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| **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**

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| **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.
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| 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
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| **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
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| 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
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