****

|  |  |  |
| --- | --- | --- |
| **University of Washington,** **Harborview Medical Center****325 9th Ave. Seattle, WA, 98104****Transfusion Services Laboratory****Policies and Procedures Manual** | **Original Effective Date:** **2/20/12** | **Number:** **12101-1** |
| **Revision Effective Date:** | **Pages:**  |
| **TITLE: QSE: Facilities, Work Environment, and Safety****Quality Policy: Transfusion Service Response to Internal Heightened State of Alert** |

**Policy**

**Transfusion Service Laboratory will provide a safe and secure environment for staff members and TSL visitors including delivery personnel and vendors during periods of Heightened State of Alert (Code Zebra) at Harborview.**

**Purpose**

**Describe the specific actions taken by Transfusion Service Laboratory staff during periods of Internal Heightened State of Alert (“Internal Triage Zebra”) to insure safety for staff and visitors.**

**Procedure**

|  |  |  |
| --- | --- | --- |
| **Step** | **Action** | **Related Document** |
| **1.** | **Receive notification by overhead page for an “Internal Triage Zebra”.** |  |
| **2.** | **TS staff access Communications Email containing pertinent information and updates.** |  |
| **3.** | **Prepare the laboratory:*** **Manually turn the key locking the external doors on the west wall. Key is located on the column next to the Order Entry counter.**
* **Perform a sweep of the laboratory including restrooms and break room to insure that no unauthorized personnel or threat exists**
* **Notify any TSL visitors of the heightened state of alert**
* **Remind staff of the “panic” button locations**
* **Ask each staff member leaving the laboratory if they prefer an escort or companion as they leave the building or go to make a blood delivery. Unnecessary travel outside TSL is discouraged.**
 |  |
| **4.** | **When blood product deliveries are scheduled, call PSBC Inventory Management with specific details about delivery methods:*** **There is a Heightened State of Alert at this time.**
* **Limited access to HMC is allowed at (*location specified in the email*)**
* **Delivery personnel should call TSL upon arrival to arrange a meeting location**
 |  |
| **5** | **When the delivery personnel phone call comes:*** **Agree on the meeting location**
* **Take a cart**
* **Load empty boxes if the courier is returning to PSBC IM**
* **Exchange blood boxes and return to TSL**
 |  |
| **6** | **When the Code Zebra is “Internal Triage Zebra All Clear” announcement is heard:*** **Unlock external doors**
* **Evaluate scheduled blood product deliveries**
* **Contact PSBC IM with the information that access to HMC has returned to normal**
 |  |