POLICY MANUAL

Subject: Emergency Response Codes	**Effective Date**: 5/20/93

Initiated By: Russ Taylor
Safety/Support Services Director

Approved By: James B. Moore
Chief Executive Officer

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POLICY:

To ensure the most rapid communication and most complete response to emergency situations, facility staff will utilize the following codes. Failure to comply with an evacuation code will result in disciplinary action.

Code Blue   – Medical Emergency
Code Pink   – Psychiatric Emergency
Code Red   – Fire or Fire Alarm
Code Yellow   – Potential Violence
Code Black   – Evacuation, such as bomb threat
Code Gray   – Tornado Warning
Code Green   – Biochemical Exposure
Code Quake   – Earthquake
Code Orange – Lockdown

PROCEDURE:

I. Paging
   A. Staff members observing the above situations will page via telephone (press 778) announce the code and location of the emergency three times.
   For example: A fire alarm in the men's cabin would be announced, ***"Code Red in men's cabin, Code Red in men's cabin, Code Red in men's cabin…"***
   A violent patient in admissions would be announced, ***"Code Pink in admissions, Code Pink in admissions, Code Pink in admissions."***

II. Notify Security via two way radio, cell phone 615-507-5604 or 615-507-4796 immediately after page. Security will respond to all code calls.

(continued)

III. Responding

    A. **Code Blue**
1. All staff trained in CPR/1st Aid that are in the immediate area of the code will respond to a **Code Blue**
2. Medical staff will respond to a **Code Blue.**
3. The exception in medical is that one licensed nurse must continue to monitor the nursing station.
4. The therapy exception is that group counselors do not have to respond to a **Code Blue** that is called to another building during the time the group is in session, as there is adequate facility coverage during the times that groups are conducted.
5. During the hours of 11 p.m. to 7 a.m. all available trained staff responds to **Code Blue**.
6. When medical staff arrives at the site of a **Code Blue**, other responding staff assumes crowd control or assists as directed by medical personnel.

    B. **Code Red**
1. Respond in accordance with established fire safety policies outlined in separate Fire Response Plan.

    C. **Code Yellow or Code Pink**
1. All Handel With Care (HWC) trained staff within the area of the code building will respond.
2. Verbal de-escalation techniques are to be used as per HWC Training.
3. During the hours of 11 p.m. to 7 a.m. all staff will respond.
4. The exception in nursing is that one licensed nurse must continue to monitor the nursing station.

    D. **Code Black**
1. Requires a safe and orderly evacuation of the building named in the code. Failure to comply with an evacuation code will result in disciplinary action.
2. Evacuation will be conducted in accordance with policies outlined in the Disaster Plan.

    E. **Code Gray**
1. Follow established Disaster Plan guidelines outlined in separate policy.

    F. **Code Green**
1. Respond in accordance with established biochemical exposure policies outlined in separate Biochemical Exposure via Mail, Packages, or External Delivery plan.

    G. **Code Quake**
1. Follow established Disaster Plan guidelines outlined in separate policy.

      H. Code Orange

        2. Follow established Facility Lockdown guidelines outlined in separate policy.

IV. Facility Administration will inform facility staff of paging codes and response requirements
- A. Paging codes will be posted on employee name badges.
- B. Paging codes will be introduced/reviewed during initial employee training sessions and subsequent retraining seminars.

V. Fictitious use of paging codes will result in employee disciplinary action.
- A. Reports of misuse of the paging codes will be investigated by the Safety Director. Investigation will include an opportunity for the employee to respond to such reports.
- B. The Safety Director will respond to such reports and will submit to the employee's immediate supervisor any recommendation for or against disciplinary action, with a copy forwarded to the Chief Executive Officer.
- C. The supervisor involved will provide a written warning for the employee to be placed in the employee's file and will decide if the situation merits an additional 3-day suspension or termination. This decision is based on presence or absence of malicious intent and contrition.

VI. To ensure proper use of codes and appropriateness of response, a review of each code call will occur at the next meeting of the Safety Committee.

- A. The employee initiating the code call will fill out a detailed incident report including cause, which code was called, and respondents. The exception is **"Code Red"** which is otherwise documented in alarm response forms.
- B. The Safety Director or Risk Manager will present a summary of each precipitant event, code announcement, and response.
- C. Identified problem areas, in response or outcome, will be designated for follow-up. Monitoring of follow-up will be assigned by the Safety Director.