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| **Code Orange – Emergency Plan** | | | | |
| **Purpose** | This procedure provides instructions for maintaining operation of the Laboratory in the event  of a CODE ORANGE. | | | |
| **Policy Statements** | Children’s Minnesota Laboratory’s functions and responsibilities in the event of a Code Orange are to ensure laboratory capability and personnel availability to provide required laboratory services.  Children’s Minnesota utilizes the Hospital Incident Command System (HICS).  Upon notification of an emergency, a Code Orange alert will be called and an Incident  Commander will assume command of the emergency. The person in charge of the Laboratory  department during a Code Orange will report to the command center to receive an update from  the Incident Commander or Operations Section Chief and may be assigned as the LaboratoryUnit  Leader within the HICS system. | | | |
| **Chain of Command** | The laboratory medical director, administrative director or manager is in charge of the department during a Code Orange.  If they are not available at the implementation of a Code Orange, the pathologist on call, the operations supervisor, senior technical specialist or charge tech on duty shall be in charge of the laboratory’s Code Orange plan until relieved by the laboratory’s medical director, administrative director or manager. | | | |
| **Code Orange Response Levels** | Children’s Minnesota recognizes three response levels of a Code Orange.    **Stand-by:**  small-scale response to an event requiring minimal resources.  The situation can be controlled with resources at hand. Staff should be  prepared in the event that the status changes to a partial or full. An overhead page and  activation of Children’s paging system may be necessary, but not required.  (e.g. a sudden and/or continuous influx of small numbers of patients, small flood in the basement)  **Partial:** additional resources and staff may be required.  Expanded capabilities could be focused in a specific area(s) but does not impact the entire organization.  Each department will assess the appropriate response for their needs and be prepared to fully activate their plan if asked to do so.  HICS and the Hospital Command Center (HCC) could be activated and an alert would be paged overhead**.**  **Full:** large scale or organization-wide response is anticipated requiring broadened and  sustained expansion of hospital resources and capabilities.  All departments will activate their emergency response plans. Additional resources and staff  are needed to manage the event. HICS and the HCC will be activated and an alert will be paged overhead. | | | |
| **Essential Operating System** | An essential operating system is a service or system whose failure or disruption may result in the failure of business operations and may significantly impact laboratory operations. Refer to Children’s organizational procedures to address specific situations (e.g. electrical power interruption, no water, air exhaust failure).  Loss of any of these essential systems may result in implementation of a Code Orange. | | | |
| **Implementation** | The Laboratory will implement its department specific Code Orange plan upon  notification by the hospital paging system or upon receipt of direct communication of a Code  Orange. | | | |
| **Essential Functions and Expansion Plans** | The Laboratory will complete requests for emergency or STAT testing during the Code  Orange if possible. The decision to defer routine testing will be made by the Laboratory medical director, administrative director or manager as necessary. | | | |
| **Notification** | Laboratory staff on site will be notified by the hospital overhead paging system or by direct  communication of a Code Orange.  Personnel who are not within range of the overhead paging system will be notified by phone  or personal pager.  Off duty personnel will be notified as necessary using phones or personal pagers. | | | |
| **Call In System** | A Code Orange Call Roster [SA 5.01.a1](http://intranet.childrensmn.org/References/labsop/gen/safety/res/sa-5.01.a1-code-orange-call-roster.pdf) is maintained in the laboratory along with a current list of laboratory staff contact information.  Off duty personnel will be called in as necessary following the Code Orange plan. | | | |
| **Building and Security Access** | All employees MUST present and wear their Children’s Hospital’s & Clinics of MN issued identification badge or they will not be allowed to enter the facility. In the event of a building lock down, employees will be notified as to which entrances(s) to use. | | | |
| **Assignments** | The colors used in the titles below coordinate with Position Identification  Badges and Job Action Sheets (JAS) found in the Laboratory Disaster Box. These  assignments may be combined depending upon need and staffing at the time of the Code  Orange.  In the event of a Laboratory evacuation, the staff person assigned to the Processing area will be responsible for securing the Disaster Box and removing it from the lab.  Disaster Box Location   * Minneapolis - Shelf outside staff break room * St Paul - Shelf near emergency eyewash station in main lab | | | |
|  | **MORGUE UNIT LEADER**   * The person in charge of the morgue (pathologist, pathology assistant or histology   technician on duty or on call) shall assume the role of Morgue Unit Leader and  report to the Command Center to receive a briefing and /or update on the situation  from the Incident Commander or Operations Section Chief.   * Follow procedures on the Morgue Unit Leader Job Action Sheet [SA 5.01.f1](file:///\\kidsnet.childrenshc.org\chcdfs\users\CE003009\Safety\Code%20Orange\SA%205.01.f1%20Morgue%20Unit%20Leader%20JAS.doc). * Wear position identification, purple “Morgue Unit Leader” badge, located in the   Disaster Box. | | | |
|  | **LABORATORY UNIT LEADER (Laboratory medical director, administrative director or manager)**   * Report to the Command Center to receive a briefing and /or update on the   situation from the Incident Commander or Operations Section Chief.   * Follow procedures on the Laboratory Unit Leader Job Action Sheet [SA 5.01.f2](http://intranet.childrensmn.org/References/labsop/gen/safety/res/sa-5.01.f2-laboratory-unit-leader-jas.pdf) * Wear position identification, purple “Laboratory Unit Leader” badge, located in   the Disaster Box. | | | |
|  | **LABORATORY COORDINATOR**   * Receive initial instructions from Laboratory Unit Leader. * Follow procedures on the Laboratory Coordinator Job Action Sheet [SA 5.01.f3](file:///\\kidsnet.childrenshc.org\chcdfs\users\CE003009\Safety\Code%20Orange\SA%205.01.f3%20Laboratory%20Coordinator%20JAS.doc) * Wear position identification, orange “Laboratory Coordinator” badge, located in   the Disaster Box. | | | |
|  | **BLOOD BANK STAFF (2)**   * Inventory blood supply. * Estimate blood needed and order more if necessary. * Ascertain if supplier is available to transport blood. * Report Blood Bank status to Laboratory Coordinator ASAP.   + Document information on Laboratory Staff Assignment Sheet [SA 5.01.f5](file:///\\kidsnet.childrenshc.org\chcdfs\users\CE003009\Safety\Code%20Orange\SA%205.01.f5%20Laboratory%20Staff%20Assignment%20Sheet.doc) | | | |
|  | **PHLEBOTOMISTS TO ED (2)**   * Wear position identification, pink “Laboratory Phlebotomist” badge, located in   the Disaster Box.   * Check phlebotomy collection tray for adequate supplies. * Report to ED. * Place properly labeled specimens and orders into pneumatic tube system for   delivery to the laboratory .   * + If the pneumatic tube system is down, hand specimens and orders to the Laboratory Runner for dispatch to the laboratory. | | | |
|  | **INVENTORY CONTROL STAFF**   * Stock phlebotomy collection trays, as many as possible.  |  |  | | --- | --- | | **Items Needed** | | | Tubes – all colors | Chlorascrub wipes | | Tourniquets | Iodine | | Butterfly needles – 25g, 23g, 21g | Gauze | | Straight needles – 22g, 21g | Tape | | Lancets – finger & heel | Bandaids | | Syringes – 3mL, 6mL, 12mL | Biohazard sharps container | | Vacutainers | Pen | | Heel warmers | Printer and labels | | Alcohol pads |  |  * Update Laboratory Coordinator when collection trays are ready. * Inventory and order necessary laboratory supplies. * Document supply inventory on Laboratory Staff Assignment Sheet [SA 5.01.f5](file:///\\kidsnet.childrenshc.org\chcdfs\users\CE003009\Safety\Code%20Orange\SA%205.01.f5%20Laboratory%20Staff%20Assignment%20Sheet.doc) * Update Laboratory Coordinator on supply stocks. | | | |
|  | **LABORATORY RUNNER**   * Wear position identification, green “Laboratory Runner” badge, located in the   Disaster Box.   * Wear laboratory coat and gloves when transporting specimens. * Carry fully loaded stapler in laboratory coat pocket. * Carry pen clipped on laboratory coat or around neck. * Report to the ED and inform nursing staff of your job duties. * Deliver patient specimens to the laboratory processing area or designated drop off site with appropriate orders and patient identification or place specimens in the pneumatic tube system   if available.   * Log specimens on downtime sheets if the computer is not functional. * Deliver or send via pneumatic tube system test results back to ED or other patient   care areas.   * Inform Laboratory Coordinator if more runners are needed. | | | |
|  | **LABORATORY SPECIAL COURIER**   * Wear position identification, green “Laboratory Runner” badge, located in the   Disaster Box.   * Await orders from the Laboratory Coordinator. * Pick up blood products or other supplies as needed. * Deliver laboratory specimens to United or Abbott Northwestern Hospitals for   testing if the alternate Children’s campus is unable to do patient testing.   * Help set up laboratory staff rest area. * Assist as needed. | | | |
|  | **PHONE STAFF I**   * Call laboratory staff to report to work as directed by the Laboratory Coordinator   using the Code Orange Call Roster [SA 5.01.a1](http://intranet.childrensmn.org/References/labsop/gen/safety/res/sa-5.01.a1-code-orange-call-roster.pdf) and the Lab Staff Contact Information lists  located online and in the Disaster Box.   * Advise staff of Code Orange and how long they may be remaining at work. * Advise staff of items to bring with them.   + Children’s ID badge   + Personal hygiene items   + Change of clothing   + Blanket, pillow (air mattress, if available)   + Cell phone to use if in-house phones are not available   + Battery-operated lantern or flashlight * Document on Laboratory Staff Call-In Sheet [SA 5.01.f6](file:///\\kidsnet.childrenshc.org\chcdfs\users\CE003009\Safety\Code%20Orange\SA%205.01.f6%20Laboratory%20Staff%20Call%20In%20Sheet.doc)   + Person called   + Time called   + Expected arrival time * Update Laboratory Coordinator.   + Which personnel are coming to work   + Expected arrival time * Continue calling for personnel as needed. | | | |
|  | **PHONE STAFF II**   * Answer all incoming phone lines. * Take messages and deliver as appropriate. * Solve as many problems/questions as possible to allow technical staff to do patient   testing.   * Deliver patient test results to designated drop site for Laboratory Runner to pick up   and deliver back to the ED or other patient care areas.   * If the phones are out of order, assist technical staff within the lab. * Utilize emergency phone system. | | | |
|  | **DOWNTIME SPECIMEN ACCESSIONER**   * Receive specimens directly from Laboratory Runner or retrieve from designated drop off site. * Ensure specimen labels and orders have correct patient identification.   + On some occasions, an emergency identification number may be issued.   + As the emergency subsides and patient registration is completed, patients   with an emergency identification number will be issued a Children’s  medical record number.   * Enter the order into the computer or log on downtime sheet.   + Computer and manual requisitions may be received for test orders * Follow downtime procedures as necessary. * Report test results using:   + Telephone   + Pneumatic tube   + Fax   + Laboratory Runner     - Place test results in designated pickup site * Place orders from the downtime log into the computer system when patient registration is complete and downtime is over. | | | |
| **All Clear** | * After monitoring, assessing and determining that the situation has been   resolved and/or hospital resources, capabilities and capacity are back to  normal operating levels, the Incident Commander (IC) and hospital command  center (HCC) staff, will contact security dispatch.   * + Mpls: 5-7777 or 612-813-7777   + St. Paul: 1-8899 or 651-241-8899 * Security dispatch will announce via overhead page “Code Orange – All Clear” * The Laboratory will return to normal operational activities and staffing   assignments.   * Emergency management, key professional staff, administrators, laboratory   leadership and others as deemed appropriate will participate in a hospital-wide  review and assessment of the event. The emergency preparedness program manager, senior director of environmental operations, or designee will be responsible for  facilitating this meeting. | | | |
| **Supporting**  **Documents** | [SA 5.01.a1](http://intranet.childrensmn.org/References/labsop/gen/safety/res/sa-5.01.a1-code-orange-call-roster.pdf) Code Orange Call Roster  Mpls & Stp Laboratory Staff Contact Information (phone list located on G drive)  [SA 5.01.f1](http://intranet.childrensmn.org/References/labsop/gen/safety/res/sa-5.01.f1-morgue-unit-leader-jas.pdf) Morgue Unit Leader Job Action Sheet  [SA 5.01.f2](http://intranet.childrensmn.org/References/labsop/gen/safety/res/sa-5.01.f2-laboratory-unit-leader-jas.pdf) Laboratory Unit Leader Job Action Sheet  [SA 5.01.f3](http://intranet.childrensmn.org/References/labsop/gen/safety/res/sa-5.01.f3-laboratory-coordinator-jas.pdf) Laboratory Coordinator Job Action Sheet  [SA 5.01.f4](http://intranet.childrensmn.org/References/labsop/gen/safety/res/sa-5.01.f4-laboratory-unit-team-assignment-sheet.pdf) Laboratory Unit Team Assignment Sheet  [SA 5.01.f5](http://intranet.childrensmn.org/References/labsop/gen/safety/res/sa-5.01.f5-laboratory-staff-assignment-sheet.pdf) Laboratory Staff Assignment Sheet  [SA 5.01.f6](http://intranet.childrensmn.org/References/labsop/gen/safety/res/sa-5.01.f6-laboratory-staff-call-in-sheet.pdf) Laboratory Staff Call-In Sheet  [SA 5.01.f7](http://intranet.childrensmn.org/References/labsop/gen/safety/res/sa-5.01.f7-fatality-management-unit-team-assignment-sheet.pdf) Fatality Management Unit Team Assignment Sheet  [913.01 Utility System Interruption](http://khan.childrensmn.org/references/policy/900/913.01-utility-system-interruption.pdf)  [913.05 Telephone System Failure](http://khan.childrensmn.org/references/policy/900/913.05-telephone-system-failure.pdf)  [948.01 Disaster/Code Orange](http://khan.childrensmn.org/manuals/policy/900/013424.pdf) | | | |
| **References** | CLSI. *Planning for Laboratory Operations During a Disaster; Approved Guideline.* CLSI document GP36-A, Wayne, PA: Clinical and Laboratory Standards Institute; 2014. | | | |
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| **Historical Record** | **Version** | **Written/Revised by** | **Effective Date** | **Summary of Revisions** |
| 1 | Carol Cram | January 1999 | Initial Version |
| 2 | Kerstin Halverson | 07/01/2003 |  |
| 3 | Kerstin Halverson | 06/04/2004 |  |
| 4 | Kerstin Halverson | 05/09/2006 |  |
| 5 | Carol Buhl | 09/21/2012 | New Format.  Revised roles/assignments.  Added JAS.  Renumbered from SA 5.1. |
|  | 6 | Carol Buhl | 12/16/2014 | Name change to Emergency Plan from Disaster Plan. |
|  | 7 | Carol Buhl and Laboratory Safety Committee | 08/07/2017 | Added information on Essential Operating System.  Added Disaster Box responsibility to staff working in processing area.  Added Supporting Documents 913.01 & 913.05.  Added CLSI reference. |