FRANCES MAHON DEACONESS HOSPITAL
621 3rd St. So.
Glasgow, MT 59230

DEPARTMENT: Environment of Care   **POLICY: EOC-205**

SUBJECT: Emergency Code Announcements

PURPOSE: To efficiently and safely alert hospital staff of various emergencies affecting the facility, and to have a standardized methodology for operator/ward clerk to announce overhead house-wide emergency codes. The use of codes is intended to convey essential information quickly and with minimal misunderstanding to staff, while preventing stress and panic among patients and visitors to the hospital.

RESPONSIBILITY:
- Operator/Ward clerk

POLICY:
The overhead paging system will be utilized to alert hospital staff of emergencies affecting the facility in collaboration with 9-1-1 response

PROCEDURE:
The following describes the proper etiquette for announcing emergency codes over the house wide PA system. This is done to ensure that we do not unnecessarily alarm our patients and staff and to give clear and consistent information.
1. All Emergency Code voice pages will be announced three times with location when activated.
2. All overhead pages will be considered emergency codes until given the All Clear notice.
3. Listen to overhead paging system
4. Prepare to assist, if trained, as needed
5. FMDH Emergency Codes
    a. Code Blue-Medical Emergency/Cardiac Arrest (INS 1160)
        i. Is used to provide an appropriate response to a suspected or eminent cardiopulmonary arrest or medical emergency for an adult or pediatric patient. The designated response team will bring a crash cart and function within their respective scopes of practice and utilize guidelines set by the American Heart Association (AHA) on Advanced Cardiac Life Support (ACLS).
    b. Code RED – Fire Alarm Response and RACE (EOC 420)
        i. Is used to provide an appropriate response in the event of an actual or suspected fire in order to protect life, property and vital services.
        ii. Should be immediately initiated whenever any one of the following indications are observed:
            1. Seeing smoke, sparks or a fire
            2. Smelling smoke or other burning material

3. Feeling unusual heat on a wall, door or other surface
4. In response to any fire/life safety system alarm

c. FACILITY ALERT + DECONTAMINATION + LOCATION + DIRECTIONS (EOC 650)
   i. Is used to provide an appropriate response to situations involving an incident where decontamination is required.

d. FACILITY ALERT + EVACUATION/RELOCATION + LOCATION + DIRECTIONS (EOC 225)
   i. Is used to provide an appropriate response to a need for evacuation or relocation.
   ii. Evacuation will be used when referencing the evacuation of an entire building.
   iii. Relocation will be used when horizontal or vertical evacuation is necessary.

e. FACILITY ALERT + HAZMAT + LOCATION + AVOID THE AREA (EOC 250)
   i. To provide an appropriate response in the event of an actual or suspected hazardous material spill or release.
   ii. Focus directions on avoiding the area.
   iii. Only announce if public is in jeopardy or an outside agency is required to assist in clean up.

f. FACILITY ALERT + MASS CASUALTY + LOCATION + DIRECTIONS (EOC 200)
   i. Is used to provide an appropriate response to an event that exceeds the surge capacity of the Emergency Department (ED) as well as other departments.

g. FACILITIY ALERT + UTILITY/TECHNOLOGY INTERRUPTION + LOCATION + DIRECTIONS (EOC 705)
   i. Is used to provide an appropriate response to any interruption of a critical system or systems within the facility.

h. FACILITY ALERT + WEATHER EVENT + LOCATION + DIRECTIONS (EOC 243)
   i. Is used to provide an appropriate response to all hazards and events related to weather such as tornado, snow, ice, severe thunderstorm, etc.

i. SECURITY ALERT + ARMED SUBJECT + LOCATION + DIRECTIONS (EOC 845)
   i. To provide an appropriate response in the event of an incident involving a person with a weapon, including an active shooter.
   ii. Differentiate between inside vs. outside of the facility and escape immediate danger vs. shelter in place.

j. SECURITY ALERT + BOMB THREAT + LOCATION + DIRECTIONS (EOC 231)
   i. To provide an appropriate response in the event of a bomb threat.

k. SECURITY ALERT + CONTROLLED ACCESS + LOCATION + DIRECTIONS STATING LEVEL 1, 2 OR 3 (EOC 230)

        i. Is used to provide an appropriate response where controlled access to the facility is necessary to mitigate risk due to a security threat. Three separate levels are defined as Level 1, Level 2, and Level 3.

l. SECURITY ALERT + INFANT ABDUCTION + LOCATION +DIRECTIONS (EOC 860)
        i. Is used to provide an appropriate response in the event an infant is abducted in/from the facility.

m. SECURITY ALERT + MISSING PERSON + LOCATION + DIRECTIONS (EOC 835)
        i. Is used to provide an appropriate response in the event of a missing person in/from the facility.

n. SECURITY ALERT + SECURITY ASSISTANCE + LOCATION + DIRECTIONS (EOC 850 & 850A)
        i. Is used to provide an appropriate response to situations involving disruptive or threatening persons. This includes escalated behavior if necessary.

o. SECURITY ALERT + SUSPICIOUS PACKAGE + LOCATION + DIRECTIONS (EOC 231)
        i. Is used to provide an appropriate response to the discovery of a suspicious device or package.

p. ALL CLEAR
        i. Issued when the emergency code previously announced has been resolved. Return to normal work routines.

REVIEW PROCESS:
- The review process is scheduled every two years or as needed per the hospital wide review process.