**Policy Statement**

The following procedures should be undertaken to protect patients, staff and visitors in the Heart and Vascular Center in the case of a Code Gray, Phase I or II.

**Purpose of Policy**

To provide guidelines for actions to be taken in the event of a Code Gray, Phase I or II.

**Procedure**

1. When a code Gray, Phase I or II, is announced by the switchboard operator, Heart and Vascular Center personnel should respond as follows:
   a. Return all inpatients to their nursing units.
   b. Direct all outpatients, visitors, and non-patient care personnel to seek shelter on the ground floor. If time does not permit going to the ground floor; seek shelter away from outside windows, walks, under desks or behind file cabinets.
   c. After completion of A and B, all Heart and Vascular Center personnel should meet in the Special Procedure Room1128. The Department Head, or designee, (most senior supervisor or most senior staff member) see that all employees working at the time are accounted for or located.