

ADMINISTRATIVE GUIDELINES EVENT NOTIFICATION

Guideline: Event Notification

Responsibility: House Supervisors

Purpose of Guidelines: To ensure events are communicated to Administrator On-Call (AOC)



Effective Date:
February 2026

Initial Effective Date:
February 2026

Procedure:

- (A) The Administrator On-Call shall be notified of the following events:
- a. Code Adam
 - b. Code Black
 - c. Code Brown
 - d. Code Copper
 - e. Code Green
 - f. Code Orange
 - g. Code Red (Not Drills)
 - h. Code Violet
 - i. Code White
 - j. Code Yellow
 - k. Any accrediting body on campus such as CMS, ODH, Joint Commission, etc.
 - l. Assault including allegations of sexual assault of a patient/employee
 - m. Attempted or actual self-harm requiring intervention outside of behavioral health
 - n. Attempted or actual self-harm requiring ER assessment from behavioral health units
 - o. Bypass (call before going on)
 - p. Crimes committed on campus resulting in communication to UTPD/TPD
 - q. Equipment failure including those that result in injury to patient/employee
 - r. Emergency staffing issues
 - s. Elopement of suicidal or homicidal patient

- t. HVAC issues resulting in concern for patient/staff safety
- u. Non-UTPD law enforcement (including federal) agents on campus
- v. Impaired providers and staff
- w. Lockdown
- x. Major communicable disease presenting to the ER (Infection Prevention should be called first)
- y. Medical gas failure
- z. Patient injuries
- aa. Plumbing failure resulting in major leak/drain issues
- bb. Power disruption/outage
- cc. Security issues
- dd. Sentinel event or concern for an event that might meet Sentinel definition
- ee. Severe policy violation that requires immediate high-level intervention
- ff. Staff injuries
- gg. Unusual or severe accident
- hh. Visitor injuries

****Key Point this is not an all-inclusive list. House Supervisors should use judgement for events not listed above.****

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