|  |
| --- |
| **Code Orange – Emergency Plan** |
| **Purpose** | This procedure provides instructions for maintaining operation of the Laboratory in the eventof 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 IncidentCommander will assume command of the emergency. The person in charge of the Laboratorydepartment during a Code Orange will report to the command center to receive an update fromthe Incident Commander or Operations Section Chief and may be assigned as the LaboratoryUnitLeader 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. |
| **Emergency Plan Activation Levels** | Children’s Minnesota utilizes three activation/response levels of its Emergency Operations Plan in response to potential critical events and emergencies.**Prepare Alert:** Response generally requiring minimal resources. Situation can be controlled with current resources. Staff should be prepared in the event that the status changes to an incident command activation or a code orange. An overhead page and activation of Children’s paging system may be made at the direction of the Administrator on Call. **Command Center Activation:** Indicates that additional resources, staff, and event management are required to respond to an incident/emergency. The focus may be a specific area(s) but may not impact the entire organization. When notified of incident command activation, each department will assess the appropriate response for its needs and be prepared to fully activate their department specific plan if asked to do so. HICS will be activated either virtually or in the hospital command center. **Code Orange**: Indicates a large scale or organization-wide response is anticipated, requiring broadened and sustained expansion of hospital resources and capabilities. Additional resources and staff are needed to manage the incident. An alert will be paged overhead and HICS and the hospital command center will be activated. All departments will activate their department specific code orange plan.  |
| **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 [SA 5.01.a2 Laboratory Emergency Management Contingency Grid](http://intranet.childrensmn.org/References/labsop/gen/safety/res/sa-5.01.a2-laboratory-emergency-management-contingency-grid.pdf) and Children’s organizational procedures to address specific situations (e.g. electrical power interruption, loss of water, air exhaust failure).Loss of any of these essential systems may result in implementation of a Code Orange.  |
| **Essential Functions and Expansion Plans** | The Laboratory will complete requests for emergency or STAT testing during the CodeOrange if possible. The decision to defer routine testing will be made by the Laboratory medical director, administrative director or manager as necessary.  |
| **Implementation** | The Laboratory will implement its department specific Code Orange plan uponnotification by *Send Word Now*, the hospital paging system, or upon receipt of direct communication of a Code Orange. |
| **Notification** | Laboratory staff on site will be notified by the hospital overhead paging system or by directcommunication of a Code Orange.Personnel who are not within range of the overhead paging system will be notified by phoneor 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 according to the Code Orange plan.  |
| **Building and Security Access** | All employees MUST present and wear their Children’s Minnesota 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 entrance(s) to use. |
| **Assignments** | The colors used in the titles below coordinate with Position IdentificationBadges and Job Action Sheets (JAS) found in the Laboratory Disaster Box. Not all assignments may be filled and some 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 above operation supervisor’s work station
 |
|  | **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. |
|  | **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](https://starnet.childrenshc.org/References/labsop/gen/safety/res/sa-5.01.f1-morgue-unit-leader-jas.pdf).
* Wear position identification, purple “Morgue 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](https://starnet.childrenshc.org/References/labsop/gen/safety/res/sa-5.01.f3-laboratory-coordinator-jas.pdf)
* 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](https://starnet.childrenshc.org/References/labsop/gen/safety/res/sa-5.01.f5-laboratory-staff-assignment-sheet.pdf)
 |
|  | **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](https://starnet.childrenshc.org/References/labsop/gen/safety/res/sa-5.01.f5-laboratory-staff-assignment-sheet.pdf)
* Update Laboratory Coordinator on supply stocks.
 |
|  | **LABORATORY RUNNER*** Designated by the Laboratory Coordinator.
* 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*** Designated by the Laboratory Coordinator.
* 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](https://starnet.childrenshc.org/References/labsop/gen/safety/res/sa-5.01.f6-laboratory-staff-call-in-sheet.pdf)
	+ 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
	+ 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, safety director, 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.a2 Laboratory Emergency Management Contingency Grid](http://intranet.childrensmn.org/References/labsop/gen/safety/res/sa-5.01.a2-laboratory-emergency-management-contingency-grid.pdf)[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 [LIS 5.01 Sunquest Downtime Procedures](https://starnet.childrenshc.org/References/labsop/is/sq/suppd/lis-5.01-sunquest-downtime-procedures.pdf)[TS 18.08 Transfusion Service Disaster Plan](https://starnet.childrenshc.org/References/labsop/ts/opercon/ts-18.08-bb-diaster-plan.pdf)[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. |
|  |  |
| **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 Lab 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. |
|  | 08/15/2017 | Added hyperlink to SA 5.01.a2 |
|  | 8 | Carol Buhl and Laboratory Safety Committee | 11/28/2018 | Deleted Code Orange Response Levels and replaced with Emergency Plan Activation Levels.Added notifications using *Send Word Now.*Added LIS 5.01 & TS 18.08 as supporting documents. |
|  |