

UNIVERSITY OF TOLEDO HEALTH SCIENCE CAMPUS

SUBJECT: EMERGENCY PROCEDURES FOR
OFF-CAMPUS LOCATIONS

Procedure No: EP-08-007

PROCEDURE STATEMENT

The University of Toledo shall have emergency procedures for all off-campus patient care sites.

PURPOSE OF PROCEDURE

To better address the special needs specific to each off-site location in an emergency situation.

PROCEDURE

GLENDALE MEDICAL CENTER

CODE RED: FIRE

Implement the R.A.C.E. fire response procedure:

R = RESCUE anyone in danger from the fire if it does not jeopardize your own life;

A = ALARM: sound the alarm by calling 77 and activating the nearest fire alarm pull station;

C = CONFINE the fire by closing doors and windows;

E = EXTINGUISH* the fire with the nearest fire extinguisher **OR** EVACUATE** the facility.

*In order to use a fire extinguisher properly, you must do the following four tasks:

P = PULL the pin on the extinguisher after breaking the plastic seal;

A = AIM the hose or nozzle at the fire;

S = SQUEEZE the extinguisher handles together;

S = SWEEP from side-to-side from the front of the fire to the rear of the fire.

**There are three evacuation options available to GMC employees: choose the level that will make you safe;

LATERAL = move as far away from the fire as possible while remaining on the same floor;

VERTICAL = go down one flight of stairs and move as far away as possible from the fire on the floor above;

TOTAL = leave the building and go outside to a safe place.

CODE GRAY: TORNADO/SEVERE WEATHER

Code Gray Phase 0 = Informational; employees should stay in touch with their supervisor for further weather updates;

Code Gray Phase I = Tornado Watch: a tornado has been sighted within a twenty-five (25) mile radius of the main campus;

Code Gray Phase II = Tornado Warning: a tornado has been sighted within a ten (10) mile radius of campus.

NOTE: The University Operator will announce the Code Grey Phase 0, I or II over the public address system to advise GMC employees of the phase in existence.

When a Code Grey Phase I or II exists, all personnel and patients will evacuate to the ground level and remain there until the University Operator announces an ALL CLEAR.

CODE BLACK: BOMB THREAT

If a bomb threat is received at GMC, the person receiving the call will:

- Remain calm
- Note the time of the call
- Note exact words of the caller, ask when due to go off, where located, what does the device look like. Keep the caller on the phone as long as possible.
- Note description of the voice, age, sex, and any discernible back-ground noise.
- Call Campus Police at emergency number 77 to report the threat.

Then evacuate all persons from the building, being certain to ensure all persons have been relocated a safe distance from the building where the bomb is allegedly located.

The person receiving the bomb threat call should fill out the University Telephone Bomb Threat Checklist as soon as possible after the call (the Checklist form should be available in all departments).

Campus Police will conduct a room-to-room search of GMC. It may be necessary to enlist the support of certain GMC staff to assist in searching the building, in order to advise whether certain objects, packages or containers are normally present in the building.

No one other than members of an authorized searching party will re-enter GMC until the ALL CLEAR has been given by Campus Police.

For further information and additional guidance, see Safety Procedure EP-08-004: **Code Black: Bomb Threats**.

PERSON WITH A WEAPON/VIOLENT PERSON

There should be a locked door between the patient waiting/reception area and the treatment area of GMC, if possible. This will prevent any unauthorized/unstable or violent person from gaining access to all of GMC, and will limit the area a dangerous person can roam.

GMC front desk staff should attend HSC safety orientation to learn basic crime prevention/personal safety information.

If a violent person or a person with a weapon approaches the front desk staff of GMC, the staff should deal with that person in a non-confrontational, cooperative manner, so as not to worsen the situation. Additional front desk staff should immediately call emergency number 77 to request Campus Police assistance if the situation appears to warrant such action.

Attempt to cooperate as much as possible with the violent person (without placing yourself in greater jeopardy) until police assistance arrives.

If a patient in a treatment area reveals a weapon or suddenly becomes violent, attempt to calm the patient; other staff should call emergency number 77 if the situation warrants such action.

If a person becomes physically violent in a treatment area, GMC staff can subdue the attacker (if they have adequate numbers and the attacker does not have a dangerous weapon) or they can evacuate the building until police assistance arrives.

All staff should be aware of their closest means of emergency exit from any point in the building.

UTILITY FAILURES

(DEFINED AS HEAT, ELECTRICAL POWER, WATER, TELEPHONE OR NATURAL GAS PROBLEMS)

Call Facilities Maintenance at 383-5353 for any utility problem or failure.

HAZARDOUS MATERIAL SPILL

If any employee does not feel comfortable cleaning up any spill involving hazardous materials at that employee's site, call Campus Police at 530-2600 to request that Safety & Health Department staff be sent to clean up the spilled material.

Employees will be given detailed instructions by Safety & Health Department staff about what to do (i.e., remain in the area, close doors and continue to work; or evacuate the building) before clean-up personnel arrive.

All employees should be aware of and familiar with Safety Procedure **HM-08-013: Hazardous Material Spill Procedures**.

NBC INCIDENT (Nuclear, Biological, Chemical)

Call x77 to report the incident and evacuate the building.

Source: Safety & Health Department

Effective Date: 6/1/99

Review/Revision Date: 2/12/02
4/30/03
5/2/05
2/13/08