

Active Violence/Shooter

DEFINITION:

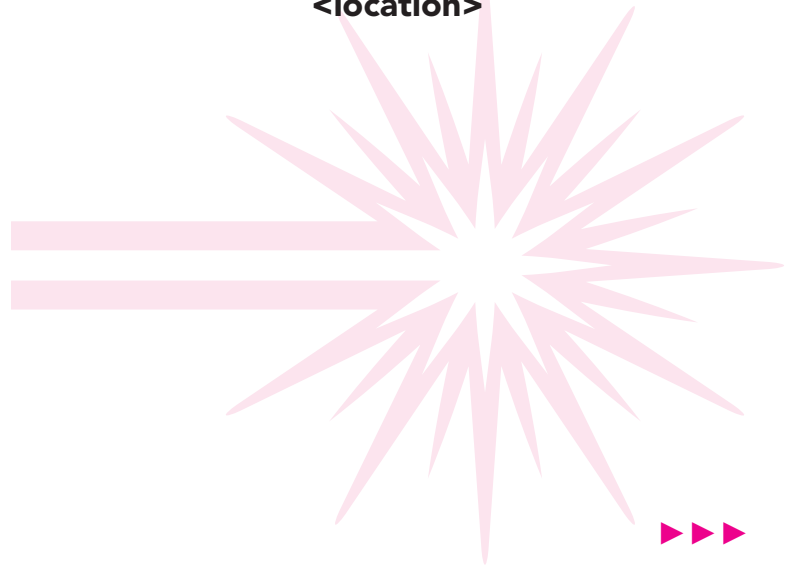
- **Active shooter** – a person with a firearm is threatening or shooting people inside the building or on facility property
- **Active violence** – a person with a lethal weapon (non-firearm) is threatening or attacking people inside the building or on facility property

CALL/NOTIFY:

- **Emergency services** - 911 or 9-911 as appropriate
- **Security** - inform affiliated hospital Security of the situation when safely able to do so.

Notification: Overhead announcement and/or text page, if available, additional messages as directed by Security or law enforcement

Security Alert + Active Violence/Shooter + <location>



ACTIVE VIOLENCE/SHOOTER

Active Violence/Shooter

RUN

Leave area quickly and quietly if possible. Guide others to safety.

If there is an accessible escape path, attempt to evacuate the premises:

- evacuate regardless of whether others agree to follow
- leave belongings behind
- help others escape, if possible
- prevent individuals from entering an area where the active shooter may be
- keep your hands visible once outside
- follow the instructions of any law enforcement officers
- do not attempt to move victims
- call 911 when you are safe

HIDE

If evacuation is not possible, find a place to hide and:

- secure the door or place something in front of it (in patient rooms, move patient bed against door and lock wheels)
- turn off lights, silence phones and other electronics
- remain quiet
- do not open the door until an “All Clear” has been announced or as directed by arriving law enforcement

FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- throwing items; books, pens, clipboards, charts, fire extinguisher, chairs and improvising weapons
- acting aggressive toward them
- committing to your actions

Amber Alert (Missing Infant/Child)

DEFINITION:

Missing infant or child. Be aware that a disturbance in another area of the facility may be a diversion to allow an infant abduction (for example a fire alarm or loud, threatening argument in the waiting area).

CALL: 911 or 9-911 as appropriate

NOTIFY: Affiliated hospital Security, if applicable

Action:

If the situation is in department or area:

- **immediately** search the area for the missing child
- notify supervisor
- seal off area; post personnel by stairways, exit doors and elevators
- observe and screen everyone leaving the area until an "All Clear" is called
- be alert for someone displaying suspicious behavior, fear or alarm

- do not discuss the incident with anyone other than Security personnel, law enforcement, or Corporate Communications
- observe for someone carrying a bundle, large package, purse, bag or anything that could conceal and carry an infant

If the situation is outside department or area:

- seal off area; post personnel by stairways, exit doors and elevators
- be alert for suspicious people or activities
- observe and screen everyone leaving the building until an "All Clear" is announced

Notification: Overhead announcement and/or text page if available

Amber Alert + <age> + <sex>

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Code Black (Bomb Threat)

DEFINITION:

A bomb threat has been received by mail or phone, or a suspicious device or object has been located on the property.

CALL: 911 or 9-911 as appropriate

NOTIFY: Affiliated hospital Security, if applicable

Action:

For threats by telephone:

- do not hang up
- remain calm
- signal someone else to contact local law enforcement
- write down as many details as you can remember about what was said
- take note of any caller ID; record the phone number

Ask:

- when will it go off?
- where is it in the building? what floor? what room?
- what does it look like? what kind of bomb is it? what will cause it to explode?
- what does the caller's voice sound like? accent? gender? age? unusual words or phrases?
- were there any background noises?

- speech characteristics (fast, raspy, nasal, disguised, stutter, soft, slow, angry, slurred, etc.)
- did the caller place the bomb? why?

For threats by mail:

- be alert for suspicious looking letters/packages, including those with:
 - excessive postage
 - misspelled common words
 - no return address or strange return address
 - unusual addressing, such as not being addressed to a specific person or the use of incorrect titles or titles with no name
 - restrictive markings, such as "personal," "confidential" or "do not X-ray"
- if you are suspicious of a letter/package:
 - stay calm
 - do not open the letter or package (or open any further),
 - do not shake it, do not show it to others or empty its contents
 - leave the letter or package where it is or gently place it on the nearest flat surface
 - notify local law enforcement and affiliated hospital Security



Code Black (Bomb Threat)

If suspicious device/object is found at any time:

- do not touch or disturb the object as it could detonate
- remove everyone from the immediate area without causing alarm
- notify local law enforcement and affiliated hospital Security

If a Code Black is announced overhead:

- employees in the announced location will search individual work areas and report any unusual packages to law enforcement
- do not touch, move, tilt, lift, un-wrap, or otherwise disturb the object
- all persons in the immediate area should be removed
- avoid any phone calls, cellular calls, radio transmissions in area while search is being conducted
- listen for further announcements

Security and/or local law enforcement will determine the need to initiate a search and/or any overhead announcement.

If law enforcement determines an evacuation becomes necessary, a Facility Alert - Evacuation code will be announced overhead if available. See Evacuation plan for guidance.

Notification: Overhead announcement and/or text page, if available

Code Black + <location>

Evacuation

DEFINITION:

Movement of patients, visitors and staff away from a dangerous area or condition (for example, flood, fire, structural instability) to safety.

Notification: Overhead announcement and/or text page, if available

Facility Alert + Evacuation + <location>

TYPES OF EVACUATION:

- **Horizontal** – lateral movement of patients, visitors and staff from dangerous area to a safe area on the same floor, beyond a smoke or fire door (doors that automatically close when the alarms go off)
- **Vertical** – movement of patients, visitors and staff to a safe area on another floor
- **Total** – total evacuation of the facility, movement of all patients, visitors and staff to the ground floor and out of the building

Action:

If immediate danger is present:

- staff may initiate evacuation

If need to evacuate is announced overhead:

- return to department/unit for further instructions if it is safe to do so



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EVACUATION

Code Red (Fire)

DEFINITION:

A fire has occurred or a fire alarm has been activated within the building.

CALL/NOTIFY: Activate the nearest fire pull station and call 911 or 9-911 as appropriate

NOTIFY: Affiliated hospital Security if applicable

Action:

For fire in your area:

- assign staff member to meet responders and direct them to the fire
- evacuate the building to a designated assembly area or beyond the smoke and fire-rated doors
- verify that all patients, visitors and staff are accounted for and report missing persons to your supervisor, Security or public safety responders

Staff members are responsible to know where fire rated doors, fire extinguishers, fire pull stations and medical gas shutoffs for their area are located.

Fire Response Plan

RACE

- **R**escue anyone from immediate danger
- **A**larm – activate nearest pull box
- **C**ontain smoke and fire by closing doors
- **E**xtinguish the fire

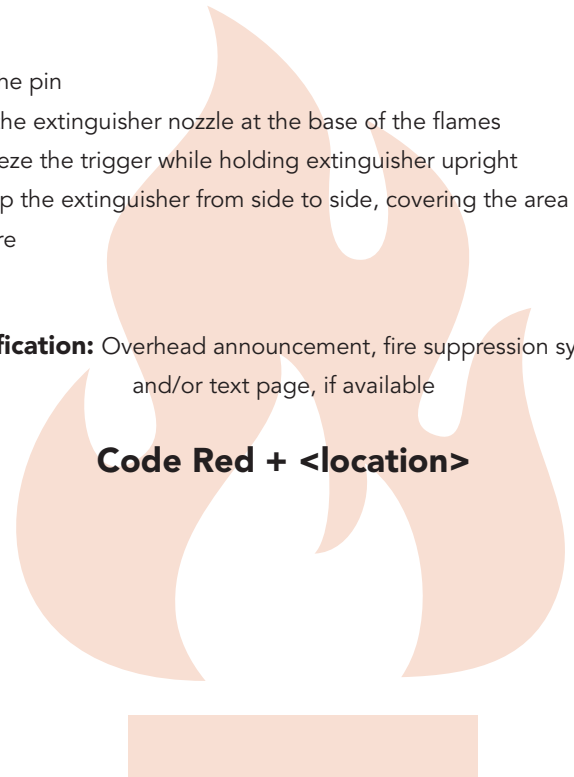
Using a fire extinguisher for small fires:

PASS

- **P**ull the pin
- **A**im the extinguisher nozzle at the base of the flames
- **S**queeze the trigger while holding extinguisher upright
- **S**weep the extinguisher from side to side, covering the area of the fire

Notification: Overhead announcement, fire suppression system and/or text page, if available

Code Red + <location>



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Code Orange (Internal Hazardous Material Incident)

DEFINITION:

A hazardous materials incident, such as a chemical spill or exposure, has occurred on-site.

CALL/NOTIFY: Immediate supervisor

Action:

- exit the exposed area and prohibit anyone from entering
- employees are to avoid Code Orange location if announced
- consult Safety Data Sheets (SDS) using a computer with web access:
 - access the **Beaumont Health Intranet**
 - click on **Documents**
 - click on **Safety Data Sheets (SDS)**
 - enter the chemical name in the search box
- document the spill incident per site procedures

Exception: Trained Spill Response Clean-Up Personnel:

- if an employee has been trained to clean up a chemical spill using the appropriate spill kit as part of their job function, the appropriate departmental response procedure may be followed.

Notification: Overhead announcement and/or text page, if available

Facility Alert + Code Orange + <location>



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Lockdown

DEFINITION:

Securing the facility or a specific area as determined by public safety agencies.

Types of Lockdown

- 1. Full facility – all patients, staff, and visitors must remain within the building, no entrance to facility
- 2. Controlled access – all access to facility (entrance or exit) controlled from a single location
- 3. Unit/Area specific

Action:

Many circumstances can create the need to initiate a lockdown. The announcement of a lockdown does not necessarily indicate immediate danger. If an unsafe situation exists, additional overhead announcements specific to the safety issue would be made to inform staff, visitors and patients.

Area within the Lockdown

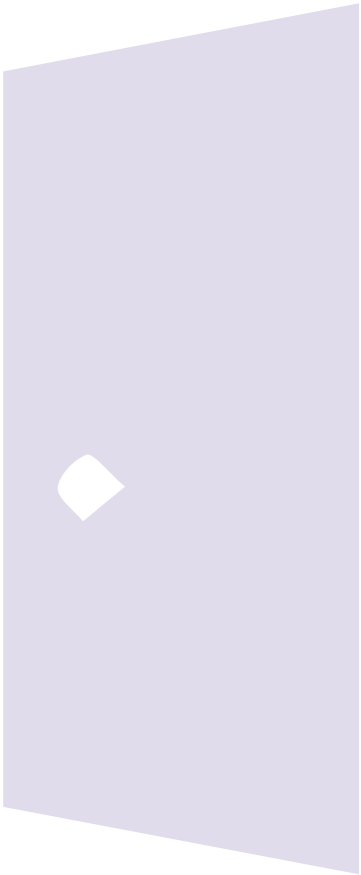
- follow direction of law enforcement
- employees are to return to their work stations for further direction from their supervisor

Area outside of Lockdown

- follow direction of law enforcement
- employees are to avoid the area of the lockdown

Notification: Overhead announcement and/or text page, if available

Security Alert + Lockdown + <descriptor>



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Medical Alert (Medical Emergency)

DEFINITION:

Call for medical assistance in the event of a medical emergency changes in patient condition.

CALL: 911 or 9-911 as appropriate

NOTIFY: Affiliated hospital Security, if applicable

Action:

- initiate Basic Life Support if trained to do so
- assign staff to direct arriving first responders

Notification: Overhead announcement and/or text page,
if applicable

Medical Alert + <descriptor> + <location>



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Missing Vulnerable Adult

DEFINITION:

If cognitively impaired adult visitor to any Beaumont facility becomes separated from their party and cannot be located, a Missing Vulnerable Adult code will be announced overhead. The announcement will include the age, sex, and description of the person, if available.

CALL/NOTIFY: Affiliated hospital Security, if applicable
911 or 9-911 if necessary

Action:

If the situation is in department or area:

- **immediately** search the area for the missing person
- observe for an individual matching the announced description
- be alert for an adult displaying anxious, confused, suspicious, fearful or alarmed behavior

If the situation is outside department or area:

- be alert for someone displaying confused, suspicious, fearful or alarmed behavior
- observe for an individual matching the announced description
- notify Security if individual is located
- continue observation/search until “All Clear” is announced

Notification: Overhead announcement and/or text page, if available

Security Alert + Missing Vulnerable Adult + <description>



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Severe Weather Alert

DEFINITION:

There is severe weather in the area (high winds, severe thunderstorms, tornado, blizzard, etc) or conditions are right for severe weather to develop.

Notification: Overhead announcement and/or text page, if available

Severe Weather Alert + <descriptor>

Action:

- draw draperies
- encourage people to move away from windows
- visitors and staff are advised to not leave the building at this time
- if a tornado is headed toward facility – move patients, visitors and staff to inside areas (storage rooms, kitchen, inner corridors, conference rooms) of building away from windows and glass; cover patients with blankets



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Facility Alert (System/Utility Failure)

DEFINITION:

A system or utility disruption has occurred.

Failure of:	What to Expect	Call/Notify	Response/Actions
Boiler/steam	No building heat, hot water, sterilizer inoperative.	Facilities/property manager/or landlord	Conserve sterile materials.
Clinical Information Systems	Unable to access clinical information systems. Identify if problem is isolated or widespread.	IT/Telecom Help Desk – 1-888-481-2448	Implement department/unit downtime plan.
Electrical: No normal power, emergency power available	Reduction of lighting and equipment function in various areas. Red receptacles working only.	Facilities/property manager/or landlord	Ensure that life support systems are plugged into red receptacles. Use flashlights. Implement department downtime plan.
Electrical: No normal power, no emergency power	Failure of all electrical systems. Only power failure phones operational.	Facilities/property manager/or landlord	Use flashlights. Implement department downtime plan.
Elevators and/or dumbwaiters out of service	Elevators and/or dumbwaiters not functioning.	Elevator emergency phone (Security) Security will notify Facilities/property manager/or landlord	Vertical movement accomplished by using unaffected elevator for patient transport (may need to use alternate elevator bank), stairwells.
Elevators stopped between floors	Elevator has stopped between floors, doors will not open/open.	Elevator emergency phone (Security) Security will notify Facilities/property manager/or landlord	Use emergency communication device in the elevator. Remain in elevator, even if doors open. Wait for responders to arrive to assist.
Fire protection system (smoke detectors, sprinkler heads, fire pull stations)	All or a portion of the fire protection system not functioning.	Facilities/property manager/or landlord	Minimize fire hazards. If fire is discovered, follow fire plan. Manually close fire and smoke door(s).
HVAC (heating, ventilation and air conditioning)	Limited or no supply of exhaust ventilation, heating, cooling or humidification. Loss of positive and negative pressure (i.e. O.R. suites, isolation rooms).	Facilities/property manager/or landlord	Restrict use of all odor causing or hazardous materials. Provide extra blankets as indicated
Medical gases	Medical gas alarm will sound.	Facilities/property manager/or landlord	Transfer patient(s) if necessary. Use portable gases. Call for additional portable cylinders if necessary.
Medical vacuum	Vacuum alarm will sound. Loss of medical vacuum or suction at wall outlets.	Facilities/property manager/or landlord	Obtain and utilized portable vacuum units as necessary.

Notification: Overhead announcement and/or text page, if available

Facility Alert + system or utility name



Facility Alert (System/Utility Failure)

Failure of:	What to Expect	Call/Notify	Response/Actions
Natural gas	Failure: No flames in laboratory. Leak: Noticeable pungent sulfur odor.	Facilities/property manager/or landlord	Failure: Shut down all systems and/or equipment that use natural gas. Do not use equipment that could generate a spark. Evacuate if necessary. Leak: Shut down all systems and or equipment that use natural gas. Do not use equipment that could generate a spark. Evacuate area if pungent sulfur odor is present.
Paging alpha/text	Pages cannot be sent or received.	Hospital operator	Hospital operators are available for emergency overhead paging. Check emails for updates.
Patient care equipment	Equipment not functioning properly.		Remove equipment from service. Tag defective equipment.
Patient monitoring systems	Equipment not functioning properly.	IT/Telecom Help Desk 1-888-481-2448	Follow department protocol.
Patient nurse call systems	Communication to patient call light not functioning.	IT/Telecom Help Desk 1-888-481-2448	Staff round on assigned rooms for patient concerns or needs.
Patient nurse call devices (e.g. Spectra link, Vocera)	Spectra link phones, Vocera devices not receiving alerts.	IT/Telecom Help Desk 1-888-481-2448	Implement department plan.
Sewer stoppage	Toilets, sinks and/or floor drains backing up.	Facilities/property manager/or landlord	Do not flush toilets or use sinks. Do not use water that would enter sewer or drain system. Contain fluids backing up.
Telephone	Total lack of telephone service.	IT/Telecom Help Desk 1-888-481-2448	Use emergency back up phones.
Water	Faucets, toilets or fire sprinkler protection not functioning.	Facilities/property manager/or landlord	Use and conserve bottled water for drinking. Use hand sanitizer for hand hygiene. Conserve sterile instruments and materials as necessary.
Water non-potable	Water unsafe to drink. Ice from ice machine is unsafe for consumption. Toilets can be used.	Facilities/property manager/or landlord	Acquire bottled water. Post "do not drink" signs on all drinking fountains, sinks and ice machines. Use hand sanitizer for hand hygiene.

Notification: Overhead announcement and/or text page, if available

Facility Alert + system or utility name

Hospital Only Codes

In addition to the codes listed in this quick reference guide, the emergency codes listed below are used at all Beaumont hospitals, long term care, and free-standing inpatient rehab facilities. Any staff from business offices / ambulatory sites who may be on hospital or other inpatient campuses during the course of their work function should be familiar with these codes in the event they occur.

External Incident or External Incident + HAZMAT

DEFINITIONS:

External Incident: An emergency incident has occurred in the community with a potential for or known incoming patients.

External Incident - HAZMAT: A hazardous materials incident, such as a chemical spill or exposure, has occurred in the community. The arriving patients will require decontamination prior to entering the hospital.

Notification: Overhead announcement and/or text page

**External Incident
or
External Incident + HAZMAT**

Security-STAT (physical management situation)

DEFINITION: An event requiring Security response to a situation involving a patient or staff member displaying aggressive, combative or abusive behavior.

Notification: Overhead announcement and/or text page

Security + STAT + <location>

Elopement (patient elopement)

DEFINITION: A patient/resident who is under elopement precautions leaves or wanders away from the department/unit where they are admitted.

Notification: Overhead announcement and/or text page

Security Alert + Elopement

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