**EMERGENCY PREPAREDNESS**

Dial 1666 to notify switchboard of an event.

**FIRE**
- **R** Rescue patients, visitors, and staff out of the area of fire and relocate to the other side of fire doors.
- **A** Activate alarm manually or automatically with sprinklers and detectors.
- **C** Contain fire by closing doors.
- **E** Extinguish fire or Evacuate to safe area as directed by fire chief.

**EXTERNAL DISASTER**
- All employees are to respond to the personnel pool (Suite 7 waiting room) for assignment when not providing direct patient care. Restricted access to building.

**HAZMAT**
- Staff who are trained will report to the Suite 7 waiting room. Restricted access to building.

**ABDUCTION**
- Exits all locked and staff assigned to exits to prevent exiting from the building.

**CARDIAC ARREST**
- Inpatient team will respond to all areas. ED and Hospitalist physician responds to all codes.

**ACTIVE SHOOTER (KNIFE IF APPLICABLE)**
- Active weapon on the premises. Call 911 and extension 1666 to call the code. Shelter in place.

**ADDRESS CODES**
- **CODE RED**
  - (Personnel Pool will be in conference center but if fire is in that location, move to main lobby)
- **CODE TRIAGE**
- **CODE ORANGE**
- **CODE PINK**
- **CODE BLUE**
- **ACTIVE SHOOTER**
  - (KNIFE IF APPLICABLE)

**CODE MANPOWER**
- Alerts staff that a patient is demonstrating escalating behavior. Assistance is needed to prevent patient harm or harm to others. Designated team to respond.

**CODE 1 - TRAUMA**
- Designated Trauma Team will respond to the ED.

**RAPID RESPONSE**
- Patient is failing or someone has fallen but hasn’t coded. Rapid Response Team will immediately assess injuries and assist in getting the care needed.

**BOMB THREAT**
- Call 911, call Administrator. If necessary, evacuation is paged overhead.

**TORNADO**
- Paged overhead, move to interior rooms without windows or garden level.

**INTERRUPTION OF SERVICES**
- **Loss of power:** Generator takes 7-8 seconds to work. Red outlets for critical equipment.
- **Water shut down:** Will be notified by facilities.

**UP HEALTH SYSTEM PORTAGE**