

UNIVERSITY OF TOLEDO

SUBJECT: CODE GRAY - SEVERE WEATHER/
TORNADO RESPONSE PROCEDURE

Procedure No: EP-08-002

PROCEDURE STATEMENT

Clear, specific procedures shall be undertaken to protect patients, staff, and visitors in the case of a tornado and/or tornado warning, or severe weather.

PURPOSE OF PROCEDURE

To provide guidelines for actions to be taken in the event of a tornado and/or tornado warning, or severe weather.

PROCEDURE

Switchboard

The Campus Police dispatcher shall monitor CAD system and the weather alert channels located in the dispatch offices. In the case where a tornado watch/warning has been issued, or verified information has been received that a tornado has been sighted, the dispatcher shall notify the following:

The switchboard operator on the HSC, who will issue a HSC campus-wide internal public address announcement to all HSC buildings with that capability. The switchboard operators will also call all of the HSC departments or buildings listed below. On the Main Campus, the police dispatcher shall notify the senior person in Campus Police, in order to repare an announcement of a weather alert through the campus outdoor PA system. The MC dispatcher shall also notify all police officers on duty of the tornado warning.

Family Practice Center.....	419-383-5500
Glendale Medical Center	419-383-5614
Early Learning Center	419-381-7350
Environmental Services	5008
Kobacker Administration	3815
Kobacker - Inpatient Unit (all hours).....	5473
Kobacker School.....	3521
YMCA Morse Center.....	5370
Building Coordinators	
Dana Center	4090
Facilities Support (4298 after 4:30pm and weekends)	5353/3878 (ALSO, pager 419-449-6002)
Health Education Building	Telephone Services operators have
Block Health Science	public address system
Mulford Library	access in these buildings.
Powerhouse.....	5343
Hilton Inn.....	419-381-6800
Early Intervention Center	419-381-7300
Prescribed Pediatric Extended Care	419-381-7371
Dowling Hall.....	Public Address System
Office of Student Affairs.....	6058

Authority to authorize the announcement and cancellation of a Code Gray Phase O, I or II shall rest with the Administrative Coordinator on Duty following (as time permits) consultation with both the Senior Campus Police officer on duty and the Administrator on call. During the emergency, the Administrative Coordinator shall be in charge of Emergency Response Procedures until relieved by the Administrator on call or other appropriate incident command staff.

HSC CODES

Code Gray Phase 0 will be announced by the switchboard operator when a local tornado **WATCH** has been issued. The announcement of a Code Gray Phase 0 is made to inform all personnel that a potentially serious weather emergency exists. All personnel should be prepared to institute emergency procedures should a Code Gray Phase I or II be announced.

Code Gray Phase I shall be announced by the switchboard operator when a tornado **WARNING** has been issued for the local area, (defined as an area within a 25 mile radius of UTHSC) following authorization by the Administrative Coordinator on duty in consultation with the senior Campus Police officer on duty. The Administrator On Call shall also be notified. When a Code Gray Phase I is announced, patients will be placed in the safest possible place in accordance with their condition and unit.

Code Gray Phase II shall be announced by the switchboard operator when a tornado has been sighted within a 10 mile radius of UTHSC. Ambulatory patients and patients in wheelchairs shall be placed in the bathrooms of their rooms. Doors may be left partially open to minimize anxiety. Bedfast patients will be placed in the flat position, as tolerated. Draw curtains and shades in patient rooms. Turn bed so headboard is between patient and any windows. Protect patient with blankets or pillows. ***Employees in patient care areas should seek shelter in bathrooms or interior hallways.***

GUIDELINES - ALL AREAS ON THE HEALTH SCIENCE CAMPUS

FOR PHASE I OR II:

All non-clinical employees and visitors should evacuate to the lowest floor of each respective building. For those areas without a below ground floor, seek shelter in a corridor or room located away from outside windows and walls. If time does not permit evacuation of upper floors or areas with windows, seek shelter under desks or behind file cabinets. For employees in annex trailers, seek shelter on ground floor of nearest campus building.

All patient care areas will follow their respective departmental plan to assure patient safety.

All persons involved in direct patient care and/or duties essential to the operation of the Hospital shall return to their unit or department for assignment. All visitors in the hospital and non-patient care personnel shall take shelter on the ground floor. If time does not permit evacuation of areas with windows, seek shelter under desks or behind file cabinets. Any additional incoming visitors to the hospital shall be directed to the ground floor area by Information Desk or Campus Police Department personnel.

GUIDELINES FOR MAIN CAMPUS

Upon notification of a tornado warning via the county emergency siren system and the UT outdoor PA system, all students, faculty and staff should immediately cease their activities, classes should immediately be suspended, and all persons should seek shelter in the tornado safe waiting area of the closest building or the building they are in. All buildings have identified tornado safe waiting areas, clearly marked with "Tornado Safe Waiting Area" signs.

POSSIBLE ACTIVATION OF CODE YELLOW - INTERNAL/EXTERNAL DISASTER PROCEDURE (EP-08-001):

Activation of the Code Yellow policy may be required if there are multiple injuries in the community or among UTHSC staff, patients, students, faculty and/or visitors. The senior Campus Police officer will consult with administrative/medical personnel to make a joint decision concerning activation of the Code Yellow policy, and in turn the Hospital Incident Command System (HICS). For further details on HICS procedures, see procedure EP-08-001, Code Yellow – Internal/External Disaster Procedure.

CANCELLATION OF CODE GRAY PHASE 0, I OR II:

Authorization for cancellation of tornado response procedures on the HSC shall be given by the Administrative Coordinator to the switchboard operator following consultation with both the Senior Campus Police Officer on duty and the Administrator on call. Such authorization shall be given when the weather emergency has passed.

On the Main Campus, authorization for cancellation of a Code Gray shall rest with the Campus Police supervisor on duty. He or she may consult with the appropriate HSC staff if needed.

GUIDELINES – UTMC (Hospital)

During Phase I or Phase II seek inside shelter. Pull all curtains. Ambulatory patients and patients in wheelchairs shall return to/remain in their rooms. This includes all patients receiving non-emergency treatment in ancillary departments. For bedfast patients in fans, pull bed to hall area by bathrooms with the head of the bed facing windows. For bedfast patients in rooms off main hallway, in areas without end windows or for patients who cannot be moved, pull bed to wall with head of bed toward windows.

Employees should not leave designated areas until notified by Public Announcement.

GUIDELINES - KOBACKER

When a Code Gray, Phase I or II is announced by the switchboard operator, the following evacuation plan will be followed:

Child and Adolescent Hospital, Outpatient Treatment Wing & School: The primary nurse or child care worker/therapist will account for each child/adolescent in his/her group and accompany them into the Dana Center/Kobacker Tunnel. The Nurse/Coordinator or therapist will certify that each child is accounted for. Immediately notify the Charge Nurse of any missing child.

Staff, children, and adolescents may return to their designated areas only after an all-clear notification is provided by Campus Police.

GUIDELINES - RUPPERT HEALTH CENTER/YMCA MORSE CENTER/ GLENDALE MEDICAL CENTER/EDUCARE CENTER

When a Code Gray, Phase I or II is announced by the switchboard operator, all personnel and patients will evacuate to the ground level and/or the underground tunnel. Staff may return to their designated areas only after an all clear is announced by the switchboard operator or Campus Police.

EVALUATION

After each activation of this procedure, a detailed critique should be made and the report sent to the UT Safety & Health Committee as soon as is feasible. This critique should include those people who were involved in decision-making and implementation of the procedure, along with verification of all applicable telephone numbers and the contents of the policy.

Source: Safety & Health Committee

Effective Date: 6/30/90

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