

SUBJECT: CODE GREEN - INTERNAL EVACUATION PROCEDURE Procedure No: down or failure, bomb threat, or

PURPOSE OF PROCEDURE

To provide efficient operation in decision making with maximum flexibility in the event of an emergency situation necessitating evacuation at the University of Toledo Medical Center or other campus buildings.

INFORMATION

This procedure complements the existing policies addressing the above, specifically:

<u>Name</u>	<u>Procedure Number</u>
Code Orange – Chemical, Bio, Radioactive Contamination Incident.....	EP-08-003
Code Red - Fire Response Procedure.....	LS-08-001
Code Gray - Tornado Response Procedure	EP-08-002
Code Black - Bomb Threats.....	EP-08-004
Code Yellow – Mass Casualty/Disaster Procedure	EP-08-001

In the event of an emergency requiring extensive evacuation, or sheltering in place in a University of Toledo building an appointed Incident Commander and the ICS chain of command will help direct the decisions listed below, through consultation with area supervisors and the implementation of the Emergency Operations Plan.

- a) Who will be responsible for moving/transporting/directing of patients/victims and staff in the event of an evacuation, or where individuals can best be sheltered in place?
- b) How will individuals be moved horizontally, or vertically if they are bedfast and elevators cannot be used?
- c) Who will be responsible for accounting for all patients and staff?
- d) Who will be responsible for providing additional assistance to move large groups of patients or staff in the event an shelter in place/evacuation becomes necessary?
- e) What are the contingency plans for maintaining life support equipment in the event bedfast patients must be sheltered in place/evacuated?
- f) Who is responsible for assisting staff and students with physical limitations or handicaps? (See Section VII – Areas of Rescue Assistance)
- g) Who is responsible for providing/transporting medications, medical records, food, and other materials essential for the care of sheltered or evacuated patients?

PROCEDURE

I. GENERAL OBLIGATIONS

A. Employee

Each employee should be familiar with this procedure and the emergency procedures listed above. In addition, each employee, in the event this procedure should be activated, must be prepared to assume duties outside his/her normal job, under the Incident Command System.

D. Possible Activation of Emergency Operations Plan (EOP)

t

Activation of the EOP may be required if there are multiple injuries in campus buildings/structures or among university staff, patients, students and/or visitors. A joint decision will be made concerning the activation of the EOP by

Code Green -

Code Green -

Air Medical Transport

The primary helipad is located West of the Emergency Department.

The secondary helipad is located in Lot 42A.

Transfer Sites for Full Evacuation

If at all possible, patients can be transferred directly to:

- Hospitals that are members of the 33 hospital consortium in Northwest Ohio

Patients can also be transferred to our on-campus evacuation sites in Dowling Hall, Kobacker Hospital and the Collier Building Alternate Care Facility (ACF). This could be used as a staging area if needed.

Evacuation Routes

If an evacuation is necessary, evacuation routes will be identified. These can be the identified fire evacuation routes or other routes as appropriate for the specific situation. Elevators will be used if possible.

STAFF DUTIES

General Department

- Make staff available for the Labor Pool as able
- Make supplies available for other areas as able
- Follow any department specific plans for evacuation
- Once your area has been evacuated, have someone do a walkthrough to ensure that all staff, patients, and others are gone
- Mark each closed room door with a sign or tape indicating it is clear
- Secure the area as directed by the department manager or designee, in consultation with Health Science Campus Security Shut off any utilities or medical gases as directed by the Facilities Department

Patient Care Unit

Working with the HICS Medical Care Branch (Operations Section), unit staff will:

- Identify the unit capability to receive patients from affected areas of the Medical Center
- Identify patients pending discharge or who could be discharged early
- Assess each patient's transfer needs
- Assess the current inventory of supplies and equipment, including those needed for patient transport
- Assist with the relocation or transfer of patients
- Ensure that medications are taken to the transfer site
- Send available patient records with the patient, or complete a Patient Transfer Form for each patient

Patient Transport

Working in conjunction with the HICS Staging Manager (Operations Section), Patient Transport staff will:

-

Distribution

Working with the HICS Resources Unit (Planning Section), Distribution staff will:

- Assess current inventory and capabilities
- Provide staging areas with supply carts and supplies as needed
- Provide supplies to alternate care sites as directed

Nutrition Services

Working with the HICS Infrastructure Branch (Operations Section), Nutrition Services staff will:

- Assess current inventory and capabilities
- Provide drinking water, juice, and basic nourishment to staging areas or other sites as directed

IX. SPECIAL CONSIDERATIONS FOR KOBACKER

Working with the HICS Infrastructure Branch (Operations Section), Nursing staff will:

- Assess current inventory and capabilities
- Provide drinking water, juice, and basic nourishment to staging areas or other sites as directed

ANNOUNCEMENT OF ALL-

