



# Sample Content for the FlipChart

*Example:*  
Medical Facility  
Emergency Preparedness Guide

The content in this FlipChart is for example only, to demonstrate how information may be organized and arranged. Please write, edit and arrange your FlipChart's data to meet your organization's needs.

## **EMERGENCY PREPAREDNESS GUIDE**

If you witness a person needing emergency medical assistance on clinic grounds:

Follow CODE NINE procedure

INTERNAL CODE NINE medical emergency inside the facility

EXTERNAL CODE NINE outside the facility including parking lot

1. Call 5777 from an internal phone to activate code nine (internal or external)
2. Provide operator with your name, location and brief description of incident
3. Switchboard will activate code nine team and overhead page
4. Stay with person and wait for code nine team to arrive
5. Assist team as directed.

**MEDICAL EMERGENCY | CODE NINE**

**NEED FOR ASSISTANCE | CODE GREEN**

**DEPARTMENT OF CORRECTIONS ESCAPE | CODE TEN**

**INFANT OR CHILD ABDUCTION | CODE BABY**

**MISSING PATIENT | CODE ELLA**

**HAZARDOUS MATERIALS SPILLS**

**CARDIAC/RESPIRATORY ARREST | CODE BLUE**

**SEVERE WEATHER | CODE BLACK**

**SHELTER-IN-PLACE & EVACUATION**

**FIRE / SMOKE | CODE RED**

**UTILITY EMERGENCIES**

**INTERNAL / EXTERNAL DISASTER | CODE ORANGE**

## **NEED FOR ASSISTANCE**

If you witness a situation in which a person is showing signs of disruptive, combative or harmful behavior:

1. Call 5777 from an internal phone to activate CODE GREEN response team
2. Provide operator with your name, location and brief description of incident
3. Wait for code green team to arrive
4. Assist team as directed

**NEED FOR ASSISTANCE | CODE GREEN**

**DEPARTMENT OF CORRECTIONS ESCAPE | CODE TEN**

**INFANT OR CHILD ABDUCTION | CODE BABY**

**MISSING PATIENT | CODE ELLA**

**HAZARDOUS MATERIALS SPILLS**

**CARDIAC/RESPIRATORY ARREST | CODE BLUE**

**SEVERE WEATHER | CODE BLACK**

**SHELTER-IN-PLACE & EVACUATION**

**FIRE / SMOKE | CODE RED**

**UTILITY EMERGENCIES**

**INTERNAL / EXTERNAL DISASTER | CODE ORANGE**

## **DEPARTMENT OF CORRECTIONS ESCAPE**

We provide care for inmate patients. These patients will be accompanied by appropriate law enforcement officials. If these patients escape they should be deemed as fugitives and the safety of staff, patients and visitors will be the highest priority.

1. Call 5777 from an internal phone to activate CODE TEN.
2. Provide operator with your name, location and brief description of the incident.
3. Switchboard will overhead page the CODE TEN and notify law enforcement.
4. Do not leave your area or be separated from other staff.
5. This patient should be considered dangerous so do not approach or confront.
6. Inspect and secure all areas removing items from hallways that could be used as weapons.

DEPARTMENT OF CORRECTIONS ESCAPE | CODE TEN

INFANT OR CHILD ABDUCTION | CODE BABY

MISSING PATIENT | CODE ELLA

HAZARDOUS MATERIALS SPILLS

CARDIAC/RESPIRATORY ARREST | CODE BLUE

SEVERE WEATHER | CODE BLACK

SHELTER-IN-PLACE & EVACUATION

FIRE / SMOKE | CODE RED

UTILITY EMERGENCIES

INTERNAL / EXTERNAL DISASTER | CODE ORANGE

## **INFANT OR CHILD ABDUCTION**

To alert staff of an infant or child that is missing or suspected of being abducted:

1. Call 5777 from an internal phone to activate CODE BABY.
2. Provide operator with your name, location and any other information that may aid in locating the infant or child.
3. Switchboard will overhead page CODE BABY and notify law enforcement.
4. All staff should immediately conduct a search of their area.
5. Staff should immediately report to exits from their areas to monitor for potential suspects in an effort to recover the lost infant or child.

**INFANT OR CHILD ABDUCTION | CODE BABY**

**MISSING PATIENT | CODE ELLA**

**HAZARDOUS MATERIALS SPILLS**

**CARDIAC/RESPIRATORY ARREST | CODE BLUE**

**SEVERE WEATHER | CODE BLACK**

**SHELTER-IN-PLACE & EVACUATION**

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**UTILITY EMERGENCIES**

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## **MISSING PATIENT**

To alert staff of a missing patient, remember ELLA – Elopement, Lockdown, Look for, Assistance Needed.

Follow CODE ELLA procedure

1. Call 5777 from an internal phone to activate CODE ELLA.
2. Provide operator with your name, location and any other information that may aid in locating the victim.
3. Switchboard will overhead page CODE ELLA and notify law enforcement.
4. All staff should immediately conduct a search of their area.
5. Staff should immediately report to exits from their areas to monitor for potential suspects in an effort to recover the missing patient.

**MISSING PATIENT | CODE ELLA**

**HAZARDOUS MATERIALS SPILLS**

**CARDIAC/RESPIRATORY ARREST | CODE BLUE**

**SEVERE WEATHER | CODE BLACK**

**SHELTER-IN-PLACE & EVACUATION**

**FIRE / SMOKE | CODE RED**

**UTILITY EMERGENCIES**

**INTERNAL / EXTERNAL DISASTER | CODE ORANGE**

## HAZARDOUS MATERIALS SPILLS

1. Small spills will be cleaned up by the department according to the correct procedure for the material spilled.
2. For large chemical spills, consider INTERNAL CODE ORANGE.
3. Appointed safety officer will contact 1-800-555-5555.
4. If needed, all emergency departments have decontamination showers for exposed individuals
5. See “Decontamination policy” under “Emergency Preparedness”

### Prepare in Advance!

Each department is responsible for the hazardous materials they use and each must:

- Identify each hazardous material
- Keep an inventory of all hazardous materials
- Train those who use the hazardous material in:
  - o How it can harm
  - o What personal protective equipment to use, and
  - o Spill clean-up procedures
- Maintain access to Materials Safety Data Sheets (MSDS)
  - o MSDS can be accessed from the net under Resources
  - o Call 1-800-555-9999 to request the MSDS

### More information

For specifics on hazardous materials, see our web site under Resources.

HAZARDOUS MATERIALS SPILLS

CARDIAC/RESPIRATORY ARREST | CODE BLUE

SEVERE WEATHER | CODE BLACK

SHELTER-IN-PLACE & EVACUATION

FIRE / SMOKE | CODE RED

UTILITY EMERGENCIES

INTERNAL / EXTERNAL DISASTER | CODE ORANGE

## **CARDIAC/RESPIRATORY ARREST**

Signs of a cardiac or respiratory arrest:

- No breathing, and/or
- No pulse
- No response

Follow CODE BLUE procedure

1. Call 5777 from an internal phone to activate CODE BLUE
2. Provide operator with your name, location and a brief description of the incident.
3. Switchboard will activate CODE BLUE team and overhead page
4. Stay with the person and wait for the CODE BLUE Team to arrive
5. If certified, begin CPR.
6. Assist team as directed.

**CARDIAC/RESPIRATORY ARREST | CODE BLUE**

**SEVERE WEATHER | CODE BLACK**

**SHELTER-IN-PLACE & EVACUATION**

**FIRE / SMOKE | CODE RED**

**UTILITY EMERGENCIES**

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## SEVERE WEATHER

We will be notified of severe weather through the weather radio.

Weather radios are located at:

- Switchboard
- Care Corner
- Clinics
- Outpatient areas

### Severe Weather Watch

A WATCH means that conditions are favorable for severe weather.

- Take preliminary steps to safeguard patients
- Locate flashlights, remove items from window sills
- Be on alert for warnings

### Severe Weather Warning – CODE BLACK

A WARNING means that severe weather is upon us.

Switchboard will overhead page warnings at hospitals

Security will overhead page warnings at clinics

Overhead page will include expiration time for warning

1. Do not go outside the building and encourage patients and visitors to stay until the severe weather has passed.
2. Close blinds and shades, and office doors while moving from the perimeter of the building into hallways.
3. Stay away from windows.
4. Staff should close blinds and shades in patient rooms and move patients and visitors away from windows and into hallways if possible
5. All clear will **NOT** be announced. If warning is extended, the extended time will be announced.

SEVERE WEATHER | CODE BLACK

SHELTER-IN-PLACE & EVACUATION

FIRE / SMOKE | CODE RED

UTILITY EMERGENCIES

INTERNAL / EXTERNAL DISASTER | CODE ORANGE

## SHELTER-IN-PLACE / EVACUATION

### Shelter-in-Place

Remain in current location, if not in imminent danger until sufficient resources can be organized to move patients, visitors, staff.

Shelter-in-place should be considered when moving poses greater risk of harm or when the department's operations are essential or the life safety of patients, visitors or staff.

### Evacuation

Evacuate the most hazardous areas and individuals in immediate danger first.

For those not in immediate danger, triage as follows:

Triage Category	Patient Status	Evacuation Priority
Green	Ambulatory	First
Yellow	Semi-Ambulatory (require some assistance such as wheelchair)	Second
Red	Non-ambulatory (require full assistance)	Third

Do not use the elevators unless instructed to do so by the fire department.

#### Three types of evacuation:

**Horizontal evacuation** – to the nearest safe smoke compartment on your same floor (preferred)

**Vertical evacuation** – typically down the stairs (unless below ground) to safe area on another floor if horizontal evacuation is not an option

**Total facility evacuation** – move out and away from the building. This will be initiated only in unified command with other responding agencies.

SHELTER-IN-PLACE & EVACUATION

FIRE / SMOKE | CODE RED

UTILITY EMERGENCIES

INTERNAL / EXTERNAL DISASTER | CODE ORANGE

## **FIRE / SMOKE**

In a fire/smoke emergency, remember “**RACE**”:

**R = Rescue** any persons in immediate danger from fire/smoke. Do not use elevators.

**A = Alert** patients, staff, and visitors to fire/smoke by

- Pulling the fire alarm
- Call 5777 from an internal phone to activate CODE RED
- Provide operator with your name, location and brief description of incident
- Switchboard will overhead page CODE RED and notify the fire department

**C = Confine** the fire by closing doors to prevent it from spreading

**E = Extinguish or Evacuate** (see Shelter-in-Place)

### **Extinguish**

Extinguish only small, controllable fires (if you can feel the heat of a fire at 6 feet, it is not controllable). A good tool for how to use a fire extinguisher is “**PASS**”:

**P=Pull** the pin

**A=Aim** the hose at the base of the fire

**S=Squeeze** the trigger

**S=Sweep** the hose back and forth, walking slowly toward the fire

### **Evacuate**

See Shelter-in-Place/Evacuation tab for more information

**FIRE / SMOKE | CODE RED**

**UTILITY EMERGENCIES**

**INTERNAL / EXTERNAL DISASTER | CODE ORANGE**

## UTILITY EMERGENCIES

For utility emergencies call 5777 from an internal phone. Switchboard will notify Engineering, Administration and Nursing.

Type of failure	What to expect:	What to do:
Electrical (partial)	Many lights out, only RED outlets work. The RED outlets signify that the outlet is hooked up to the generator for backup power	Ensure all life support systems are plugged into RED outlets. Complete cases in process and do not start new cases. Use flashlights. Contact engineering for additional extension cords.
Electrical (total black-out)	All lights are out and no red outlets work	Hand-ventilate patients. Manually regulate IVs. Prepare patients for evacuation outside of hospital.
Elevators	All vertical transport will have to be done by stairs	If someone is stuck in the elevator, stay in verbal contact with them until help arrives.
Fire alarm system	No fire alarm or sprinklers	Institute a fire watch, use phone and/or person to report fire
Medical gases	Gas alarm. No oxygen or medical air	Hand-ventilate patients and transfer if necessary. Use portable gas cylinders and call respiratory for additional cylinders. Finish cases in progress and do not start new cases.
Medical vacuum	Vacuum system not operating and in alarm	Obtain vacuum pumps from crash cart and call materials management for additional. Finish cases in process and do not start new cases.
Natural gas	Rotten egg odor	Turn off all gas equipment and any spark producing devices. Prepare to evacuate area.
Heating	No heat and limited hot water	Provide extra blankets. Conserve hot water usage.
Air conditioning	Warm, humid air from vents	Do not open windows. Utilize fans.
All ventilation	No ventilation, heating or cooling	Do not open windows. Restrict use of hazardous/odorous materials.
Water	No water for sinks, toilets, showers. Some unit coolers not working	Conserve water and use bottled water for drinking or necessary patient use. Use hand sanitizer.
Sewer	Drains backing up	Avoid using sink, drain or toilet.

UTILITY EMERGENCIES

INTERNAL / EXTERNAL DISASTER | CODE ORANGE

## **INTERNAL / EXTERNAL DISASTER**

To alert staff of a situation that has the potential to significantly disrupt our ability to provide care:

### **Internal Examples:**

Large fire, large chemical spill, structural damage, loss of utilities, hostage situation

### **External Examples:**

Mass casualty incident in the community caused by natural disasters, pandemic, vehicle accidents, chemical spill, structural collapse, terrorism

### **CODE ORANGE Actions by Level**

Advisory: Nursing supervisor, administration and security will receive notification and decide which departments need to know

Alert: Affected departments will be notified and meet to assess situation

### **Activation**

1. Switchboard will overhead page "External (or Internal) Code Orange"
2. Departments will notify their supervisor and will:
  - a. Send staff to appropriate areas to help
    - i. Nurses to ER for External CODE ORANGE
    - ii. Additional staff to Labor Pool for Internal or External CODE ORANGE
  - b. Call in additional staff/physicians as needed
  - c. Consider cancelling elective procedures
  - d. Secure entrances
  - e. Increase patient flow (expedite admits and discharges)

### **Designated areas**

Hospital Command Center: Administration

Labor Pool, Credentialing, Volunteers: Cafeteria

News Media: Board Room

Family Assistance Center: Family Recreation

RED (critical patients): ECT

YELLOW (delayed treatment): Clinical Services

GREEN (minor treatment): PT 3rd Floor

BLACK (deceased): Morgue

**INTERNAL / EXTERNAL DISASTER | CODE ORANGE**