

## Emergency Situations Response

(Refer to Emergency Management Manual for Additional Details)

Code/ Problem & Description	Team Member's Initial Response	Team Members' Secondary Response	Forensic Staff's Response	Follow-up
<b>Triage</b> (Mass Casualty Incident Multiple Patient Event)	Report to your assigned area.	Hallway outside of Endocrinology (behind ER)	Report to staging officer for direction.	
<b>Code Red</b> <b>Fire</b> If you see Fire and/or Smoke.	<b>Rescue:</b> anyone in immediate danger (if it can be done safely). <b>Alarm:</b> pull the bar on the nearest fire pull station. Phone Security (28600) or the Operator (118). <b>Contain:</b> the fire (close the door where the fire is located). <b>Extinguish:</b> the fire (if it can be done safely).	Use the fire extinguisher to put out the fire:  <b>Pull:</b> the pin of the extinguisher. <b>Aim:</b> the extinguisher at the base of the fire. <b>Squeeze:</b> the handle trigger. <b>Sweep:</b> from side to side, aiming at the base of the fire, until the fire is out.	Contact Nurses Station for direction. Unless the fire is in pt's room, forensic staff will remain in room with pt behind closed doors.	Complete an Occurrence Report (MAXSYS).
<b>Code Blue or Pediatric Code Blue</b> (Cardiac / Respiratory Arrest of adult; cardiac /respiratory arrest of child)	Press nurse call button	Dial 8888	Press nurse call button. Ensure staff is not prohibited access to patient.	
<b>Orange</b> (Hazardous Materials Spill or Release) <u>Incidental Spill</u> Small spill presenting <b>NO</b> hazard to trained employees or environment.  <u>Emergency Spill</u> Any spill which presents a hazard to people or the environment or the effects are unknown.  <u>Radioactive Incident</u>	Contact Safety Officer at (28645) or pager 495-4502. Trained users will clean up spill with appropriate personal protective equipment and decontamination equipment.  Isolate area. <b>DO NOT</b> allow entry into area. Contact your Supervisor or Safety Officer (28645). Identify: chemical(s) spilled, (if known) and the amount spilled (estimate).  Isolate the area (evacuate); <b>DO NOT</b> , allow entry to the area. Notify Nuclear Medicine (28487) who will coordinate response.	Appropriately dispose of materials by contacting Environmental Services (28585).	None	Complete Chemical Spill Report.
<b>Pink</b> (Infant /Child Abduction)	Notify charge nurse. Phone operator. Give area, room #, child's description (age, race & clothing), & abductor's description. Secure room.	Secure exits. Question anyone carrying child and/or large bags. Nurse on L&D, mother baby, nurseries do head count	None	No statements to the press. Do not discuss. Meet with security officer if requested.
<b>Grey</b> (Security Incident Larceny, Narcotic Variance, Car Trouble, Disturbance, Fights, Weapons, Falls, etc.)	Call Security (28600) & give description of incident, location, suspect description, etc.	Protect staff, patients and visitors, if possible, without endangering self. Obtain as much witness information as possible. Notify Supervisor.	Contact Security to advise that a prisoner is in the hospital, 28600.	Meet with responding Security Officers and provide information to document as needed.
<b>Black</b> <b>Bomb Threat</b> (Notification of a bomb in the hospital)	Obtain as much information as possible. Don't hang up – telephone line can be traced	Report all information to your Supervisor. Supervisor will contact Security.	Report all information to your Supervisor. Supervisor will contact Security.	Search area of responsibility. If suspicious object is found, <b>DO NOT</b> touch it. Contact your Supervisor.

## Emergency Situations Response

Problem:	What to Expect:	Who to Contact:	Responsibility of User:
Computer Systems	System down	Information Systems	Use backup manual/paper systems
Electrical Power Failure- Emergency Generators Work	Many lights are out. Only RED plug outlets work.	Engineering & Respiratory Care Service	Ensure that life support systems are on emergency power (red outlets). Ventilate patients by hand as necessary. Complete cases in progress ASAP> Use flashlights.
Electrical Power Failure- Total	Failure of all electrical systems	Engineering	Utilize flashlights, hand ventilate the patients, manually regulate IV's. Do not start new IV's.
Elevators Out of Service	All vertical movement will have to be by stairwells.	Engineering & all Directors/Managers	Review fire and evacuation plans.
Elevator Stopped Between Floors	Elevator alarm bell sounding	Engineering, Security, or Operator	Keep verbal contact with personnel still in elevator and let them know help is on its way.
Fire Alarm System	No fire alarms or sprinklers	Engineering	Institute Fire Watch to minimize fire hazards, use phone or runner to report fire.
Medical Gases	Gas alarms, no O <sub>2</sub> or medical air or Nitrous Oxide (NO <sub>2</sub> ).	Engineering, Materials Management, & Respiratory Care Service	Hand-ventilate patients, transfer patients if necessary, use portable O <sub>2</sub> , and other gases, call for additional portable cylinders.
Medical Vacuum	No vacuum; vacuum systems fail & in alarm.	Engineering & Nursing	Call Central Processing for portable vacuum equipment. Obtain portable vacuum from crash cart, finishes cases in progress. Do not start new cases.
Natural Gas; Failure or Leak	Odor, no flames on burners, etc.	Engineering	Open windows to ventilate, turn off gas equipment, don't use and spark producing devices, electric motors, switches, etc.
Nurse Call System	No patient contact.	Engineering	Use bedside patient telephone if available; move patients, assign a rover to check patients.
Patient Care/Equipment Systems	Equipment/system does not function properly.	Biomedical Engineering	Replace and remove defective equipment.
Sewer Stoppage	Drains backing up	Engineering	Do not flush toilets. Do not use the water.
Steam Failure	No building heat, hot water sterilizers inoperative, limited cooking.	Engineering	Conserve sterile materials & provide extra blankets.
Telephones	No phone service	Telecommunications	Use pay phones or runners as needed.
Water	Sinks & toilets inoperative	Engineering	Watch for fire; conserve water, use bottled water for drinking, be sure to turn off water in sinks.
Ventilation	No ventilation; no heating or cooling	Engineering	Open windows (watch for fires) or obtain blankets if needed, restrict use of odorous/hazardous materials.
General (Forensic Staff)	Patient has a request of staff	Press nurse call button	Ensure staff safety is not compromised.

**Note:** For patients under forensic staff care, administrative restraints (shackles, handcuffs) are used.

### PHONE NUMBERS:

Biomedical	28433	Respiratory Care Services	28032
Materials Management	28633	Safety	28645 or (495-4502)
Engineering	28356	Security	28600 or 0
Telecommunications	114 or 0	Information Systems	28840
Radiology	28436	Risk Management	28253 or (Cellular Phone 661-119)