**Code Blue Elevator Key**

1. TSL staff will abide by the HMC policy for Keyed Use of Emergency Transport Elevators 5.44.
2. TSL SOP requires that Trauma Response include taking an elevator key to speed access to the patient.
3. Keys are kept with the trauma phones.
4. Missing or lost keys must be reported to the TS Manager.

**How does the Keyed Elevator Work?**

1. Insert the key in the Code Blue “lock”. Turn key and press the Code Blue button.
2. An elevator is immediately dispatched no matter who is in it.
3. All patients, family, and staff should leave the elevator.
4. Enter the elevator and put the key into the Code Blue “lock” above the button panel. Press the Code Blue button.
5. Press the indicated floor.
6. At the destination, remove the key.

***Administrative Policies and Procedures***

**KEYED USE OF EMERGENCY TRANSPORT ELEVATORS 5.44**

|  |  |
| --- | --- |
| **Division:** | Administration |
| **Effective Date:** | 08/1996 |
| **Review Date:** | 09/2009 |
| **Reviewer:** | To Be Determined |

**POLICY PURPOSE:**

Policy Purpose

**POLICY:**

Policy Detail

There will be immediate and rapid access to patient transport elevators when needed for critical/emergent patients.  Authorized use of keyed access to the elevators is for urgent/emergent patient care only.  Examples of urgent transport include critically ill patients being transported from the Emergency Department, Radiology, ICU’s, Operating Room, PACU, Nursing Units, or any location where a patient becomes critical and needs to be transported.

Keyed access should NOT be used for transport of specimens, laundry, supplies, pharmaceuticals, housekeeping, or routine transport of non-critical patients.

**PROCEDURE:**

Policy Procedure

The following departments/units will receive an appropriate number of keys (identified by the Manager) for use only during urgent/emergent patient care:

|  |  |
| --- | --- |
|          All inpatient nursing units           Emergency & Trauma Department           Operating Room           Post Anesthesia Care Unit |          Respiratory Care           Nursing Supervisors           Code Blue Team           Anesthesiology |

Any other medical staff who desire keys can obtain them by submitting a request to the Medical Director, identifying how access is needed for essential patient care.

Any other departments and or staff who desire keys will need to submit a brief request in writing, identifying how access is needed for essential patient care to the Assistant Administrator, Patient Care Services for the area.

**CROSS REFERENCE:**

Cross Reference

None

**ATTACHMENT:**

Attachment

None

**REVIEW/REVISION DATES:**

08/1996, 09/2009