RESPONDING TO EMERGENCY CODES

Information System Alerts

Incident/Event	Code/Alert	Code/Alert Response Instructions
Information System Downtime or Issue	IS Alert	• Follow downtime procedures. • See System Failure tab in the red Emergency Management Guidebook.

Facility Alerts

Incident/Event	Code	Code/Alert Response Instructions
Fire	Code Red	• Remember: **RACE** – **R**escue, **A**larm, **C**ontain, **E**xtinguish/**E**vacuate.
Facility System Down	Facility Alert	• Follow downtime procedure. • See System Failure tab in the red Emergency Management Guidebook.
Hazardous Spill or Exposure	Facility Alert	• Hospital personnel who have been trained in hazardous materials response report to the identified area. All others stay clear.

Security Alerts

Incident/Event	Code/Alert	Code/Alert Response Instructions
Active Shooter, Weapon Situation, or Hostage Situation	Security Alert	Hospital personnel in the area specified by the Security Alert Remember: **RUN**, **HIDE** (with a plan), **FIGHT** • Quickly assess the situation, develop a plan, and take action. • Stay alert and don't panic. • Evacuate if possible. • Seek cover/protection and warn others of the situation. • If possible, call **911**. All hospital personnel: • Upon hearing a Security Alert involving weapons, stay clear of announced location and instruct others to do the same. • Close all patient and unit exit doors. • Stand by for further instructions.
Violent Situation, No Weapon	Security Alert	• Gray Team and staff able to assist responds to the area. All others stay clear.
Bomb Threat	Security Alert	• Remain calm. Do not panic. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does. • If instructed, organize volunteers to search for suspicious looking packages, backpacks, or boxes. • Include public areas and bathrooms in search process. • Report findings to Incident Command. • Be prepared to evacuate if/when directed to do so.
Missing Adult	Security Alert	• Hospital personnel should search their immediate area and be on the lookout for the identified missing person. Report findings to Security.
Missing Infant/Child	Amber Alert	• All staff should be on the lookout for the identified infant or child. • All exits should be covered. • Stop and search all vehicles as well as people with bags, belongings, and carts.
Partial Facility Lockdown	Security Alert	• If you are in the lockdown area, take direction from your supervisor. All others stay clear.
Full Facility Lockdown	Security Alert	• Respond as directed to instructions provided. Stay away from windows and doors.

Medical Alerts

Incident/Event	Code/Alert	Code/Alert Response Instructions
Pending Emergency/Disaster Situation	Code Triage Standby	• Prepare for potential disaster situation and response. Review Code Triage Policy.
Emergency Department Needs Additional Assistance	Code Triage ED	• Identified departments provide additional support and resources to the Emergency Department.
Emergency/Disaster Situation Full Activation Includes community or internal disasters	Code Triage	• Follow instructions provided by Incident Command. Review Code Triage Policy.
Medical Emergency Adult or Pediatric	Code Blue	• Code Team responds to the immediate area with age-appropriate equipment. All others stay clear of the area.

Other

Incident/Event	Code/Alert	Code/Alert Response Instructions
Severe Weather	Weather Alert	• Take necessary precautions that are appropriate to the situation.

Munson Medical Center Specific Codes

Incident/Event	Code/Alert	Code/Alert Response Instructions
Massive Transfusion	Massive Transfusion Protocol	• Hospital personnel who have been trained in Massive Transfusion protocol should report to the identified area.
Medical Response Team (MRT)	Medical Response Team	• Hospital personnel who have been trained to respond to an MRT should report to the identified area.

MUNSON HEALTHCARE