

UNIVERSITY OF TOLEDO HEALTH SCIENCE CAMPUS

SUBJECT: CODE WHITE - EMERGENCY STAFFING DUE TO
SEVERE WEATHER / SNOW STORM

Procedure No: EP-08-008

PROCEDURE STATEMENT

The University of Toledo Medical Center will take all necessary steps to ensure that patient care and other critical functions continue during severe weather conditions.

PURPOSE OF PROCEDURE

To maintain the uninterrupted flow of services and minimum staffing levels during severe weather conditions.

PROCEDURE

NOTE: Please see University Policy [3364-25-14](#) (Inclement Weather or other Emergency/Disaster) for additional information concerning staffing issues during emergency conditions.

If certain weather conditions (including, but not limited to, snow, flood, or earthquake) warrant the announcement of a staffing emergency, such emergency will be announced after discussions between the House Supervisor, administrator-on-Call, and other key personnel as needed.

The House Supervisor is responsible for the activation of certain positions of the Hospital Incident Command System (HICS) if necessary to deal with the weather emergency.

A UT Alert will be sent out advising staff of a Code White inclement weather situation.

The House Supervisor and/or departmental manager (depending on when the staffing emergency occurs) and Administrator-on-Call will contact departments providing essential services* for a listing of key personnel who need to remain at work and who in rare circumstances, may need to be picked up and transported to campus as the availability of emergency transportation resources allows.

The Medical Director On Call will be contacted to determine (in consultation with the House supervisor) which medical staff should be picked up and transported to campus. The House Supervisor will contact Hospital Security at 419-383-2600 to request a key personnell member's transport to campus.

Passes for free meals (to be redeemed during the emergency) will be provided to qualified employees:

- If the employee must work an extra 8-hour shift based on unavailability of replacement staff; OR
- If the employee works a double shift, must sleep at the University Medical Center and return for the next shift because of unavailability of staff.

Free meal passes will be available from the House Supervisor.

Sleeping accommodations will be available in vacant patient care areas and in the YMCA Morse Center (with shower facilities) should circumstances warrant. Linen, pillows and blankets will be available through Linen Services, and cots can be requested through Hospital Council of Northwest Ohio and transported to sleeping sites and the UT Morse Center by University personnel. Based on availability and circumstances, the Memorandum of Understanding (MUO) with Delta Hotels by Marriott will be activated for housing of staff.

If an employee cannot report for a scheduled shift, he/she must call his/her supervisor directly; UT Police and operators will not accept call-off information in place of that employee's supervisor.

EVALUATION

After each activation of this procedure, a detailed critique should be made and the report sent to the Safety and Health Committee as soon as is feasible. This critique should include those people who were involved in decision-making and implementation of the procedure, along with verification of all applicable telephone numbers and the contents of the procedure.

Source: Safety & Health Committee

Effective Date: 2/24/99

Review/Revision Date: 1/16/02
4/30/03
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