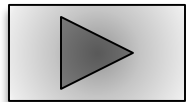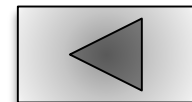# Emergency Management

Emergency Management

The following codes and response actions are designed to refresh your memory to the Kentucky Hospital Association standardized codes. All Med Center Health entities have adopted these codes. The following slides will describe how to be prepared in the event of an emergency.

Emergency Overhead Codes

Code Red	**Fire**
Code Blue	**Medical Emergency**
Code PALS	**Pediatric Medical Emergency**
Code Yellow	**Internal or External Disaster**
Code Pink	**Infant Abduction**
Code Orange	**Chemical Spill**
Code Silver	**Active Shooter**
Code Black	**Bomb Threat**
Code Walker	**Missing Patient**
Severe Weather	**Severe Weather**
Code Evacuation	**Total Building Evacuation**

It is important for all employees to know what each code means and what his/her role is during the disaster, as defined in the Emergency Management Plan manual located in Citrix.
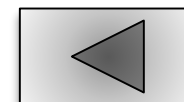
Click each Code Tab to understand what the code means and what your role is during the disaster.

| Code Red |
| Code Blue |
| Code PALS |
| Code Yellow |
| Code Pink |
| Code Orange |
| Code Silver |
| Code Black |
| Code Walker |
| Severe Weather |
| Code Evacuation |

Once each code has been individually reviewed click here

Code Red – Fire Safety Plan

➢ **Code Red** – Code Red refers to a possible fire in the building. Any employee may call a "Code Red" by pulling a fire alarm and dialing "3000" at MCBG and MCS, or "0" (zero) at Albany, Caverna, and MCF.

➢ If the fire is in your area, activate the RACE plan. **RACE** stands for
  - ➢ **R** **emove** everyone from danger
  - ➢ **A** **larm** should be pulled and call ext. 3000 or "0"
  - ➢ **C** **ontain** the fire by closing doors and windows
  - ➢ **E** **xtinguish** the fire, using the proper extinguisher and following the PASS plan.

➢ Follow the RACE functions in order or multiple people can complete them at the same time.

Code Red – Fire Safety

- Move people down the hall beyond the fire doors or in a patient room and safely away from smoke and fire. Move quickly; You only have 3-4 minutes to accomplish this.

- Know your responsibilities and techniques for proper patient evacuation if you are instructed to evacuate; this is covered in the Emergency Management Program.
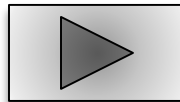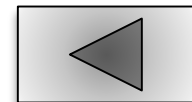
WHERE are the Pull Stations and Extinguishers in your department??

You NEED to KNOW!

It could save your life or the lives of others. Refer to your department's fire plan for the location of these devices.

Code Red – Fire Safety Plan

Fire Extinguishers

- The proper way to use an extinguisher is as follows:
  - **P**ull the pin between the two handles
  - **A**im at the base of the flame
  - **S**queeze the handles together while holding the extinguisher upright
  - **S**weep from side to side evenly coating the entire area of the fire

- Start at a safe distance (approximately 10-15 feet)

- The extinguisher will last about 15 seconds. So if the fire is large, your efforts might be better served by assisting in other ways.

- After using the extinguisher, move out of the area of the fire and wait for Engineering, Security, and the Fire Department.

- Make sure you use the right extinguisher. Using the wrong extinguisher can lead to a dangerous situation.
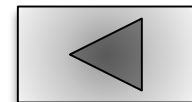
1. Pull pin
2. Aim at base of fire
3. Squeeze handle
4. Sweep side to side

Types of Extinguishers

•**Class A** For ordinary fires involving solids such as wood, paper, and cloth, choose a water or dry chemical extinguisher with a label that says **Class A**. **Do not use water on flammable liquid or electrical fires.**

•**Class B** For fires involving flammable liquids, choose a dry chemical or carbon dioxide extinguisher with a label that says **Class B**. **Never use a water extinguisher**.

•**Class C** For fires involving active electrical equipment, choose a dry chemical or carbon dioxide extinguisher with a label that says **Class C**. **Never use a water extinguisher.**

•**Class D** For fires involving metals, choose a graphite extinguisher with label that says **Class D** or use sand found in buckets located in laboratories. **Never use an A, B, or C extinguisher on this type of fire.**

•**Class K** For fires involving cooking equipment such as deep fat fryer, choose a wet chemical extinguisher with a label that says **Class K**. **Never use a water extinguisher.**

•**Halon** A Halon fire extinguisher is comprised of a gas that interrupts the chemical reaction that takes place when a fuel burns. This type of fire extinguisher is often used to protect valuable electrical equipment since it leaves no residue; however, a Halon extinguisher has a limited range of about 4 to 6 feet.

HALON EXTINGUISHER
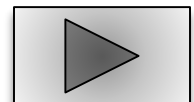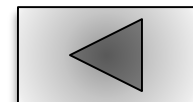
Areas of Special Concern during a Fire Type Event or Alarm

Surgery:

- Due to the sterile nature of the Surgery department, the type of construction, and the fact that it is fully sprinkled, staff members responding to a fire type of event will enter Surgery through the main entrance and pause at the blue line/nurses desk until they can clarify the nature of the problem.

- Depending on the circumstances of the event, responders will either gown out for the less severe incident or make immediate entry for those events that jeopardize life safety.

  - For example: a smoke detector activated alarm with no visible smoke would require responders to gown out, where if heavy smoke was present, staff would implement the RACE plan, which includes extinguishing the source. These instructions are not meant to replace or interfere with existing Surgery plans or policies.
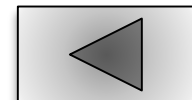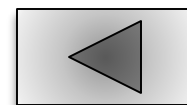
Areas of Special Concern during a Fire Type Event or Alarm

MRI:

- Due to the safety concern of the engaged magnet and the potential for ferrous materials to become airborne once they are introduced to the MRI suite (Zone 4), staff responding to a fire alarm must be aware of the magnetic field located in the MRI suite (Zone 4).

- All responders who enter the MRI suite (Zone 4) must remove all ferrous materials to include weapons, shackles, axes, air packs, and the like, along with associated RFID equipment before entering to protect themselves and others.

  - This includes Security, Engineering, and other external responders to include forensic guards, police, and fire fighters. These external agencies have been made aware of the danger of an engaged magnet; however, hospital staff should remind them upon their arrival to an incident of these dangers.

Code Blue and Code PALS

➢ **Code Blue** is called for any medical emergency where staff need additional emergency medical assistance when dealing with a sick or injured person regardless if they are a patient, visitor or employee. Code Blue is not part of the Emergency Management Plan, but it is helpful to mention it here.

➢ **Code PALS** is called for any medical emergency where staff need additional emergency medical assistance when dealing with a pediatric patient (less than 15 years old).

Return to Codes

Code Pink

➢ **Code Pink** is the emergency code used for infant or pediatric abduction. When Code Pink is announced, all available staff should become observant for anyone who might be the abductor.

➢ Upon hearing **Code Pink** announced via overhead page, all hospital employees should search hallways, lobbies, stairwells, elevators, parking lots, etc. in your immediate area for individual(s) carrying an infant/child or an object that may conceal an infant/child. Keep the individual in sight and follow them from a safe distance.

➢ **Do not** attempt to engage the individual.

➢ Staff should obtain a description of the person and relay this information to Security (ext. 1350) along with their location or direction of travel.

Return to Codes

Code Evacuation

➢ **Code Evacuation** is activated when the building has sustained damage due to an earthquake, tornado, etc., and is damaged to the point it is no longer safe to stay in the building. The Hospital Incident Command System will be used to coordinate this event.

➢ If this occurs, staff should begin to prepare their patients for transport. Do not move the patient until requested to do so by the Emergency Operations Center.

➢ If the area you are in is unsafe, take appropriate actions to protect yourself and others from harm.

➢ This type of event requires tremendous coordination between all departments and will be directed by the Emergency Operations Center.

➢ If you're a staff member of an ancillary department, you may be reassigned to assist staff in transporting patients or other duties as identified by the Incident Commander.

➢ Patients will be relocated to other medical facilities, reassigned to Home Health, or discharged. This depends on their level of illness or injury.

Return to Codes

Severe Weather

➢ The **Severe Weather** plan is activated for any weather event that threatens the facility with potential damage.

➢ This plan is most often activated for a tornado warning. However, it may also be activated for high winds, hail, flooding, and more.

➢ The weather is closely monitored to determine the path of the storm and decisions to activate the plan are based on the information received from weather services. Normally, we activate if the local city falls in the warned area.

➢ Depending on which facility you are working, your plan may be different. Check your plan to be familiar with your facility's response.

Return to Codes

Code Yellow External Disaster

➢ We use **Code Yellow External** for our external disaster plan.

➢ **A Code Yellow External** is activated for any external event that sends mass casualties to the Emergency Department (E.D.) in which the E.D. needs additional help and/or resources to meet the needs of these patients. Staff should be prepared to assist in the E.D. if called and start to inventory available supplies or resources that might be sent to the E.D. Staff should immediately respond to the E.D. upon request from House Admin or the Incident Commander. For this type of event, the hospital uses the Hospital Incident Command System (HICS) to manage the incident.
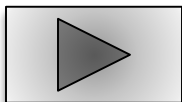
Code Yellow <u>Internal</u> Disaster

➢ We use **Code Yellow Internal** for our internal disaster plan.

➢ **A Code Yellow Internal** is activated for any internal disaster that results in major building damage and/or mass casualties. This means the disaster is inside our building. If you are an area directly affected by the event, take action to protect yourself and those in your care. If the incident is elsewhere, standby for further instructions. This type of event could possibly lead to a **code evacuation** so be prepared for the possibility of this event.
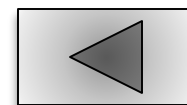
Code Black – Bomb Threat

➢ **Code Black** is announced for a Bomb Threat.

➢ Depending on the situation, we will make a decision whether it is prudent or not to announce a ***Code Black***. Some times we can cause more harm than good by creating a panic when announcing events like this.

➢ During this event, staff need to be observant for unattended or suspicious articles like packages, luggage, or other containers that do not belong. If something is discovered, notify Security immediately.

➢ Do not touch the suspicious item!

Return to Codes

Code Orange - Chemical Spill

Code Orange is the code for a Chemical Spill.

➢ We will make a decision at the time of the event to determine if it is prudent or not to announce Code Orange.

➢ If you should experience a chemical spill, follow the spill flow chart for guidance. Refer to the Material Safety Data Sheet (MSDS) for additional information.

➢ The MSDS is located on your computer screen desktop. The spill flow chart is located in Citrix under the Environment of Care icon.

MSDS Online

Environment of Care

CODE ORANGE PROCEDURES
CHEMICAL SPILL FLOW CHART
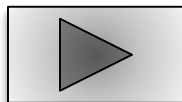
Spill Occurs –
Contact Supervisor
Supervisor checks Safety Data Sheets (SDS) to determine if spill is hazardous

If determined to be not hazardous

If determined to be hazardous

Contact Security to let them know it is Non-Hazardous for Reporting Documentation.

Evacuate spill area; close all doors to the area to prevent the odor/fumes spreading & prevent others from entering area

Contact Environmental Service (ESD) Supervisor to Clean-up Spill

Notify Security
EXT 1350 or 3000
(Security will notify local Fire Department & Corporate Safety Officer for Assistance)

Resume Normal Duties

Fire Department will stabilize the area

Supervisor/Designee completes corporate incident report and forwards to the Corporate Safety Officer for Safety Committee Review

Qualified Contractor collects and contains cleanup materials

Corporate Safety Officer or their designee notifies a Qualified Contractor to handle clean-up and disposal
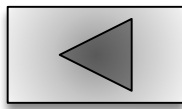
Return to Codes

Code Silver - Active Shooter

Code Silver Active Shooter is a very dangerous situation where someone is on our campus (parking lots) or in our buildings and attempting to hurt or kill innocent people.

In the event of a Code Silver, follow the following steps:
- ➢ **Contact Security and/or call 911 immediately.**
- ➢ **Take action to protect yourself and those in your care.**
- ***The Federal Government advises to take the following actions:***
    - ➢ ***Run*** to safety & take everyone you can with you.
    - ➢ ***Hide*** from the shooter – Close and lock doors, turn off lights, and silence cell phones. Several patients can be brought into one patient's room; barricade the door with an empty patient bed by applying the brake.
    - ➢ ***Fight*** - If you have no other alternative and are confronted by the shooter. The law gives you the right to defend yourself.
- ➢ **Once Law Enforcement and Security arrive, follow their instructions completely and quickly. Any information you can relay about the shooter(s) will be very helpful to them.**
- ➢ **Keep your hands in plain sight.**
- ➢ **Note: Be certain you are communicating with Security or Law Enforcement before you come out of hiding. Active Shooters have been known to impersonate Police and others in order to gain access to people.**

Return to Codes

Code Walker - Patient Elopement

Code Walker is announced for a missing patient who has an altered mental status who cannot make rational decisions for themself. When Code Walker is announced, we will also announce a physical description of the person who is missing, and the location from which the person is missing. Code Walker is not announced for patients leaving against medical advice (AMA).

➢ Security will coordinate a thorough search of the premises involving all departments. Some departments (Engineering & ESD) will be involved in searching common areas of the building. Other departments (Nursing, X-Ray, etc.) will be responsible for searching their department and reporting their findings back to Security.

Return to
Codes

Med Center Health Vulnerabilities

Each Year the Emergency Management Committee conducts a Hazardous Vulnerability Assessment (HVA) to determine our facilities' vulnerabilities. We analyze these findings and below is our biggest concern for all facilities:

External Threat :
➢ Severe Weather: this is why we conduct a Severe Weather drill every year in March at the beginning of storm season.

Internal Threat :
➢ IT Systems Failure/Communications Failure: The IT department is continuously improving our systems and have planned well for this. If this event should occur, your department has paper packets for continued service.

In addition to the External and Internal threat is the ongoing response to Covid 19. The Pandemic has challenged us in many ways to include staffing shortages and supply issues, which still poses some risk for each facility. Recognize that the Pandemic as an equal to both the internal and external threats that each facility is vulnerable too.

Return to Codes
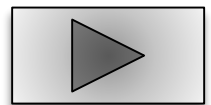
Overhead Emergency Codes

Remember it is important for all employees to know what each code means and what his/her role is during the disaster, as defined in the Emergency Management Plan manual located in Citrix.

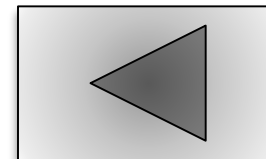|	
Code Red	**Fire**
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Code Yellow	**Internal or External Disaster**
Code Pink	**Infant Abduction**
Code Orange	**Chemical Spill**
Code Silver	**Active Shooter**
Code Black	**Bomb Threat**
Code Walker	**Missing Patient**
Severe Weather	**Severe Weather**
Code Evacuation	**Total Building Evacuation**

Return to Codes

Complete CBL

Emergency Management Conclusion

Click on **Take Test** to complete this module.

You will have three chances to pass the test.

If you do not pass the test after the third attempt, please contact
Gary Sullivan or James Monroe at Ext. 1350 to make arrangements to
retake the test.

Passing score is 80%.

Review Course
Again