

Prompt emergency response is critical at all times. Authorized personnel may initiate a response by calling extension 4000 to notify the PBX operator, pulling the appropriate fire pull box, or sending a runner to the PBX in the event of telephone/communications failure.

Emergency Response Code	Authorized to Initiate	General Response
Code Red (Fire)	Any Associate	RACE – Rescue/Remove, Activate, Contain, Extinguish PASS – Pull, Aim, Squeeze, Sweep Close all doors in your area. Do not block hallway doors with carts, linen, etc.
Code Gray (Bomb Threat)	Administrator on Call, Nursing Supervisor, or Emergency Preparedness Coordinator	May be asked to search for a device – must have someone familiar with the area. Do not turn lights on or off – leave as they are. Discontinue radio usage – limit cell phone usage if possible. Do not alert visitors or families. Watch for people or packages that should not be in your area.
Active Shooter – announcement will be made that there is an emergency in the facility	Any Associate witnessing event	Run, Hide, Fight – Refer to attached brochure. Do not slow down your exiting the building by moving non-ambulatory patients. The goal is to save as many staff as possible. Move away from the building as quickly as possible – do not stop to assist injured.
Tornado Watch	Administrator on Call, Nursing Supervisor, or Emergency Preparedness Coordinator, EMS Dispatcher	Begin preparations for the possibility of a Tornado by closing doors and windows – clear off window ledges or store anything which could become a projectile in the rooms and hallways. Associate should instruct family members and patients to go into the bathrooms, basement, or any other safe enclosed area away from windows. Advise visitors of impending weather system and also to remain inside. Updates will come hourly from PBX.
Tornado Warning	Administrator on Call, Nursing Supervisor, or Emergency Preparedness Coordinator, EMS Dispatcher	If not done so before when Watch was called, then associates should immediately close doors and windows – clear off window ledges or store anything which could become a projectile. Associate should instruct family members and patients to go into the bathrooms, basement or any other safe enclosed area away from windows. Move anyone away from windows wherever possible – turn beds on inside walls. Discourage visitors from leaving the building and gather anyone outside of building and bring in immediately. Updates will come every 15 minutes from PBX.
Code Triage Standby or Code Triage	Administrator on Call, Nursing Supervisor, Emergency Preparedness Coordinator	Know your role before an event!! Standby- Develop a work plan for your area, inventory manpower and resources; Associates should check on family members, Hospital Command Center (HCC) will open and evaluate the situation to determine if we need to activate the Disaster Plan. Activate –Implement your department plan and follow directions issued from the HCC. Stand-down – Return to normal operations, begin recovery stage.
Code Green (Hostage situation)	Any Associate witnessing event	Lockdown your area – do not try to negotiate. You may ask who they are – but do not agitate. Attempt to obtain as much information as possible to relay to Law Enforcement.
Code Black (Structural damage to facility)	Any Associate	Associates will call operator at extension 4000 to report physical or structural damage which would occur from either natural or man-made disaster. Admin rep, Security, Maintenance, Plant Engineer, and EMS to respond to area and additional resources to be called as needed through HIC. No associate should attempt to enter unstable area for rescue unless trained to respond and having appropriate PPE and recovery assistance.
Code Orange (Hazardous Material event) Standby, Activate, and Stand Down.	Administrator on Call, Nursing Supervisor, Emergency Preparedness Coordinator	Respond only if it is part of your job and you have been trained to do so. DECON team should be activated and prepare for victim decontamination in designated area. Plant ops to shut down HVAC if indicated. Staff to wear appropriate PPE and escort any contaminated patients as needed to DECON holding area. Any contaminated areas should be cordoned off to any traffic.

Code 900 (Show of force, all males respond)	Any Associate	Males should respond to the area as a show of force and utilize non-violent crisis intervention techniques. No physical contact should be performed unless under the guidance and supervision of Security or Law Enforcement on scene at the event.
Code 1000 (Visitor, associate, family member needs assistance)	Any Associate	Stay with the person if possible. ED Nurse and House Supervisor will respond. EMS can be called IF needed. Always offer treatment.
Code Manpower	Any Associate	Associate should call for lifting assistance for any patient that has lifting restrictions; is in position which prevents safe lift; patient lift would allow for injury of associate or may injure patient. All associates should respond immediately to assist. Any patient requiring being placed on backboard should call EMS at 4911 and request a unit to respond to assist with equipment.
Code Blue (adult cardiopulmonary arrest)	Any Associate	Rapid Response team to respond to area while department staff begins procedures from area.
Code Blue PALS (pediatric cardiopulmonary arrest)	Any Associate	Rapid Response team to respond to area while department staff begins procedures from area. ER RN to also respond due to maintaining PALS certification.
Code Pink (Pediatric abduction)	Any Associate, Patient Care Coordinator	Never leave a child unattended in wheelchairs, diagnostic areas, etc. If noted missing or reported by others, notify PBX – give gender and age. Have associates cover all exits of the building in and adjacent to their department. Try to detain, but do not put yourself in harms way. Get detailed information as to description of person, vehicle, tag number and direction of travel. Police should be notified immediately.
Code White (Adult patient elopement)	Any Associate, Patient Care Coordinator	Notify PBX – give gender, age and description of clothing. Have associates cover all exits of the building in and adjacent to their department. Make sure unoccupied areas are checked as soon as possible. If unable to locate patient, notify House Supervisor to follow policy for further notifications.
Severe Weather (sleet, freezing rain, snow, blizzard conditions)	Administrator on Call, Nursing Supervisor, or Emergency Preparedness Coordinator	<p>Notify PBX of impending weather to give general notification hourly.</p> <p>Hospital Command Center should be established and begin to operate. Incident Command should review staffing to see to the early call in of associates; focus on admission and discharge of patients before weather system to cause roads to become impassible; plan on boarding of extra associates and family members; evaluate food, medication and supply resources; prep EMS service with additional staff and resources for offsite stations; Prep transportation line, vehicle staging and pickup/drop off schedule; prepare offsite clinics and facilities' for operating guidelines.</p> <p>On Duty Associates- Associates should phone home and plan for Child/Special Need/Pet care issues and possible delay in arriving home; should begin to assess staffing and critical needs in their departments; should prepare family members by updating them with weather reports and road conditions as they receive them through HCC; plan for needs if stranded and also plan for next shift date for transportation and personal needs/ amenities/ medications.</p> <p>Off Duty Associates- If called in, should report to facility at allotted time frame as dictated by Department Director/House Supervisor; should report any inability to make it to facility due to road conditions or lack of transportation; should prepare to stay for multiple days if needed; should monitor weather for changes; should prepare plan for care of Children/Special needs/Pets in absence if unable to return home from work; should call transportation line and schedule pickup and attempt to move to safer location if associate lives in treacherous area; should be ready to move 30 min prior to pickup.</p>