

# EMERGENCY CONDITIONS & BASIC STAFF RESPONSE

PROBLEM	CODE NAME	DESCRIPTION	INITIAL RESPONSE	SECONDARY RESPONSE	FOLLOW UP
<p><b>Patient Missing or has left</b> – where patient’s leaving may be life-threatening to patient. Code Brown Procedure #SM-08-004</p>	<b>Code Brown</b>	<p>Patient left treatment area or residential area <b>thus endangering her/his health</b> (this does NOT apply to AMA’s which do not endanger the patient’s health &amp; well-being).</p>	<p>Notify staff in area to search for missing patient; notify UTPD at X2600.</p> <p>Police notifies the TPD if needed by dispatch via emergency radio channel and hospital Operators (request they announce a “Code Brown”; give them details of patient’s description).</p>		<p>Pt. care unit: prepare Patient Incident Report.</p> <p>Security to prepare Security Incident Report.</p>
<p><b>Bomb Threat</b></p> <p>(See “<b>BOMB THREAT</b>” Procedure EP-08-004)</p>	<b>Code Black</b>	<p>Notification of a bomb on campus, usually by an outside caller.</p> <p>If a “Type” is announced: see Bomb Threat Response Plan in manual.</p> <p>Note that a person/group planting a bomb may plant multiple bombs in multiple locations.</p>	<p>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 @ Ext. 4128. Security to call TPD.</p> <p>Suspicious Object Found: Do not touch object, <b>See&gt;&gt;</b></p>	<p>Begin search of area for suspicious packages, but <b>DO NOT TOUCH ANY PACKAGE OR MOVE IT!</b></p> <p><b>DO NOT USE WIRELESS PHONE OR 2-WAY RADIO NEAR IT!</b></p> <p>Report findings to supervisor.</p>	<p>If ordered by security or the police, commence evacuation of the authorized areas to wherever they direct.</p>
<p><b>Contaminated victims arrive at hospital seeking treatment.</b></p> <p>See Code Orange Procedure EP-08-003 in manual.</p>	<b>Code Orange</b>	<p>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></p>	<p>Do not allow their entry into building. Indicate that they are to remain outside ED entrance until receive further instructions on where to go to get decontaminated. Contact X 2600 to inform of the situation.</p>	<p>If contaminated persons have already entered building, require them to remain in one room, close door, have ventilation system turned off (if is a negative exhaust isolation room, ventilation can remain on).</p> <p>Alternative: if they are near decon room in ED Triage Nurse should suit up and take them to decon room.</p>	
<p><b>Earthquake</b></p>	<b>None</b>	<p>Significant shaking of building.</p>	<p>Duck &amp; 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></p>	<p>When able to move, check staff &amp; patients; If you are a qualified health or medical professional, take necessary emergency medical rescue actions; report injuries, trapped persons, &amp; locations to UTPD(X2600)</p>	<p>Report damage to facilities to the facilities maintenance dept. (Weekdays, Ext. 5353)</p>

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PROBLEM	CODE NAME	DESCRIPTION	INITIAL RESPONSE	SECONDARY RESPONSE	FOLLOW UP
Evacuation	Code Green	<p><b>2 Types of Evacuation:</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 nearest safe stairwell to area of refuge in building. <b>Total</b> – leave the building completely</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>	<p>Contact respiratory care, central supply, etc. for equipment &amp; supply needs in temporary refuge area.</p> <p>Consult Code Green Procedure EP-08-005</p>	<p>Report missing persons to UTPD (X 2600). If reentry to area is not feasible, Admin. On Duty/Supervision to determine need/method of evacuation.</p>
Fire	Code Red	<p>Fire, smoke, or strong smell of something burning.</p>	<p>“<b>R-A-C-E</b>”, as below:  <b>R</b><u>escue</u> those in immediate danger (if safe to do so);  <b>A</b><u>larm</u> (pullbox);            Contain the fire (close doors);  <b>E</b><u>xtinguish</u> the fire (if safe to do so – or  <b>E</b><u>vacuate</u> area if cannot).</p>	<p>Select the appropriate fire extinguisher. Then “<b>P-A-S-S</b>”:  <b>P</b><u>ull</u> the pin;  <b>A</b><u>im</u> the nozzle;(base of fire)  <b>S</b><u>queeze</u> the handle;  <b>S</b><u>weep</u> from side to side.</p>	<p>Follow instructions of the fire department or security.</p>

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PROBLEM	CODE NAME	DESCRIPTION	INITIAL RESPONSE	SECONDARY RESPONSE	FOLLOW UP
<b>Hazardous Materials Spill or Release</b>  <b>[See "Spill Response Procedure HM-08-013]</b>	<b>No Code</b>	<u><b>Incidental Spill</b></u> Small spill presenting NO hazard to <u>trained</u> staff or the environment.  <u><b>Emergency Spill</b></u> 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 MSDS for substance; give to Safety & Health personnel.	Appropriately dispose of materials and decontamination of reusable equipment and materials in proper waste stream.  Physically affected or potentially employees should go to University Health (when open), or in extreme emergency [or for visitors] to the ED immediately, for medical attention (& file appropriate Incident Report).	Report spills of hazardous materials to UTPD. Safety & Health incident report to be completed. Employees potentially exposed to hazardous material-complete Injury/Illness Report.
<b>Hostage/Shooter Situation</b>	<b>No Code</b>	An individual (or more) is being held against his will.	Do not speak in a threatening manner; keep actions and remarks low-key. Contact or have someone contact UTPD if possible. Clear area, if possible.  See SM-08-007	Timely Warning	UTPD to complete report. Follow up with
<b>Missing Child</b>	<b>Code Adam</b>	Child is missing or is known or suspected of having been kidnapped.	Contact UTPD at X2600. Facilities Maintenance and 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.	UTPD and witnesses to assist police in gathering information & possible identification of perpetrator(s).

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<p><b>Mass Casualty Incident</b></p> <p><b>Code Yellow Procedure EP-08-001</b></p>	<p><b>Code Yellow</b></p> <p><b>Phase 0 – Warning</b></p> <p><b>Phase 1- 6-14 Victims</b></p> <p><b>Phase 2- 15 or greater victims</b></p>	<p>Numerous injured/ill victims are expected to or have arrived for treatment in numbers or types that could seriously tax the ED.</p> <p>If there are contaminated with a hazardous material, see Code Orange.</p>	<p>Departments should activate their individual procedures based on Code Yellow Procedure</p> <p>Immediately deploy the supplies &amp;/or persons to the areas specified in the plan.</p>	<p>All treatments must determine which patients could be discharged, if need be, and <u>send/phone bed availability information to Admitting</u>. All administrators &amp; managers should be prepared to Command Center. All departments should send available staff (or a list) who are not assigned to other disaster duties to the Labor Pool in the lobby.</p>	<p>Report problems to the hospital Command Center. If exercise was a drill, report problems related to the disaster plan or the drill to Safety &amp; Health at the end of the exercise.</p>
<b>Medical Gas, Failure</b>	<b>None</b>	Medical gas system does not operate properly.	Contact Respiratory Care through X9000 to get cylinders of the needed gas (es). Call X5353. (maintenance)	See "Utility Systems" procedure section of Red Book/Faculty Maintenance Manual	
<b>Power Failure</b>	<b>None</b>	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 emergency flashlights that are supposed to be in all areas.	See "Utility Systems" procedure in Red Book.	
<b>Radioactive Incident</b>	<b>None</b>	Material that is radioactive has been spilled or in some form released into the environment.	<p>Call UTPD at X2600 to have them contact the Radiation Safety Officer (RSO). Specify substance &amp; location.</p> <p>See HM-08-013</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>	

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<p><b>Medical Emergency</b></p>	<p><b>Code Blue</b></p>	<p>Someone on the premises is in an unresponsive, unconscious state or in serious medical distress.</p> <p><b><u>By LOCATION</u></b></p> <p><b>Main Hospital Building</b>  <span style="display: inline-block; width: 100px; border-bottom: 1px solid black; margin-left: 100px;"></span> →</p> <p><b>All Contiguous Main Campus Areas:</b>                      RHC                      Kobacker                      Collier                      CCE                      HEB                      Power House                      Parking Lots                      Dana                      FSB</p> <p><b>Off Campus Locations</b>                      St. Luke's                      GMC</p>	<p><b>Call Ext. X77 or X2600.</b> Advise of location of person and whether adult or child. Operator mobilizes Code team.</p> <p><b>Call 9 (if using house phone)-9-1-1</b></p> <p><b>(Toledo Rescue Squad), directly, then call UTPD at X77 or X2600.</b> Advise of situation and location of person.</p> <p><b>Call 9-1-1 directly.</b></p> <p>Send someone to main entrance to greet/guide the Rescue Squad</p>	<p>If you have been trained in CPR within the last 12 months, AND the persons condition warrants it, apply CPR.</p>	<p>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.</p>

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<b>Snow Emergency</b>	<b>Code White is announced</b>  <b>See EP-08-008</b>	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")	<b>DEPARTMENTS</b> Determine whether the dept. will remain open; contact staff to determine if they can come in.  <b>STAFF</b> If you cannot get out to make it to the hospital, contact your department or security.	Contact your department administrator, administrative supervisor on duty, or if there is a "Code White" in effect, contact UTPD at X2600.	
<b>Staffing Emergency</b> Due to weather/disaster/strike	<b>Code White (weather)</b>          <b>Code Yellow (disaster)</b>	There is or may be problem providing sufficient staffing to an area due to difficulty of staff getting to or from the facility because of the weather.          Staffing problems have been created due to a Medical Disaster having occurred and staff has been pulled from the dept. to assist in disaster victim treatment.	See "Code White" or the "Strike Contingency Plan" in HR.\          Contact the hospital Incident Command Post (X5701-4) to request assistance in getting additional staff.		
<b>Tornado Warning</b>  <b>Code Gray</b> <b>Procedure EP-08-002</b>	<b>Code Gray-Tornado Warning</b>  <b>Phase 0</b> <b>Phase 1</b> <b>Phase 2</b>	National Weather Service issued a severe thunderstorm or tornado watch/warning.	Evacuate rooms and areas which having outside wall or skylight per the plan, or having wide expanse or roof (e.g. the Ed. Center auditorium). Locate tornado safe areas which lack the above features; move evacuees to these locations.	Request assistance by respiratory care and central supply, as needed, for equipment needs in the refuge area(s).	Return to evacuated areas only when notified by P.A. announcement or UTPD that the emergency is over.

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<b>System Disruption</b>	<b>None</b>	Phones are not working properly.	Determine if FAX machine phone is working; use that phone in interim. If all phone lines are not working, develop runner system.	See "Utility Systems Failure" procedure of Facilities Maintenance Policy. Backup communications S-08.	Satellite phones may be used-at direction of Admin. On Duty or Admin. Supervisor.
<b>Transportation Emergency</b>	<b>Code White</b>	Staff, physicians, & patients cannot travel to or from treatment or care locations due to snow weather conditions.	See EP-08-008.  Also see Emergency Staffing.		
<b>Utility Disruptions (variety of causes)</b>	<b>None</b>	Any utility such as electrical power, elevator, ventilation, phones, etc., do not operate properly.	See " <b>Utility Systems Failure</b> " in Maintenance Policy/Procedure Manual		