

EMERGENCY PLANS

Department: Compliance	Policy Description: Emergency Plans
Prepared By: Kathy Harman Sheila Brocksieck	Policy number: 60.20.01
Approved By: Richard Schleppehorst, MD Ken Blum	Last Reviewed Date: June 29, 2009
Original Approval Date: 12/20/2002	Last Revision Date: July 27, 2009
Scope:	All employees of Quincy Medical Group
Purpose:	The purpose of the emergency plan is to provide for the health and safety of all staff and visitors at Quincy Medical Group, by alerting them as quickly as possible to any emergency situation.
Policy:	All staff at Quincy Medical Group has been requested to become familiar with the emergency plan for their own health and safety. All employees are trained in emergency procedures at the time of their hiring and annually.
Procedure:	<p>The facility will utilize a code system as a means of emergency communication.</p> <p>Quincy Medical Group has adopted the following procedure codes.</p> <p>CODE BLACK - Bomb threat (pages 2 & 3) (See attachment: Appendix A)</p> <p>CODE RED - Fire (pages 4 - 6)</p> <p>CODE GRAY - Tornado (page 6)</p> <p>CODE PURPLE - Violent Incident (page 7)</p> <p>CODE ADAM - Missing / Abducted Child (pages 7 - 10)</p> <p style="padding-left: 40px;">Code Adam Responsibilities (pages 10 - 12)</p> <p>CODE BLUE - See Separate Policy (Emergency Medical Situations policy)</p> <p>When announcements are made regarding specific codes, employees are asked to pay special attention. Each code will be repeated twice, "Code Black, Code Black", followed by specific instructions. Employees are expected to follow the instructions.</p> <p>Because no written policy can provide for every possible scenario, employees have a responsibility to heed the training on emergency procedures, which is provided to each individual at the time of hiring and annually, thereafter.</p>



EMERGENCY PLANS

<p>Department: Compliance</p>	<p>Policy Description: Emergency Plans</p> <p>Policy number: 60.20.01</p>
<p>Code Black Bomb Threat</p>	<p>CODE BLACK - Bomb threat, may be received in a number of ways:</p> <p>If the bomb threat is received in the form of a letter or a note, handle it as little as possible; isolate it. CONTACT THE AUTHORITIES. (See page 3)</p> <p>If a suspicious looking package has arrived, isolate it; do not handle or touch it. CONTACT THE AUTHORITIES. (See page 3)</p> <p>If a bomb threat is received by telephone:</p> <ol style="list-style-type: none"> 1) Remain calm; do not allow fear to take over your voice. 2) Listen to the caller; try to keep him/her on the line as long as possible, in order to gain more information. <p style="padding-left: 40px;">If possible, ask the following questions:*</p> <ul style="list-style-type: none"> • When will the bomb explode? • Where is the bomb, right now? • What does it look like? • Why did you place the bomb here? • Listen for background noises; pay attention to the caller's voice and speech patterns. <p>*(Refer to the bomb threat information document attached to this plan, as Appendix A. It is advisable to become familiar with Appendix A, prior to any bomb threat incident or emergency.)</p>
	<p>3) CONTACT THE AUTHORITIES (See page 3)</p> <p>If a bomb threat is received by email:</p> <ol style="list-style-type: none"> 1) Remain calm 2) Read the entire email and print it to bring to the authorities 3) CONTACT THE AUTHORITIES (See page 3)

EMERGENCY PLANS

<p>Department: Compliance</p>	<p>Policy Description: Emergency Plans</p> <p>Policy number: 60.20.01</p>
<p>Code Black Cont.</p>	<p><u>To contact Authorities:</u></p> <ol style="list-style-type: none"> 1) Dial 9-911 immediately after the caller terminates the call. Relate all information, to emergency services, including your name and your location within the facility. 2) Dial Ext. 777; relate all information to the switchboard operators, who will immediately notify administration, maintenance and security. 3) Do NOT tell anyone that you've received a bomb threat. Proceed to the 2nd floor patient entrance in the 1025 Main Street building, where the Crisis Response Team (Administrator, Fire and Police, Maintenance and Security) will join you; at that time, all information will be evaluated. 4) Administration shall determine, based on the evaluation and recommendations of the authorities, which directives shall be given to employees. <p>If the Code Black is called over the public address system, directions will follow it. Should the call to evacuate the building or a specific area be called, proceed with the Evacuation Plan Policy.</p>



EMERGENCY PLANS

Department: Compliance	Policy Description: Emergency Plans Policy number: 60.20.01
Code Red Fire	<p><u>CODE RED – Fire</u></p> <p>The facilities at Quincy Medical Group are equipped with an automatic audible fire alarm signal, that when activated, will sound a continuous / intermittent loud ringing noise throughout the building until the fire alarm system has been reset.</p> <p>A visual alarm system has been provided so that the hearing impaired might be alerted to an emergency. Visual alarm devices are located with each fire alarm bell and will activate simultaneously with the audible alarm signal. The signal will be obvious by a flashing white light, which will continue as long as the emergency exists or has been reset.</p> <p>When activated, the automatic fire alarm system will sound an alarm to the alarm system operator who notifies the Fire Department.</p> <p>Employees at Quincy Medical Group are to become familiar with diagrams of floor plans, which are located in each specific work area. Posted floor plans contain the following information:</p> <ul style="list-style-type: none">- A mark will identify your EXACT LOCATION.- A blue dot will tell you the LOCATION OF EACH FIRE EXTINGUISHER.- The PRIMARY ROUTES OF EGRESS are marked in RED.



EMERGENCY PLANS

<p>Department: Compliance</p>	<p>Policy Description: Emergency Plans</p> <p>Policy number: 60.20.01</p>
<p>Code Purple Violent Incident</p>	<p><u>CODE PURPLE - Violent incident</u></p> <p>Quincy Medical Group has a zero tolerance policy for threats, harassment, intimidation or other acts of violence on or in the vicinity of its premises.</p> <p>Quincy Medical Group has instituted a CODE PURPLE as a means of alerting its employees and visitors to the presence of any potentially violent situation. The purpose of said code is to protect individuals from physical harm and to minimize property damage.</p> <p>When an employee hears the CODE PURPLE called over the public address system, it will be repeated twice, followed by directives. Employees should follow the directives.</p> <p>If you feel at all uncomfortable, intimidated, or in danger (or see someone who is):</p> <ul style="list-style-type: none"> - Dial: 9 – 911 – it is important to get the Emergency Response Team on site as quickly as possible to deal with the individual or individuals. - After talking with emergency response, immediately call the organization’s switchboard at 777, to request assistance. <p>Quincy Medical Group does not want any employee to place him/her self in a position of danger. Any act of aggression should be reported.</p>
<p>CODE ADAM</p> <p><u>MISSING CHILD</u></p>	<p><u>If you hear: “Code Purple, Code Purple.”</u> This will be followed by instructions. It is your responsibility to follow the instructions given over the intercom in response to the Code Purple.</p> <p><u>Adam Alert – Missing or Abducted Child</u></p> <p><u>Missing Child:</u> In the event that a child is reported as missing, the employee / physician / provider notified should:</p> <ol style="list-style-type: none"> 1) Obtain the name and description of the missing child 2) Retrace the steps and the last known location 3) Notify the Senior Director of Facilities and Grounds and immediate supervisor

EMERGENCY PLANS

<p>Department: Compliance</p>	<p>Policy Description: Emergency Plans</p> <p>Policy number: 60.20.01</p>
<p>Main Campus Cont.</p>	<p>Stairwells will be checked by:</p> <p>1025 Building: 1st floor: West – Pediatric Staff East: Allergy Staff 4th floor: West – Surgery Staff East: Eye Staff</p> <p>1118 Building: LL: West – Cardiology Staff East – Imaging Staff 3rd floor: Pain Management Staff</p> <p>Support Services Building: North East Stairwells: Human Resources South West Stairwells: Medical Records</p> <p>Skywalks/Lab Hallway will be guarded by: Lab Staff</p> <p>Entrances will be guarded by 2 people in the following areas:</p> <p>1025 Building: North: 2nd floor Check-in South: 1st floor Check-in East: Allergy/Endo/Derm/Plastics reception staff West: Pediatric staff</p>
	<p>1118 Building: Main: 1st floor Check-in Surgery Center Entrance: Check-in 1st floor East: Physical Therapy Sports Medicine Staff</p> <p>Support Services Building: 1) West main entrance: Medical Records Staff 2) West service entrance: Medical Records Staff 3) East entrance by outside break area: Human Resources 4) South entrance (by time clocks): IT 5) North entrance: Medical Records Staff/ EMR/Scanning</p> <p>Materials Management Building Close all garage doors. Anyone in the building should guard the doors.</p>



EMERGENCY PLANS

Department: Compliance	Policy Description: Emergency Plans Policy number: 60.20.01
<u>ABDUCTION</u>	<p><u>ABDUCTION:</u> In the event of a known abduction, employees/physicians/providers at the scene will:</p> <ul style="list-style-type: none"> - Call 9 – 911 and be ready to give description/details of all relevant information - Notify your department manager or supervisor and the Senior Director of Facilities and Grounds. Protect and preserve the scene until the police department arrives. - Maintenance will be instructed by Senior Director of Facilities and Grounds to pass out walkie-talkies to all persons covering entrance doors. <p>The department director or supervisor notified of Abduction will:</p> <ul style="list-style-type: none"> • Verify the 9 – 911 call • Initiate a clinic wide alert according to site specific protocol (Code Adam) • Initiate site-specific protocol steps: <ol style="list-style-type: none"> 1. Announce we have a Code Adam and give a description of the missing individual 2. Each department will cover their area(s) of responsibility. (See pages 10 - 12) 3. Everyone covering entrance doors will take a pen and paper for documentation and will NOT let anyone exit the building. 4. If someone leaves without permission: <ul style="list-style-type: none"> - One person will write down descriptions and details of the person/people leaving (i.e. clothes, hair color, height) - The other person will watch where the person goes and will write down the description of their car and license plate number or direction headed. 5. If someone asks to leave and they do not have a child present with them: <ul style="list-style-type: none"> - Write down their name and drivers license number 6. Report the information IMMEDIATELY to a director or supervisor via walkie-talkie or phone. 7. The director or supervisor notified will immediately call for the Senior Director of Facilities and Grounds to inform him/her (or other available administrator) 8. Complete an incident report.

EMERGENCY PLANS

<p>Department: Compliance</p>	<p>Policy Description: Emergency Plans</p> <p>Policy number: 60.20.01</p>
<p><u>Missing Child</u> <u>Cont.</u></p>	<p>The notified individuals will assess the situation and, if needed, initiate a clinic wide alert according to site-specific protocol (Code Adam).</p> <p>Initiate site-specific protocol steps:</p> <ol style="list-style-type: none"> 1. Announce we have a Code Adam and give a description of the missing child 2. Each department will cover their area(s) of responsibility. (See pages 10 - 12) 3. Everyone covering entrance doors will take pen and paper to write descriptions and details. 4. If anyone matching the description of the child tries leaving the building; detain individual and notify a director or supervisor immediately via walkie-talkies or phone. 5. The director or supervisor notified will immediately call the Senior Director of Facilities and Grounds and notify him/her (or other available administrator) 6. Move to abduction protocol as appropriate 7. Complete an incident report.