomb Threat Response Plan in procedure. Note that a person/group planting a bomb may plant multiple bombs in multiple locations.	Phone Threats: Obtain as much information as possible: Where is the bomb? When is set to go off? What does it look like? Why it was planted? CALL SECURITY X2600. . Suspicious Object Found: Do not touch object, **See>>**	Begin search of area for suspicious packages, but **DO NOT TOUCH ANY PACKAGE OR MOVE IT!** **DO NOT USE WIRELESS PHONE OR 2-WAY RADIO NEAR IT!** Report findings to supervisor.	If ordered by security or the police, commence evacuation of the authorized areas to wherever they direct.
Contaminated victims arrive at hospital seeking treatment. See Code Orange Procedure EP-08-003	Code Orange <u>**Phase 1- 1-14 patients to be handled by small decon shower in ED. Phase 2- >15 patients request Decon Team be activated to set up decon tents adjacent to ED**</u>	Persons who are contaminated with **N**uclear (radioactive), **B**iological, or **C**hemical substance(s) need medical exam (typically arrive at the ED). **They need to be decontaminated first before entering building.**	Do not allow their entry into building. Indicate that they are to remain outside ED entrance and be directed to decon shower near the trauma entrance. Contact X 2600 to inform of the situation.	If contaminated persons have already entered building, require them to remain in one room, close door, have ventilation system turned off (Note: Exhaust from the ED waiting room is not re-circulated, rather it is exhausted outdoors). Alternative: if they are near decon room in ED Triage Nurse should suit up and take them to decon room.	
Earthquake	None	Significant shaking of building.	Duck & cover; get under sturdy table or desk; move away from items that may fall (items in storage, ceiling lights or tiles); **protect head.**	When able to move, check staff & patients; If you are a qualified health or medical professional, take necessary emergency medical rescue actions; report injuries, trapped persons,& locations to UTPD(X2600)	Report damage to facilities to the facilities maintenance dept. (Weekdays, Ext. 5353)

EMERGENCY CONDITIONS & BASIC STAFF RESPONSE

PROBLEM	CODE NAME	DESCRIPTION	INITIAL RESPONSE	SECONDARY RESPONSE	FOLLOW UP
Evacuation See Code Green Procedure EP-08-005	**Code Green**	**2 Types of Evacuation:** **1. Shelter-In-Place** (move from immediate danger area in building to a safe area of same building), Sub-types – **In Place** – stay in area & take measures to protect from hazard (e.g. shut off ventilation; close doors; as appropriate). **Lateral**- move all patients/occupants out of smoke compartment to adjacent safe area. **Vertical** – move occupants down, possibly up to nearest safe stairwell to area of refuge in building. **Total** – leave the building completely	Patients and staff in **imminent danger** are to be moved first; If possible, the most ambulatory cases go first (then the patients needing some assistance, then the bed-ridden). When there is **no imminent danger** or announced instructions, wait for instructions from UTPD or the fire department – unless the danger becomes imminent, then follow the 1st instructions, above.	Contact respiratory care, central supply, etc. for equipment & supply needs in temporary refuge area. Consult Code Green Procedure EP-08-005	Report missing persons to UTPD (X 2600). If reentry to area is not feasible, Admin. On Duty/Supervision to determine need/method of evacuation.
Fire See Code Red Procedure LS-08-001	**Code Red**	Fire, smoke, or strong smell of something burning.	"**R-A-C-E**", as below: **Rescue** those in immediate danger (if safe to do so); **Alarm** (pullbox); **Contain** the fire (close doors); **Extinguish** the fire (if safe to do so – or **Evacuate** area if cannot).	Select the appropriate fire extinguisher. Then "**P-A-S-S**": **Pull** the pin; **Aim** the nozzle;(base of fire) **Squeeze** the handle; **Sweep** from side to side.	Follow instructions of the fire department, security, or safety and health ONLY.

EMERGENCY CONDITIONS & BASIC STAFF RESPONSE

PROBLEM	CODE NAME	DESCRIPTION	INITIAL RESPONSE	SECONDARY RESPONSE	FOLLOW UP
Hazardous Materials Spill or Release See "Spill Response Procedure HM-08-013"	No Code Designated	**Incidental Spill** Small spill presenting NO hazard to <u>trained</u> staff or the environment. **Emergency Spill** Any spill or leak which may present a significant hazard to people, or the environment or the effects are unknown.	<u>Trained user</u> cleans up spill with appropriate personal protective equipment and decontamination materials. Isolate the spill area (evacuate). Deny entry to others. Call X2600. Locate SDS for substance; give to Environmental Health & Radiation Safety personnel.	Appropriately dispose of materials and decontamination of reusable equipment and materials in proper waste stream. Physically affected or potentially employees should go to [or for visitors] to the ED immediately, for medical attention (& file appropriate Incident Report).	Report spills of hazardous materials to UTPD. Environmental Health & Radiation Safety (EHRS) incident report to be completed. Employees potentially exposed to hazardous material-complete Injury/Illness Report. Additional reporting may be required through EHRS to regulatory authorities.
Hostage/Shooter Violent Situation See "Code Violet Procedure SM-08-007"	Code Violet	An individual (or more) is becoming violent, or is being attacked/ held against their will.	Do not speak in a threatening manner; keep actions and remarks low-key. Contact or have someone contact UTPD if possible. Request overhead "Code Violet" announcement. Clear area, if possible. See SM-08-007	Contact University Police by calling X2600. Possibly issue UTAlert and Timely Warning after consultation with Senior Police Officer	UTPD to complete report.
Missing child See "Code Adam" Procedure SM-08-002	Code Adam	Child is missing or is known or suspected of having been kidnapped.	Contact UTPD at x2600. Facilities maintenance & env. Services assigned duties to assist UTPD by going to exit doors to monitor if anyone attempts to leave with small child or a small bag or container in which the child can be smuggled. UTPD to contact TPD.	Ask persons meeting these criteria to stop and search contents of packages, but if they do not stop, do not attempt of forcibly restrain them. Get a good description and give that information to UTPD. Initiate campus lockdown. See SM-08-003.	UTPD and witnesses to assist police in gathering information & possible identification of perpetrator(s).

EMERGENCY CONDITIONS & BASIC STAFF RESPONSE

PROBLEM	CODE NAME	DESCRIPTION	INITIAL RESPONSE	SECONDARY RESPONSE	FOLLOW UP
Mass Casualty Incident Code Yellow Procedure EP-08-001	**Code Yellow** **Phase 0 – Warning** **Phase 1- ED resources have been exhausted and are in need of additional resources.**	Numerous injured/ill victims are expected to or have arrived for treatment in numbers or types that could seriously tax the ED. If there are contaminated with a hazardous material, see Code Orange.	Departments should activate their individual procedures based on Code Yellow Procedure. Deploy the supplies &/or persons to the areas specified in the plan if/when requested.	All treatments must determine which patients could be discharged, if need be, and send/phone bed availability information to Admitting. Requested staff, physicians and volunteers awaiting assignments during a Code Yellow are to report to the Hospital Lobby near the Information Desk. DO NOT REPORT DIRECTLY TO THE EMERGENCY DEPARTMENT OR COMMAND CENTER UNLESS REQUESTED BY THE INCIDENT COMMANDER OR DESIGNEE.	Report problems to the hospital Command Center. If exercise was a drill, report problems related to the disaster plan or the drill to Environmental Health & Radiation Safety at the end of the exercise.
Radioactive Incident See "Spill Response Procedure HM-08-013"	**No Code Designated**	Material that is radioactive has been spilled or in some form released into the environment on campus.	Call UTPD at X2600 to have them contact the Radiation Safety Officer (RSO). Specify substance & location. Limit access immediately to the area to prevent spread of contamination to a larger area. See HM-08-013	Keep others out of the immediate area until the arrival of the Radiation Safety Officer or someone acting in that capacity. Do not move or remove any items in the area until they have been checked by the RSO.	Report spills of hazardous materials to UTPD. Environmental Health & Radiation Safety (EHRS) incident report to be completed. Employees potentially exposed to hazardous material-complete Injury/Illness Report. Additional reporting may be required through EHRS to regulatory authorities.

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PROBLEM	CODE NAME	DESCRIPTION	INITIAL RESPONSE	SECONDARY RESPONSE	FOLLOW UP
Medical Emergency	**Code Blue**	Someone on the premises is in an unresponsive, unconscious state or in serious medical distress. **By LOCATION** Main Hospital, Heart & Vascular Center, Hospital Clinics, the George Isaac Outpatient Surgical Center, the first floor Medical Pavilion, the basement and first floor of Dowling Hall (including outpatient OT/PT), Ortho Clinic and Cardiac Rehab at the University of Toledo Medical Center (UTMC).	**Push Code Button, Call Ext. X77** Advise of location of person and whether adult or child. Operator mobilizes Code team.	If you have been trained in CPR within the last 12 months, AND the persons condition warrants it, apply CPR.	If possible, applicable, and necessary, contact family or other designated persons of the seriously ill person to make them aware of the situation and where they can get more information or where the person is being taken for medical attention.
		All Other Areas: RHC Kobacker Collier CCE HEB Power House Parking Lots Dana FSB Sim Center	<u>Call</u> **9 (if using house phone)-9-1-1** **(Toledo Rescue Squad), directly,** <u>then</u> **call UTPD at X2600.** Advise of situation and location of person.	Automated External Defibrillators (AED's) are located in the lobby of nearly every campus building on the Health Science	
		Off Campus Locations GMC Fallen Timbers Talmadge Regency	**Call 9-1-1 directly.** Send someone to main entrance to greet/guide the Rescue Squad		

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PROBLEM	CODE NAME	DESCRIPTION	INITIAL RESPONSE	SECONDARY RESPONSE	FOLLOW UP
Snow/Transportation Emergency See "Code White" Procedure EP-08-008	**Code White is announced**	Staff, physicians, & patients cannot travel to or from treatment or care locations due to snow (usually) or other weather or disaster (i.e. "transportation emergency")	DEPARTMENTS Determine whether the dept. will remain open; contact staff to determine if they can come in. STAFF If you cannot get out to make it to the hospital, contact your department or X2600	Contact your department administrator, administrative supervisor on duty, or if there is a "Code White" in effect, contact UTPD at X2600. Administrator on call should proactively or retroactively request a block of rooms at the on campus hotel.	**Note:** Encourage staff to take home UT ID's when snowy weather is expected as their ID is the Essential Employee Card to allow for travel during a Level 3 Snow Emergency
Staffing Emergency Due to weather/disaster/strike	**Code White (weather)**	There is or may be problem providing sufficient staffing to an area due to difficulty of staff getting to or from the facility	See "Code White" or the "Inclement Weather Policy" in HR.	Contact UT HSC Security Office at X2600 for assistance, to request assistance in getting additional staff of it has been activated.	
	Code Yellow (Mass Casualty Event)	Staffing problems have been created due to a Medical Disaster having occurred and staff has been pulled from the dept. to assist in treatment.	Admin. On Call or Admin. Supervisor may open the command center if additional resources are needed.		
Tornado Warning Code Gray Procedure EP-08-002	**Code Gray-Tornado Watch** **Code Gray Tornado Warning**	National Weather Service issued a tornado watch/warning.	Shelter patients in place, in bathrooms. Visitors to be directed to basement tornado safe areas.	Request assistance by respiratory care and central supply, as needed, for equipment needs for patients	Return to evacuated areas only when notified by overhead announcement or UTPD that the severe weather has no passed over based on information from the National Weather Service.

EMERGENCY CONDITIONS & BASIC STAFF RESPONSE

PROBLEM	CODE NAME	DESCRIPTION	INITIAL RESPONSE	SECONDARY RESPONSE	FOLLOW UP
System Disruption	**Code Copper**	Phones are not working properly.	Determine if FAX machine/phones are working; use that phone in interim. If all phone lines are not working, request by-pass phones "Gray" phones in select areas in hospital be turned on through facilities maintenance.	See Backup Emergency Communication Procedure S-08-011.	MARCS radio or Satellite phones may be used-at direction of Admin. On Call or Admin. Supervisor by opening the command center.
Utility Disruptions (variety of causes)	**Code Copper**	Any utility such as electrical power, elevator, ventilation, phones, etc., do not operate properly.	See "**Utility Systems Failure**" in Red Book or, Maintenance Procedure Manual	Contact Administrative Supervisor, possibly the Administrator on Call through operator.	Admin. On Call or Admin. Supervisor may open the command center if additional resources are needed.
Medical Gas, Failure Medical Air, Vacuum, Oxygen	**Code Copper**	Medical gas system does not operate properly.	Contact Respiratory Care through hospital operator (or page 419-218-4573 to get cylinders of the needed gas(s). Call X5353. (maintenance)	See "Utility Systems" procedure section of Red Book/Faculty Maintenance Manual	
Power Failure	**Code Copper**	Electrical power failure. Only selected ceiling lights and red outlets are connected to emergency power.	Patient equipment for monitoring or life support-Make sure equipment is plugged into red outlets for emergency power connection. Use flashlights.	See "Utility Systems" procedure in Red Book.	Additional flashlights and lighting are available from disaster supplies.
Information Systems Broad Outage Loss of Electronic Medical Record	**Code Copper**	A loss of major portions of the IT support system on campus. NOT for minor loss of IT.	Contact Help Desk at X2400. Major outages will be detected by IT typically prior to call.	Contact Operators and request that a Code Copper be called listing major systems affected.	Contact Hosp. Admin on call and EHRS if outage will affect patient care delivery in order to initiate opening of Command Center.