

Last Updated: October 2014

**UAMS NORTHWEST ADMINISTRATIVE GUIDE****SECTION: CAMPUS SAFETY****AREA: CAMPUS SAFETY****SUBJECT: EMERGENCY CODES POLICY****UNIVERSITY OF ARKANSAS
FOR MEDICAL SCIENCES****A. Background**

The **Emergency Codes Policy** is an all-inclusive policy which combines all previous emergency codes signed into policy into one policy. Once signed as official policy by the UAMS NW Vice Chancellor, this policy will be implemented into the overall Emergency Operations Plan for each fiscal year and be reviewed for changes as needed. All changes to this policy document will be reviewed and signed by the Vice Chancellor.

B. Purpose

The purpose of this policy is to guide and inform UAMS Northwest Employees and Students on the emergency codes that may be called into action for the Fayetteville campus. This policy along with the Emergency Operations Plan should guide all on the policies, procedures and expectations in the event of any emergency situation.

C. Contents

This policy reviews the details and actions taken for all of the following codes and situations:

- Clinical Equipment Incidents
- Suspicious Activity on Campus
- Code Gray – Severe Weather
- Code Exodus – Evacuation
- Code Green - Mass Casualty
- Code Red – Fire
- Code Pink – Missing or Abducted Child
- Code Amber – Bomb Threat
- Code Black – Active Shooter/Campus Violence

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Due to the differences among the UAMS Northwest and UAMS Little Rock campuses, the following codes have been removed from use at the UAMS Northwest Campus:

- Code Purple – Utility Failure: This will be handled internally by the Maintenance Department.
- Code Surge – Patient Overflow: With no inpatient facilities, this code is unneeded.
- Code Silver – USSS Protectee: UAMS Northwest is not a designated location for those under the protection of the United States Secret Service.
- Code Orange – Patient Elopement: With no inpatient facilities, this code is unneeded.

The following codes are not announced overhead with primary actions to be taken by the clinicians at the UAMS Family Medical Center – Fayetteville: Code Yellow – Decontamination and Code Pathogen – Bioterrorism. They are not listed in **Section D – Specific Action Plans** of this document. These along with Code Green – Mass Casualty, will have Clinical Action Plans created and managed by the EPC Clinical Subcommittee with approval by clinical administration and are located in the **Emergency Operations Plan – Clinical Actions Protocol.**

Other protocols including actions taken by the Safety Team and the Fire Team can be found in the overall **Emergency Operations Plan.**

D. Specific Action Plans

All of the codes and situations listed above have specific purposes, activation tactics and employee requirements after activation. This section looks at each code in more detail describing all three components of each code. All departments should have a **Departmental Emergency Procedures** document on file using a template created by the NWEPC. These can be found in the **Emergency Operations Plan.**

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Potential Emergency Situation - Suspicious Activity on Campus

Purpose.

The purpose of the Potential Emergency Situation: Suspicious Activity on Campus is to inform employees on the tactics to take in the event they witness any type of non-threatening, suspicious activity on our campus. This may include unidentified persons on campus or the remnants of said persons.

Actions Taken by Employees in the Event of Suspicious Activity on Campus.

In the event that you witness a potential emergency situation, call the NW Safety Team by dialing SAFE (7233) on any UAMS Northwest office phone.

Information on the tasks used by the NW Safety Team can be found in the **Emergency Operations Plan – NW Safety Team** section.

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Code Gray – Severe Weather

Purpose.

Code Gray is designed to protect patients, visitors and staff in the event of a tornado, high winds or severe weather in the immediate area. The actions of employees are directed in an effort to minimize injuries and loss of life. Code Gray will be announced only with the most extreme weather conditions that will affect the UAMS Northwest Fayetteville campus.

Activation Tactics.

Weather situations will be monitored by the NW Safety Team. Details on this monitoring process can be found in the **Emergency Operations Plan – NW Safety Team section**.

In the event of a tornado ALERT (tornado is spotted by National Weather Service in the vicinity of UAMSNW - Fayetteville) or potential high winds that pose a threat to the campus a Code Gray will be issued.

Code Gray notifications will be transmitted by a NW Safety Team member.

Employee Requirements after Activation.

1. All employees and students should follow the **Emergency Procedures** listed for their department OR the department they are currently occupying.
2. Close windows, doors and blinds in all occupied areas. Staff is discouraged from looking out the windows.
3. Standby to assist patients and visitors to shelter areas as needed.
4. Visitors shall be directed to internal corridors/rooms and asked to wait until the Code Gray is cleared.

Note: Use of UAMS phones will not be permitted for personal use. Lines must be kept open for emergency incoming calls.

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Code Exodus – Evacuation

Purpose.

Code Exodus is used to evacuate people from a given area/building on campus. This is often called after another Code that damages the safety and/or security of the building or an area within it.

Activation Tactics.

If any employee or student receives communication that threatens the safety and/or security of any area of UAMS Northwest, they should immediately notify the Safety Team of a Potential Emergency Situation by dialing 7233 on any UAMS Northwest office phone.

Activation of Code Exodus is determined by the Emergency Officials. Overhead paging and Emergency Alert notifications for Code Exodus should be done by a Safety Team member at the direction of the Police command.

Information on the tasks used by the **NW Safety Team** can be found in the **Emergency Operations Plan – NW Safety Team** section.

Employee Requirements after Activation.

Follow evacuation procedures as announced overhead. Meet in your department's designated Code Exodus Check-In Point as described in your department's **Departmental Emergency Procedures** document.

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Code Green – Mass Casualty

Purpose.

A Code Green - Mass Casualty is defined as a situation in which the ability to safely care for victims exceeds the scope of available resources. It could be the result of an airplane crash, fire in a major building, tornado or other severe weather phenomenon, toxic chemical spill or earthquake or any other type of incident overwhelming the normal operating tempo of the Campus.

Activation Tactics.

In the event of a Code Green, that requires outside of clinic assistance, a member of the Clinical Administration will announce a Code Green overhead.

Information on the tactics and situations that would require a Code Green can be found in the **Emergency Operations Plan – Clinical Actions Protocol.**

Employee Requirements after Activation,

Non-Clinical Personnel and Students

If you hear a Code Green, stay at UAMSNW and await instructions to assist the clinical personnel as needed.

Clinical Personnel and Students

If you hear a Code Green, please refer to your Medical Director or his designee for guidance and direction moving forward.

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Code Red – Fire

Purpose.

The purpose of Code Red is to outline general procedures to be followed in the event of fire so that staff, employees and students will know what is expected of them in a fire and/or smoke situation and to establish fire prevention procedures that will reduce the likelihood of a fire emergency.

Activation Tactics.

Code Red is used to announce all fire and smoke situations. Do not shout fire! It may alarm patients and visitors. All fires, regardless of size and all burning odors must be reported immediately

If you see a fire or smell a burning odor:

1. Activate the nearest fire alarm pull station

AND/OR

2. Call 911

Report:

Name and Title:

CODE RED

Building, floor and room

What's burning, if known

Fire alarms are located in each department. To view the locations, review your department's **Emergency Procedures** book.

Code Red is initiated by an automatic fire alarm or when a manual alarm is pulled. Upon activation, the local Fire Department is automatically notified and the Fire Response team should initiate their working protocols. These protocols can be found in the **Emergency Operations Plan document - Fire Team Protocol** section.

Fire Response Team: The fire response team shall be made up of representatives from the following list:

- a. Physical Plant

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Employee Requirements after Activation,

If you are an employee in the area that the initiated Code Red takes place in, follow the procedures listed in the **Department Emergency Procedures** document for exiting the building. Make sure to meet in the designated area for the department designee to account for all departmental team members and students who were in the building during activation.

If you are an employee not in the area that initiated Code Red, stay in your area unless told otherwise by the initiation of a Code Exodus or by a member of the Fire Department.

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Code Pink – Missing or Abducted Child

Purpose.

Code Pink is intended to protect an infant/child who may be missing from potential mishandling and/or abduction. The infant/child may be a patient or visitor.

Activation Tactics.

A Code Pink is activated when an employee is approached by a parent explaining that their child is missing.

If you are the employee being notified, you should immediately do the following:

1. Pull another employee close by and ask them to contact the UAMS NW Safety Team (by dialing SAFE or 7233 on any UAMS Northwest office phone) informing them of a Code Pink situation in the designated area. You will be expected to tell the team member:
 - a. Your name and current location.
 - b. Is an interpreter needed?
 - c. The name, age, gender, description, and last known location of the child in question.

One quick way to discover what the child looks like is to ask the parent if they have a picture of them on their phone.
2. At the same time, the employee should determine if the child is misplaced or if it is a known abduction. Some questions to ask include:
 - a. Are you in a custody battle?
 - b. Did you see someone take your child?
3. By this point at least one member of the Safety Team should be on site. From the information provided by you and the parent, they will determine whether to call a Code Pink Internal or Code Pink External. They will also deploy other safety team members and a small number of employees to search for the child.

If it is a known abduction, a Code Pink – External will be called which requires a member of the Safety Team to immediately contact 911.

If it is a misplaced child, a Code Pink – Internal will be called and 911 will not be called unless a Safety Team member deems it necessary.

Information on the tasks used by the **NW Safety Team** can be found in the **Emergency Operations Plan – NW Safety Team** section.

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Employee Requirements after Activation.

Work with employees around you to report to the nearest exits, stairways, empty areas and area entrances. With all entrances to the nearest location covered, verify there are no unexpected visitors in the area/department.

If you are not reporting to one of these locations, return to the nearest classroom, conference room or your office until the Code Pink All Clear is called.

If you see someone that looks suspicious in the building:

1. Calmly ask if they are in need of help or directions, and if possible, delay them from leaving the area. Inform them that a Code Pink has been called and that everyone is to stay in place until it has been cleared.
2. Use a buddy system – one person to follow and one to call the police.
3. If they continue to leave, keep them in sight and have another employee call the police and tell them what direction they are heading.

If they are trying to exit the building:

1. In a non-threatening manner, alert them that a Code Pink has been called.
2. State no one is allowed to leave until the Code Pink is cleared.
3. Do NOT attempt to physically hold or stop the person. Remain non-threatening. The abductor may panic and harm the infant/child if they feel cornered.
4. Call 911. Provide a complete description of the person, the location and what direction they are heading.

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Code Amber – Bomb Threat

Purpose.

Code Amber is used to announce to the campus that a credible bomb threat or that a suspicious package/item is at UAMS Northwest.

Activation Tactics.

If you receive a call or are told of a bomb located in the building:

1. Call 911
2. Get a close by employee to call the Safety Team on any UAMS phone by dialing SAFE (7233) at any UAMS Northwest office phone.

Activation of Code Amber is determined by the Emergency Officials on scene. Overhead paging and Emergency Alert notifications for Code Amber should be done by a Safety Team member at the direction of the Police command.

Information on the tasks used by the **NW Safety Team** can be found in the **Emergency Operations Plan – NW Safety Team** section.

Employee Requirements after Activation.

Code Amber announcements may be used as notifications to stand by or exit the building. In the event of a Code Amber/Exodus, all employees should immediately exit the building without touching anything. Meet in your department's designated Code Exodus Check-In Point as described in the **Departmental Emergency Procedures** document.

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Code Black – Active Shooter/Campus Violence

Purpose.

The purpose of this policy is to outline general procedures to be followed in the event of campus violence so that staff, employees and students will know what is expected of them in a violent situation. In the event of a violent occurrence on Campus, special procedures are needed to ensure maximum safety and prevention of injury/loss of life. As a result, multiple responses are necessitated by all components of UAMS. Law enforcement is paramount in securing the situation, but the rest of the campus must work to ensure patient, student, visitor and staff safety. Violent actions on campus could include an active shooter, hostage situation and other scenarios not depicted here. While this is primarily a law enforcement operation; incident management, sheltering in place and crisis communications are integral to the safety and security of the Campus.

Activation Tactics.

Code Black is used to announce a potentially violent situation at UAMS Northwest that requires faculty, staff and students to take safety precautions. Notification may come by way of reports of violent actions or potential for violence.

If you see or hear a violent situation:

1. Take safety precautions.
2. Call 911
 - a. Report weapons seen and shots fired
3. If someone is around you and able, ask them to contact the NW Safety Team by dialing 7233 from any Northwest Office Phone.

Overhead paging and Emergency Alert notifications for Code Black should be done by a Safety Team member. Overhead announcements and text/email alert wording will be given/modified as requested by the Police command.

Employee Requirements after Activation.

If you are notified of a Code Black, immediately take safety measures to protect yourself.

Continue safety measures until all clear or when you are instructed to evacuate by emergency personnel. All emergency personnel must display proper credentials at all times.

There will be no access to the campus until determined by emergency personnel.

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Notification Transmission

In the event of an emergency situation, all codes except for Code Pathogen and Code Yellow (Decontamination), which is managed by clinical administration, will have overhead paging announced overhead for employee awareness and safety. While specific activation tactics and employee requirements after activation are listed in the above section, each code should be paged overhead by a member of the Northwest Safety Team or Administration as listed below. For information on the protocols used by the NW Safety Team, see the **Emergency Operation Plan document – UAMSNW Safety Team** section.

- Initiation – The following should announced twice.
 - **CODE NAME**
- Updating
 - **CODE NAME**
- All Clear – The following should be announced twice
 - **CODE NAME ALL CLEAR, RESUME NORMAL OPERATIONS**

The following codes should have an initiation announcement made for each new area affected and include the area affected in the announcement: Red, Pink, Amber, Purple, and Exodus

The following codes should have both overhead paging and email/text alerts sent to those who have opted into that communication tactic: Black, Gray, Exodus, Pink, Green, Amber and Weather Delays/Closings. Information on these specific notifications scripts can be found in the **Emergency Operations Plan document – Emergency Alert Notifications Protocol** section.

E. Initiation of the Emergency Operations Command Center

Some codes require the initiation of the Emergency Operations Command Center (EOCC). Further described in the **Emergency Operations Plan document – UAMSNW Safety Team** section, this command center implements a central location for the available NW Safety Team members and/or emergency officials in the event of an emergency. The EOCC will be implemented as requested by a member of the UAMSNW Safety Team.

F. Discontinuing the Plan and Resuming Normal Operations

Upon determination by the NW Safety Team and/or emergency officials that there is no further danger or hazards of a code, the activated code will be discontinued by the overhead page listed above in Section E - Notification Transmission.

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G. Review and Archiving of Emergency Code Response

Following the conclusion of a code, the effectiveness of the response will be evaluated by the NW Safety Team with findings given to the chair(s) of the NW Emergency Preparedness Committee (NWEPC). Changes to the plan will be initiated by the NWEPC as necessary to correct any problems identified during the response. The chair(s) of the NWEPC and the Safety Team leader(s) will keep a record of the responses made in the event of all codes in the designated NWEPC network folder.

H. Testing and Mock Drill Requirements

All codes must undergo testing and mock drills. The timeline for these may vary from the clinical and academic areas and details on these can be found in the **Emergency Operations Plan document – Emergency Testing and Mock Drill Protocols** section.

I. Training

All employees and students must be trained on this policy and its contained codes on an annual basis. Details on the training provided to each group and for each code can be found in the **Emergency Operations Plan document – Emergency Training Protocols** section.



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Vice Chancellor
UAMS Northwest Campus



Date

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