

# EMERGENCY CONDITIONS & BASIC STAFF RESPONSE

CODE NAME/EMERGENCY	DESCRIPTION	INITIAL RESPONSE	SECONDARY RESPONSE	FOLLOW UP
<b>Code Brown</b> <u>(SM-0-004)</u>	Admitted Missing Adult Patient left treatment area or residential area <b>thus endangering her/his health</b> (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 419-383-2600.  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.
<b>Code Black</b> <u>(EP-08-004, EP-08-004 Addendum)</u>	Notification of a bomb on campus, usually by an outside caller.  Note that a person/group planting a bomb may plant multiple bombs in multiple locations.	Report any threats to UTPD by dialing 911. Phone Threats: Obtain as much information as possible: When is set to go off? Where is the bomb? What does it look like? Why it was planted?	Begin search of area for suspicious packages, but <b>DO NOT TOUCH ANY PACKAGE OR MOVE IT!</b>  <b>DO NOT USE WIRELESS PHONE OR 2-WAY RADIO NEAR IT!</b>  Report findings to supervisor.	If ordered by security or the police, commence evacuation of the authorized areas to wherever they direct.
<b>Code Orange</b> <u>(EP-08-003, EP-08-003 F 1-5)</u> <b>Phase 0 – Potential Incident. Emergency Response members are contacted.</b> <b>Phase 1- 1-14 patients to be handled by small decon shower in ED.</b> <b>Phase 2- &gt;15 patients request Decon Team be activated to set up decon tents adjacent to ED</b>	Persons who are contaminated with <b>N</b> uclear (radioactive), <b>B</b> iological, or <b>C</b> hemical substance(s) need medical exam (typically arrive at the ED). <b>They need to be decontaminated first before entering building.</b>	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 HSC Security @ 419-383-2600 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.	

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Earthquake	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); <b>protect head.</b>	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 419-383-2600	Report damage to facilities to the facilities maintenance dept. (Weekdays, 419-383-5353)
Code Green (EP-08-005)	<p><b><u>2 Types of Evacuation:</u></b></p> <p><b>1. Shelter-In-Place</b> (move from immediate danger area in building to a safe area of same building). Sub-types – <b>In Place</b> – stay in area &amp; take measures to protect from hazard (e.g. shut off ventilation; close doors; as appropriate). <b>Lateral</b>- move all patients/occupants out of smoke compartment to adjacent safe area. <b>Vertical</b> – move occupants down/location determined by the House Supervisor. <b>Complete</b> – leave the building entirely.</p>	<p>Patients and staff in <b>imminent danger</b> are to be moved first; If possible, the most ambulatory cases go first (then the patients needing some assistance, then the bed-ridden).</p> <p>When there is <b>no imminent danger</b> or announced instructions, wait for instructions from UTPD or the fire department – unless the danger becomes imminent, then follow the 1<sup>st</sup> instructions above.</p>	Contact respiratory care, central supply, etc. for equipment & supply needs in temporary refuge area.	Report missing persons to HSC Security @ 419-383-2600). If re-entry to area is not feasible, House Supervisor/ Admin On Duty shall determine need/method of evacuation.

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<b>Code Red</b> <b>(LS-08-001)</b>	Fire, smoke, or strong smell of something burning.	<p>“<b>R-A-C-E</b>”, as below:  <b>Rescue</b> those in immediate danger (if safe to do so);  <b>Alarm</b> (pull station);  <b>Contain</b> the fire (close doors);  <b>Extinguish</b> the fire (if safe to do so – or  <b>Evacuate</b> area if cannot).</p>	Select the appropriate fire extinguisher. Then “ <b>P-A-S-S</b> ”: <b>Pull</b> the pin; <b>Aim</b> the nozzle;(base of fire) <b>Squeeze</b> the handle; <b>Sweep</b> from side to side.	Follow instructions of the fire department, security, or environmental health & radiation safety ONLY.
<b>Hazardous Materials Spill or Release</b> <b>(HM-08-013)</b>	<p><b><u>Incidental Spill</u></b>            Small spill presenting NO hazard to <u>trained</u> staff or the environment.</p> <p><b><u>Emergency Spill</u></b>            Any spill or leak which may present a significant hazard to people, or the environment or the effects are unknown.</p>	<p><u>Trained user</u> cleans up spill with appropriate personal protective equipment and decontamination materials.</p> <p>Isolate the spill area (evacuate). Deny entry to others. Call HSC Security @ 419-383-2600.</p> <p>Locate SDS for substance; give to Environmental Health &amp; Radiation Safety personnel.</p>	<p>Appropriately dispose of materials and decontamination of reusable equipment and materials in proper waste stream.</p> <p>Physically affected or potentially employees should go to [or for visitors] to the ED immediately, for medical attention (&amp; file appropriate Incident Report).</p>	<p>Report spills of hazardous materials to UTPD. Environmental Health &amp; 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.</p>

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<b>Code Violet</b> <b>(EP-08-015)</b>	<b>A serious</b> situation involving any individual(s) exhibiting or threatening violent behavior	Do not speak in a threatening manner; keep actions and remarks low-key. Contact or have someone contact HSC Security @ 419-383-2600 if possible. Request overhead "Code Violet" announcement. Clear area, if possible.	Possibly issue UTAAlert and Timely Warning after consultation with Senior Police Officer  If situation escalates, call 911.	UTPD to complete report.
<b>Code Adam</b> <b>(SM-08-002)</b>	Missing or abducted child	Staff will contact the operators immediately with a description of the child. HSC Security will notify UTPD to dispatch officers for a search. An overhead announcement will be made campus-wide.	Ask persons meeting these criteria to stop and search contents of packages, but if they do not stop, do not attempt to 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).

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<p><b>Code Yellow</b> <b>(EP-08-001)</b></p> <p><b>Phase 0 – Warning</b></p> <p><b>Phase 1- ED resources have been exhausted and are in need of additional resources.</b></p>	<p>Mass Casualty Incident (MCI) involving multiple persons.</p> <p>If there are contaminated with a hazardous material, see Code Orange.</p>	<p>An overhead announcement will be made. Departments should activate their individual procedures based on Code Yellow Procedure.</p> <p>Deploy the supplies &amp;/or persons to the areas specified in the plan if/when requested.</p>	<p>All treatments must determine which patients could be discharged, if need be, and <u>send/phone bed availability information to Admitting.</u></p> <p>Requested staff, physicians and volunteers awaiting assignments during a Code Yellow are to report to the Hospital Lobby near the Information Desk.</p>	<p>Report problems to the hospital Command Center.</p>
<p><b>Radioactive Incident (HM-08-013)</b></p>	<p>Material that is radioactive has been spilled or in some form released into the environment on campus.</p>	<p>Call HSC Security @ 419-383-2600 to have UTPD respond. The Radiation Safety Officer (RSO) will be contacted. Specify substance &amp; location.</p> <p>Limit access immediately to the area to prevent spread of contamination to a larger area.</p>	<p>Keep others out of the immediate area until the arrival of the Radiation Safety Officer or someone acting in that capacity.</p> <p>Do not move or remove any items in the area until they have been checked by the RSO.</p>	<p>Report spills of hazardous materials to UTPD. Environmental Health &amp; 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.</p>

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<b>Code Blue</b> (Someone on the premises is in an unresponsive, unconscious state or in serious medical distress.)	<b>Code Team Response to a Medical Emergency in the following areas:</b>  Main Hospital/Clinics, Heart & Vascular, George Isaac Center, Medical Pavilion including the basement and first floor of Dowling Hall, and SBH/Kobacker at the University of Toledo Medical Center (UTMC).	<b>Call Ext. X77, 419-383-7700 (Ascom), OR utilize code button</b>  Advise of location of person and whether adult or child. Operator mobilizes Code team.  Remain with victim until help arrives.	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.
	<b>All Other Areas:</b> RHC Collier CCE HEB Parking Lots Dana FSB Sim Center	<b>Call 9-1-1 directly.</b>  Send someone to main entrance to greet/guide the Rescue Squad	Automated External Defibrillators (AED's) are located in the lobby of nearly every campus building on the Health Science	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.
	<b>Off Campus Locations</b> Fallen Timbers Regency DCC Maumee DCC Sylvania	<b>Call 9-1-1 directly.</b>  Send someone to main entrance to	Automated External Defibrillators (AED's) are located onsite.	If possible, applicable, and necessary, contact family or other designated persons of the

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		greet/guide the Rescue Squad		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.
<b>Code White</b> <b>(EP-08-008;</b> <b>Inclement Weather</b> <b>COOP Plan; 3364-25-14)</b>	Snow/Transportation Emergency	Essential employees will report to work.	Administrator on call should proactively or retroactively request a block of rooms at the on campus hotel.	<b>Note:</b> 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
<b>Code Gray</b> <b>(EP-08-002)</b>	National Weather Service issued a tornado watch/warning.	Shelter patients in place, in bathrooms. Visitors to be directed to the nearest interior room or hall on the lowest level possible.	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.
<b>Code Copper</b> <b>System Disruption</b>	Phones are not working properly.	Determine if FAX machine/phones are working; use that phone in interim. If all phone lines are not working utilize by-pass phones "Gray" phones in select areas.	See Backup Emergency Communication Procedure S-08-011.	MARCS radio may be used-at direction of Admin. On Call or House Supervisor by opening the command center.

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<b>Code Copper Utility Disruptions (variety of causes)</b>	Any utility such as electrical power, elevator, ventilation, phones, etc., do not operate properly.	Notify Facilities Maintenance at 419-383-5353 OR 419-383-4298.	Contact House Supervisor possibly the Administrator on Call through operator.	Admin. On Call or House Supervisor may open the command center if additional resources are needed.
<b>Code Copper Medical Gas, Failure Medical Air, Vacuum, Oxygen</b>	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 419-383-5353. (maintenance)	See "Utility Systems" procedure section of Red Book/Faculty Maintenance Manual	
<b>Code Copper Power Failure</b>	Electrical power failure. UTMC has generator 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 in individual departments & from disaster supplies.
<b>Code Copper Information Systems Broad Outage Loss of Electronic Medical Record</b>	A loss of major portions of the IT support system on campus. NOT for minor loss of IT.	Contact Help Desk at 419-383-2400. Major outages will be detected by IT typically prior to call.	Contact House Supervisors with information to 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.