

UNIVERSITY OF TOLEDO HEALTH SCIENCE CAMPUS

SUBJECT: EMERGENCY PROCEDURES FOR
OFF-CAMPUS LOCATION

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

CCC

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 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 complete 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 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 Watch = Informational; employees should stay in touch with their supervisor for further weather updates;

Code Gray Warning = A tornado warning has been issued for the local area by the National Weather Service. All personnel and patients will evacuate to the ground level. All non-clinical employees and visitors should evacuate to the tornado safe waiting area of the building. All buildings have identified tornado safe waiting areas, clearly marked with "Tornado Safe Waiting Area" signs.

NOTE: The University Operator will announce the Code Grey Watch or Warning over the public address system to advise CCC employees.

When a Code Grey Warning, 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, 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 looks 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 911 and report the treat.

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).

University Police will conduct a room-to-room search of CCC. It may be necessary to enlist the support of certain 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 CCC until the ALL CLEAR has been given by UT Police.

For further information and additional guidance, see Procedure [EP-08-004](#) - **Code Black: Bomb Threats**.

CODE VIOLET: VIOLENT SITUATION

If presented with a situation with the potential for escalation that cannot be defused, a staff member will immediately dial HSC Security 419-383-2600, or assign another staff member to make the call. If the situation escalates, call 911.

Provide the Dispatcher with a brief description of what is occurring, the location and the assistance required.

If any type of weapon is involved, notify the UT Police and make sure that this information is given so the police can make an appropriate response.

Pending the arrival of security and/or police, available staff members will attempt to isolate the offender by removing bystanders and themselves from the immediate area, with appropriate concern for the safety of all.

CODE COPPER: COMMUNICATION INVOLVING UTILITY FAILURE

Any individual having knowledge of the cessation or interruption in these utilities shall immediately notify Facilities Maintenance at 419-383-5353 OR 419-383-4298. Facilities Maintenance will enact the appropriate utility systems failure policy. For information technology service issues, contact the Information Technology Help Desk at 419-383-2400.

Facilities Maintenance or the Information Technology Help Desk will immediately notify the UT Police and appropriate personnel. Facilities Maintenance and/or Information Technology will take action to supplement, restore or repair utilities as necessary.

HAZARDOUS MATERIAL SPILL

If any employee does not feel comfortable cleaning up any spill involving hazardous materials at that employee's site, call HSC Security at 419-383-2600 to request that Environmental Health and Radiation Safety Department staff be sent to clean up the spilled material. In the event of fire or injury call 911.

Employees will be given detailed instructions by EHRS 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)

If an NBC incident is suspected, call 419-383-2600 to report the incident.

Regency, Fallen Timbers, Dana Cancer Center at Toledo Clinic/Maumee/Secor, Lake Erie Center, Center for Alumni and Donor Engagement

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 911 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 complete 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 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 Watch = Informational; employees should stay in touch with their supervisor for further weather updates;

Code Gray Warning = A tornado warning has been issued for the local area by the National Weather Service. All personnel and patients will evacuate to the ground level. All non-clinical employees and visitors should evacuate to the tornado safe waiting area of the building. All buildings have identified tornado safe waiting areas, clearly marked with "Tornado Safe Waiting Area" signs.

CODE BLACK: BOMB THREAT

If a bomb threat is received, 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 911 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).

No one other than members of an authorized searching party will re-enter Regency until the ALL CLEAR has been given by local law enforcement.

For further information and additional guidance, see Procedure [EP-08-004](#) - **Code Black: Bomb Threats**.

CODE VIOLET: VIOLENT SITUATION

If presented with a situation with the potential for escalation that cannot be defused, a staff member will immediately dial 911, or assign another staff member to make the call.

Provide the Dispatcher with a brief description of what is occurring, the location and the assistance required.

If any type of weapon is involved, notify police so they can make an appropriate response.

Pending the arrival of police, available staff members will attempt to isolate the offender by removing bystanders and themselves from the immediate area, with appropriate concern for the safety of all.

CODE COPPER: COMMUNICATION INVOLVING UTILITY FAILURE

Any individual having knowledge of the cessation or interruption in these utilities shall immediately notify Facilities Maintenance at 419-383-5353 OR 419-383-4298. Facilities Maintenance will enact the appropriate utility systems failure policy. For information technology service issues, contact the Information Technology Help Desk at 419-530-2400.

Facilities Maintenance or the Information Technology Help Desk will immediately call 419-530-2600 to notify appropriate personnel. Facilities Maintenance and/or Information Technology will take action to supplement, restore or repair utilities as necessary.

HAZARDOUS MATERIAL SPILL

If any employee does not feel comfortable cleaning up any spill involving hazardous materials at that employee's site, call 419-530-2600 to request that Environmental Health and Radiation Safety Department staff be sent to clean up the spilled material.

Employees will be given detailed instructions by EHRM 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**.

Source: Environmental Health and Radiation Safety Department

Effective Date: 6/1/99

Review/Revision Date: 2/12/02
4/30/03
5/2/05
2/13/08
2/4/11
1/10/14
1/10/2017
12/19/18
12/19/2019
12/7/2020
12/7/2021
12/7/2022
5/3/2023