

EMERGENCY CODES/SAFETY

For further descriptions, please see Safety Manual on the G drive

“77”

- ▣ “77” is the emergency number for the Switchboard
 - The call will be answered - NOT a paging system
- ▣ **All Codes/Emergency Calls will be initiated by dialing “77”**
 - Dial from any phone with in the facility
- ▣ “77” will ring at the Main Switchboard (0700 - 2000) and M&S Switchboard (2000 - 0700).
 - Dialing “0” will also be answered - “77” will put the call to the front of the queue

Off-Campus Emergencies

- ▣ Boulder Point, Plymouth Pediatrics, Langdon Street, High Point, Urgent Care Clinic
- ▣ **Dial 911 FIRST!**
 - Emergencies that require outside assistance
 - Fire/Police/EMS
- ▣ **Then follow up with a call to “77”**
 - If safe to do so
 - Can be simultaneously by another co-worker

Hospital Codes

- ▣ **Codes to identify various emergencies with in the hospital**
 - Helps to eliminate confusion, and minimize panic among patients and visitors, as well as Staff
- ▣ **Standardized throughout the State**
 - Some Codes specific to individual hospitals i.e. “Code Mom”
- ▣ **Some Codes are “Action Codes” while others are more of a “Be Aware Code”**

Things to keep in mind

- ▣ Department specific orientation will be provided within your department. If you don't understand your role, ask.
- ▣ Suggestions, ideas, or other input always welcome. Pass the information via any format, email, anonymously, phone call etc.



CODE WHITE INTERNAL/EXTERNAL

- **CODE WHITE -- INTERNAL**
 - Internal Event precluding normal operations
 - Activation of the Disaster Code
 - Alert Code, followed by directions
- **CODE WHITE -- EXTERNAL**
 - External Event precluding normal operations
 - Activation of the Disaster Code
 - Alert Code, followed by directions

HICS

- **Hospital Incident Command System**
 - A standardized emergency management system which employs a logical management structure, defined responsibilities, clear reporting channels, and a common nomenclature that helps unify hospitals with other community emergency responders.
- HICS is a flexible, adaptable tool
- Incident Commander shall be established for every event, regardless of size of the event.
- HCC - Hospital Command Center
 - Primary is the Café Annex
 - Secondary is the Rooke Conference Room



CODE BLUE Cardiac or Respiratory Arrest



- Adult or Pediatric
- Be aware of personnel responding to the event and avoid interfering with their movement

CODE RED Fire Plan



- **HOSPITAL WIDE FIRE PLAN**
 - Individual departments have specific plans
 - Department managers will go over Department specific plan
 - If you are not in your Department during the Code Red, follow the hospital wide fire plan unless advised otherwise
- **CODE RED IMMEDIATE ACTION PROCEDURES**
 - Close all doors
 - Close all windows
 - Do not return through Fire Doors
- **MEMORY ITEMS ...by ALL SMH Personnel**
 - "RACE"
 - "PASS"

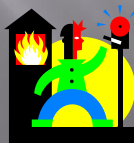


FIRE DRILLS

(NFPA 101 (2012) 18.7.1 19.7.1)



- Conducted at least once per shift, per quarter
 - Medical Office Buildings required annually
- All drills to be treated as a REAL FIRE
- "Train like you Fight, Fight like you Train"
- Fire Alarm Testing:
 1. Performed quarterly
 2. Notification prior to testing



“RACE”

Memory Item!

- ☐ R = Rescue – Remove anyone at risk. Move patients to a safe area, thru at least 1 set of Fire Doors to another Fire Compartment.
- ☐ A = Alarm - Pull the nearest alarm. Dial “77” and notify the Switchboard. Use room number for identification.
- ☐ C = Contain - Close all doors and windows. Clear hallways of all movable objects.
- ☐ E = Extinguish – Extinguish and/or Evacuate. If trained, consider using a fire extinguisher.

Fire Extinguishers

(Another Memory Item!)

“P A S S”

- ☐ P = Pull the Pin
- ☐ A = Aim low, at the base of fire
- ☐ S = Squeeze the handle
- ☐ S = Sweep from side to side



Code Black

Bomb Threat

- ☐ All bomb threats will be treated seriously
- ☐ **Bomb Threat Checklist**
 - Gathers information about a threat
- ☐ Dial “77” to report the incident
- ☐ If suspicious package or device is discovered
 - ☐ Do not cover, move, or touch object in any manner
- ☐ ALL cell phones, pagers, radios must be turned off
- ☐ SMH Sweep – report in person anything unusual

CODE GREY

Violent/Combative Person

- When an employee perceives an immediate threat to their safety, or the safety of another person, they should do any, or all, of the following:
 - ☐ Shout for staff assistance
 - ☐ Dial “77” or activate a “panic button”
- Switchboard makes overhead page “Code Grey”
 - ☐ This will provide details of the location and threat so personnel can relay information to the first responders and Police



CODE SILVER

HOSTAGE SITUATION/PERSON with a WEAPON/
ACTIVE SHOOTER

- ☐ DIAL “77” if able - or activate a Panic Button
- ☐ Protect Patients, Visitors, and Staff to the greatest degree possible
- ☐ Perimeter will be established in the vicinity
- ☐ Law enforcement will respond and establish Command with appropriate response levels as dictated by circumstances

Code Amber

Missing Patient/Person

- ☐ Dial "77" to report the incident
 - Give details/description to Operator
- ☐ ALL staff -- be alert for broadcast of missing person description
- ☐ ALL staff "Stop - Look - Listen"
- ☐ Observe, ask people not to leave, if they do, note details
 - Call "77" or HCC with details
- ☐ DO NOT try and stop the person(s)

CODE ORANGE

HazMat Release or Spill



- ☐ Listen for location of incident
 - Unless you are a member of the "Decon Team" or other first responders, do not transit to or thru the area

CODE PURPLE

Surge Capacity



- ☐ Objective is to preclude the Emergency Department from being overrun and going into a divert status
- ☐ Support personnel (Admitting, Lab, Radiology etc.) are staffed up to preclude backlog
- ☐ Immediate patient care providers staffed up to preclude delays and backlog

CODE MOM

Emergency C-Section

- ☐ Emergency transfer of an OB patient to Surgery
- ☐ Transfer from Birthing/Maternity, ED or possibly any other location in the facility
- ☐ If transfer is from Birthing/Maternity the "double door" elevator will be held on the 2nd floor to facilitate transfer
- ☐ Be aware of your location and possibility of personnel responding to the scene