

Medical Staff Orientation

CHRISTUS Hospital

Emergency Situations and Code Announcements

Each associate is responsible for knowing the procedures to follow in the event of any emergency code announcements.

If you are uncertain of your responsibilities, ask your supervisor for specific guidance.

These instructions are meant as a quick reference.

Report any emergency situation by dialing "4444".



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"FLOOD"

In the event of a flood, there is no announcement on the overhead speaker system.

Response:

- Additional staff will be called in if safe conditions exist.
- Associates on duty will remain on duty until relieved.
- Notification to all ancillary and clinical departments located on the ground floor that potential flooding may occur.
- Placement of flood gates and pumps on line by plant services.
- Relocation of services if necessary.

FLOOD

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"Hazardous Chemical Spill"

In the event of a hazardous chemical spill, there is no announcement on the overhead speaker system.

Response:

- Immediately close off the area.
- Consult MSDS for information on the chemical.
- Report spill by calling "4444", giving location and name of chemical.
- Complete variance report.

Hazardous Chemical Spill

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"Bomb Threat "

There will not be an announcement on the overhead speaker system in the event of a Bomb Threat.

Response:

Report threat immediately to either Administration or House Supervisor.

Inform only those individuals who need to know to prevent the spread of gossip and panic.

The hospital will only be evacuated on directive of Administration.

Procedures:

1. If the threat is over the phone, keep the caller on the line as long as possible. This gains time and may result in getting more information.
2. Try to get the location of the bomb and time of detonation.
3. Try to write down the exact text of the conversation.
4. Inform the person that the explosion would injure many innocent people.
5. Be alert to caller's voice characteristics (such as sex, voice quality, or impediments).
6. Be alert to noises in the background or anything else which could help indicate who the caller is.
7. DO NOT inform patients or other staff of the threat. This could result in panic.



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"Hurricane"

There will not be an announcement on the overhead speaker system in the event of a hurricane.

Procedures and actions will be based on hurricane category, estimated landfall location and time to making landfall.

Plant Operations will track any hurricane located in Gulf of Mexico and advise Administration on the Hospital Condition Level. See Hospital Hurricane Policy, located in the Emergency Management Plan, online.

General Procedures:

- Nursing will review current census for possible early discharges.
- Administration will review suspending normal procedures.
- All departments will review supplies and manpower.
- Plant Operations will review hospital campus for possible flooding and wind damage.
- All departments will identify essential and non-essential personnel.
- **Staff must understand their responsibilities to hospital and patients.**



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"Code Pink "

In the event of a possible infant abduction, a "CODE PINK" will be announced on the overhead speaker system

Immediate Response of Staff:

- All available hospital personnel will respond to all hospital exits to halt the flow of traffic.
- Each Department will search their department for any suspicious individuals.
- PBX Operator will initiate the 911 Call stating: "An infant has been abducted from CHRISTUS Hospital".
- All media requests will be directed to Administration.

Infant Abduction

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"Code Gray "

In the event of an evacuation of the facility, a "CODE GRAY " will be announced on the overhead speaker system

Response:

- The Administrator or designee shall authorize all evacuations.
- Those persons in immediate danger must be moved first to the nearest safe area.
- Associates assisting in evacuation must be aware of the exits to safety available to them.
- Conditions may prevent use of some exits. Evacuation routes must be chosen at the site, when the disaster occurs.
- Horizontal evacuation into another wing on the same floor is the preferred choice if safe to do so.
- Refrain from using elevators unless directed to do so.
- Account for all patients, visitors and personnel before leaving the unit.

Evacuation

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"CODE BLACK"

In the event that a situation occurring that would initiate our Disaster plan and a mass casualty situation, a "CODE BLACK" will be announced on the overhead speaker system.

Response:

- Notification of Administrator On Call
- Activation of Emergency Management Plan
- Establishment of Command Center
- All associates should report to their department

On directive from the Command Center, routine procedures will be stopped.

All Nursing Areas will report staffing and available beds to Nursing Coordination Area.

Surgery will report staffing and available OR rooms to Nursing Coordination Area

Non-nursing areas will report staffing to labor pool.

During normal hospital hours, staff will remain in their departments

If code occurs after normal hours, reporting staff will report directly to their departments.

Disaster/Mass Casualty



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"CODE YELLOW "

In response to a security situation, a "CODE YELLOW " will be announced on the overhead speaker system.

GENERAL PURPOSE

- A "CODE YELLOW" should be utilized to either prevent or de-escalate a potential or actual disturbance of an emergency nature in which security intervention is or may be required "STAT." Such occurrences may include, but are not limited to, individuals who are physically out of control, threatening, or endangering themselves or others.

HOSPITAL PATIENTS

- The use of "CODE YELLOW" with hospital patients is only for the protection of that patient, visitors and staff. It is to be used for patients who are physically assaultive or self-injurious, but never as a punitive or coercive measure.

HOW TO ACTIVATE

- If you have an emergency in which you need security or additional manpower "STAT", to prevent or disrupt a dangerous situation, you may dial "4444" on any hospital telephone (not pay phones). Give the exact location of where assistance is needed and request a "CODE YELLOW" be activated.

RESPONSE

- Once the individual is confronted, every attempt at non-violent crisis intervention will be made before force is used. Staff will strive to diffuse the situation by calming the patient and pursuing a resolution to the conflict.
- Force will be used by Security only to subdue and restrain persons who are behaving violently and endangering themselves or others. Threats of violence will be dealt with in a non-violent manner. Staff will assist Security in subduing violent patients or visitors.

OFF campus buildings will call 911 immediately.



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"CODE BLUE "

In the event of a life-threatening medical situation, a "CODE BLUE " announcement will be made on the overhead PA system. The code is announced to assure that appropriate actions are being taken.

Should you witness such an event - ACT IMMEDIATELY!

Initiate a "CODE BLUE" response by dialing "4444" on any hospital telephone. Give exact location of the "CODE BLUE" to the operator who will in turn announce the "CODE BLUE" on the overhead paging system.

Render immediate first aid, *if qualified*, including CPR in the event of a cardiac arrest.

A specially designated *CODE BLUE* team will immediately address the situation. Staff should stand clear to allow the trained *CODE BLUE* team to respond.

Once relieved by the *CODE BLUE* team, staff should resume their normal duties, unless doing so will hinder the actions of the *CODE BLUE* team.

THIS IS A HOSPITAL CODE ONLY! ALL OTHER BUILDINGS WILL CALL 911

Cardiac Arrest



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"CODE RED "

IN CASE OF FIRE

In order to reduce the potential for loss as a result of a fire, all associates will be well versed in the proper procedures to follow, in their department or work area, in the event of a fire.

If you discover a fire, ACT IMMEDIATELY!

Notify the immediate area. Assure that all associates in the immediate area of the fire are aware of the fire and are responding appropriately.

Activate the nearest Fire Alarm Pull Station. It is important that you know the locations of each fire alarm pull station in and around your work area.

Notify the switchboard by dialing "4444" after the alarm has been activated. State the location of the fire and its severity. Speak in a clear, moderate voice so as to reduce the chance of confusion. **DO NOT** hang up the phone until the operator has confirmed the location of the fire.



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"CODE RED "

IN CASE OF FIRE

Close the doors and windows in the immediate vicinity of the fire. If it is possible to extinguish or control the fire, WITHOUT RISKING HARM TO YOURSELF, take appropriate action. Do not reenter a room, which has been closed off.

Within the hospital, evacuate the immediate area. The hospital maintains fire compartments so that any further evacuation should not be needed. But if directed to evacuate, evacuate horizontally, then vertically.

Do not use elevators.

All buildings, except the hospital, should immediately evacuate the building and call 911.



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"CODE RED "

RACE - Fire Response

R = Rescue
A = Alarm
C = Contain
E = Extinguish

PASS - Extinguisher Use

P = Pull
A = Aim
S = Squeeze
S = Sweep

FIRE