



CODE BLACK - ACTIVE SHOOTER

When a hostile person(s) is actively causing death or serious physical injury or the threat of imminent death or serious physical injury to person(s) on GRU property, we recommend the following procedures be implemented:

NOTIFY UNIVERSITY POLICE: (706) 721-2911, PAGING OPERATOR at (706) 721-2222 or call 911 as soon as possible.

- **RUN, HIDE, or FIGHT!**
- **PLAN**, and **PREPARE**, on how you will **REACT!**
- Run away from the threat if you can, as fast as you can
- Do not run in a straight line.
- While you are running, use vehicles, bushes, trees and anything else that could possibly block your view from the hostile person(s).
- If you decide to **HIDE**, take into consideration the area in which you are hiding.
Will I be found here? Is this really a good spot to remain hidden?
Do I have an escape route if necessary?
- If the person(s) are causing death or serious physical injury to others and you are unable to run or hide, it may be safer to choose to play dead if other victims are around you.
- The last option you have, may be to **FIGHT** back.
- Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

If you are in a classroom or office: **STAY THERE**, secure the door, lock, wedge, or barricade the door. Consider quietly exiting a ground floor window, if safe. If you can't exit a window, stay away from the door, stay low and be quiet. The shooter may bang on the door and yell for help to entice you to open the door.

Notify UNIVERSITY POLICE: (706) 721-2911 or call 911

CODE BLUE - CARDIAC ARREST

In case of Cardiac Arrest, follow this procedure:

1. Contact paging operator at **1-2222**. Give location and as much information as possible (ie: age, sex, circumstances).
2. Stand by to Assist.

CODE PINK - INFANT / CHILD ABDUCTION

NOTIFY UNIVERSITY POLICE: (706) 721-2911 or call 911 IMMEDIATELY

In Case of Infant/Child Abduction or Pediatric Elopement

1. Immediately move to your designated position.
2. Insure all exits are observed (doors, stairwells, elevators).
3. Notify Security at **1-4787** of any suspicious person(s) or activity (including any baggage large enough to conceal a child).

CODE GOLD - ADULT ELOPMENT

NOTIFY UNIVERSITY POLICE: (706) 721-2911 or call 911 IMMEDIATELY

When a patient wanders, runs, escapes or otherwise leaves the care giving environment (Hospital) and grounds unsupervised or unnoticed prior to their scheduled discharge. **Notify Hospital Security 1-4787 and Paging Operator at 706-721-2222.**

Focus is towards persons who have a history of dementia, Alzheimer's or altered mental status, and persons who may have their health and safety compromised by leaving the grounds unaccompanied prior to their scheduled discharge.

If at any time a patient with risk for elopement cannot be accounted for, the Elopement Response plan should be implemented. A thorough search of the Unit will be completed.

The Hospital Operator should be notified and advised that an elopement has occurred: The Announcement Code is **"Code Gold"** and the last known location and description of the patient announced, repeat the announcement two (2) times.

CODE GREEN - INCLEMENT WEATHER

Tornado Watch - Issued when weather conditions exist that could produce a storm. A tornado watch may last for several hours.

Tornado Warning - Issued when a tornado has actually been sighted and is threatening the community. A tornado warning usually last for thirty minutes or less.

RESPONSE, Severe Thunderstorm or Tornado Watch:

Be cautious of activities conducted outside buildings. No further action is required at this time for a watch.

RESPONSE, Severe Thunderstorm Warning:

Curtail all movement outside of buildings until the warning is lifted.

RESPONSE, Tornado Warning: (GR Health)

A. Once the message is announced, all patients whose condition permits shall be moved to interior corridors away from windows.

1. If the patient is bedridden, move them in the bed.
2. If the patient is ambulatory, pull a chair into the corridor for them to sit.
3. Patients who cannot be transferred from their rooms:
 - a. Close drapes/blinds.
 - b. Move the patient's bed near the inner wall, away from windows as much as possible.

B. Employees should:

1. Remove all articles off window sills.
2. Close all drapes/blinds over windows.
3. Close doors to patient's rooms.
4. Direct visitors, volunteers, students, and medical staff to interior corridors and to stay away from exterior windows.

C. Safety/Security will secure external doors as much as possible.

D. Facilities/Environmental Services will assist with moving patients and securing the building.

CODE GREY - BOMB THREAT

NOTIFY UNIVERSITY POLICE: (706) 721-2911 or call 911 IMMEDIATELY

Phone Bomb Threat:

- Remain calm and keep the caller on the line as long as possible. Ask the caller to repeat the message and record every word.
- If the caller does not indicate the location of the bomb or the time of detonation, ask for this information.
- Advise caller that the building is occupied and detonation could result in death or serious injury to innocent people.
- Pay particular attention to background noises, such as motors running, music, or any other noises, which may indicate the location from which the call is being made.
- Listen closely to the voice to determine voice quality, accents, speech impediments, sex, or unusual characteristics, and complete threat data form.
- If the caller can be kept talking, ask specific questions.
- Immediately, **notify the University Police (706)721-2911**. They will initiate search procedures. Under no circumstances should an untrained faculty or staff member attempt to locate and move a suspicious device.

Written Bomb Threat:

- If you receive a bomb threat via a letter or note:
- Make a note of all persons that you know who handled the note.
- Avoid excessive handling of the note. The police will want to check for fingerprints.
- Follow all instructions from responding emergency personnel. Evacuate if ordered to do so.

NOTIFY UNIVERSITY POLICE: (706) 721-2911 or call 911 IMMEDIATELY

CODE ORANGE - CBRN

Patient(s) contaminated by Chemical, Biological or Radiological Sources presents to ED:

- Decon site next to Ambulance bay is first choice for patient Decon. ED personnel will staff.
- If additional personnel needed, page the On Call Decon squad (1-4787).
- If more than 10 ambulatory patients are expected or more than 3 nonambulatory, contact the Administrator-On-Call (AC) and request a Code Orange:
 - Decon Team will open the Community Decon Site (CDS)
 - ED site will operate until CDS is open

Source Material is brought / is on Facility grounds:

Persons contaminated are not to enter any part of the medical center until decontaminated; unless they are in a life-threatening medical condition

- **DIAL 706-721-2911 or 911** and give all information available
- Security will secure external doors as much as possible
- Shut Down Air Handling Systems
- No medical center personnel should approach source
- Liaison Officer will make contact with responding Fire Department on Scene Commander
- All Personnel should shelter in place*
- Establish containment areas at all entrances within 300 meters of source.

**Activation of Code Triage or Code Orange should be discouraged until Fire Department contains the source. Any action which would force personnel to move between buildings may endanger their lives.*

CODE WHITE - PAGING OUTAGE

In case of a Pager Outage, The paging operator will announce, "**CODE WHITE until further notice.**" Via the Overhead pager. Once the announcement is made please follow these procedures:

1. All non-emergent contacts should be made by cell phone or land line.
2. If emergency contact with an individual is needed, **call 1-3893**:
 - A. Give operator the name of the person to be contacted.
 - B. Give the operator the extension you are calling from.
 - C. Remain at the station you are calling from until contact is made.
3. The operator will announce overhead for your contact to call you.
4. When the Code White has ended, the paging operator will announce via the overhead pager.
All paging operations will then return to normal

CODE RED - FIRE

In case of FIRE follow the **R - A - C - E** procedure below:

Remove persons in immediate danger of the fire.

Activate the nearest fire alarm pull station, call **Hospital Security, 706-721-4787**, calmly notify others.

Contain fire by closing doors.

Extinguish fire is possible and prepare for **Evacuation**.

R - A - C - E is a "Defend in Place" procedure, meaning you will attempt to extinguish or contain the fire in a room and only move patients as necessary by moving them horizontally away from the fire. If the fire/smoke is behind a closed door, do NOT open it, wait for the Fire Department. Do NOT attempt to fight a fire if you are alone, if the fire is large, spreading or could block your exit.

Utilize **P - A - S - S** when using a fire extinguisher:

Pull the pin

Aim at the base of the fire

Squeeze the handle

Sweep from side to side

CODE TRIAGE - MASS CASUALTY INCIDENT / DISASTER

Disaster - any incident, natural or man-made that causes or poses widespread danger to occupants and property to the extent that normal services are disrupted.

Internal Disaster - occurs within the Medical Center (e.g. utility failure).

External Disaster - occurs at any other Health System site or elsewhere in the community e.g. multi casualty - multi-vehicle accident, earthquake, flood, nuclear, biological, or chemical incident).

Depending on the circumstances surrounding a critical event or disaster the administrator on call can announce Code Triage Standby whereas all disaster response areas will be set up with a duty officer assigned until the event unfolds.

At the announcement of **Code Triage**:

Contact your supervisor for the latest instruction or report to your assigned duty position:

Labor Pool Incident Command Family Center Media Center Decon Area