

**Texas Health Harris Methodist Hospital  
Hurst Eules Bedford**

**I. Hospital Incident Command System (HICS) & Emergency Codes**

- HICS is a system used for disaster management or **Code Yellow** at THHEB
- The Incident Commander (IC) is in charge of the HICS system, organizes and directs the Hospital Command Center; and gives overall strategic direction for hospital incident management and support activities, including emergency response and recovery; and authorizes total facility evacuation if warranted.
  - i. The designated Hospital Incident Command Center (HCC) is located in the **Hospital Board Room** 1<sup>st</sup> Floor extension (x4609) with the **Conference Room** located in the **Central Utility Plant** as an alternate site (x4847).
  - ii. The role of Physicians and Allied Health Professionals are to report when needed to the designated Medical Staff Labor Pool & Credentialing Unit located in the Physician’s Dining Room (x3065/x2051).
  - iii. The IC may assign an alternate location for the HCC, Medical Staff Labor Pool & Credentialing Unit or other disaster center if necessary.
  - iv. In case of an emergency, a practitioner reports to the Hospital Command Center or to the Medical Care Branch Director for duties. To the degree permitted by his/her license, regardless of the departmental and Staff status or clinical privileges, a practitioner should be permitted to work outside their area of specialty but within their scope of practice.
- Refer to the Red Book located on each unit for details of:
  - i. Emergency Code Quick Reference
  - ii. Emergency Disaster Center Location and Contacts
  - iii. Emergency Operations Plan and HICS Organizational Chart.

**II. Emergency Codes**

<b>Codes</b>	<b>Definition</b>	<b>Action</b>	<b>Contact</b>
<b>Code Black</b>	<b>Tornado</b>	<b>Move patients to safety away from glassed areas to inside corridors or core areas. Close window and doors.</b>	<b>Listen to Overhead Page</b>
<b>Code Blue</b>	<b>Respiratory or Cardiac Arrest</b>	<b>Code Team Responds for Infant or Pedi, page Infant or Pedi Code Blue with Location</b>	<b>Dial x3333</b>
<b>Code Brown</b>	<b>Bomb Threat</b>	<b>If you receive a threat Check areas - if anything suspicious, call x3333.</b>	<b>Dial x3333</b>
<b>Code Gray</b>	<b>Severe Weather</b>	<b>Stay alert to weather conditions. Prepare to move patients to safety away from glassed areas.</b>	<b>Overhead Page</b>
<b>Code Green</b>	<b>Fire Drill</b>	<b>Measures response, knowledge &amp; use of RACE. Pull manual station when instructed.</b>	
<b>Code Orange</b>	<b>Activation of Radiation Plan</b>	<b>Contain area or person. Move contaminated person(s) away from the source of radiation to a nearby area. Do not release persons or objects without being surveyed by Radiation Safety or</b>	<b>Dial x3333</b>

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Codes	Definition	Action	Contact
		<b>Nuclear Medicine staff.</b>	
Code Pink	Infant Abduction	If near a building exit, monitor the nearest exit to make sure no one leaves the building without being searched. Check all bags and packages.	Dial x3333
Code Purple	Chemical Spill	Evacuate the room, close all doors and windows.	Dial x3333
Code Red	Fire	<b>Pull Manual Station. Use RACE</b>	<b>Dial x333</b>
Code Silver	Hostage or armed situation	Do not go to area paged. Do not approach anyone armed with a weapon.	Dial x3333
Code Utility	Utility Outage	Emergency generators should activate within 10 seconds. Use red outlets and red phones.	Dial x3333
Code White	Security	Inform the Operator as to who, what & where.	Dial x3333
Code Yellow	Activation of Emergency Management Plan	Levels are: Phase I, II, III	Dial x3333

**III. Hazard Vulnerability Analysis (HVA)**

Hazard	Probability	Impact Level	Risk Level	Potential Impact
Tornado	Low	High	27%	<ul style="list-style-type: none"> <li>• Mass influx of patients</li> <li>• Structural/facility damage</li> <li>• Supply shortages</li> <li>• Disruption of services</li> <li>• Staff &amp; supply shortages</li> </ul>
Water Failure	Moderate	High	24%	<ul style="list-style-type: none"> <li>• Business interruption</li> <li>• Disruption of services &amp; Utilities</li> </ul>
Generator Failure	Low	High	24%	<ul style="list-style-type: none"> <li>• Business interruption</li> <li>• Disruption of services &amp; Utilities</li> </ul>

**IV. Fire Response**

- Report a fire when flames or smoke are present by pulling the manual station (fire alarm box) or x3333 and report the location
- Use the acronym **R-A-C-E**:
  - **R**escue those in immediate area
  - **A**lert others by pulling the manual station
  - **C**ontain the fire or smoke by closing doors
  - **E**vacuate via “exit” signs which are posted on each unit and visible at the end of hallways. You will be instructed if horizontal evacuation is necessary.
- Use the acronym **P-A-S-S** to discharge a fire extinguisher if you feel this will contain the fire (**P**ull pin, **A**im low, **S**queeze handle, **S**weep side to side).

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**V. Medical Equipment**

- All biomedical equipment is tagged with a Clinical Engineering Inventory sticker. Biomedical equipment not on a maintenance schedule will have a sticker stating “Approved for Medical Use”. All biomedical equipment that has a preventative maintenance schedule will have a colored sticker with the last date of service and the next scheduled maintenance date. Any equipment that is broken or not functional is removed from service, marked as defective and reported to Biomed.
- Compressed gases/oxygen cylinders must be secured upright or chained to a support system and stored in a well ventilated area.
- Transport of oxygen cylinders must be by hand cart.

**VI. Risk Management**

- All Actual or Good Catch Events related to patient care are monitored through THR’s online self-reporting event reporting system called SALT or Safety Action Learning Tool. This could include patient injuries resulting from medical equipment malfunction or improper use.
- Risk Management monitors, trends, and creates reports based on the information gathered from SALT for the purpose of sharing lessons learned and performance improvement.
- Concerns about patient care may be reported in the SALT online reporting tool which can be accessed through the THR Intranet or a quick link in Care Connect. Concerns may also be referred to the care providers immediate supervisory, manager or the hospital risk manager (817-848-7887).
- Concerns about patient care provided a physician may be reported in the SALT online reporting tool, medical staff leadership or to the risk manager.
- Physician notes on the patient record should be reflective of the patient’s care, assessment, progress and treatment plan. References to risk or event reports, concerns about the care provided by other individuals, or assigning blame for medical errors or complications should not be documented in the medical record.

**VII. Utility Management**

- If failures occur in plumbing, air, heat, electricity or telecommunications, report them to the departmental supervisor.
- Backup generators and power failure phones are available for emergency purposes. Use red electrical plugs for critical medical equipment and medication.

**VIII. Electrical Safety**

- Report any frayed cords, broken 3 prong ground wires, receiving a shock from an item or equipment malfunctions.
- Only approved extension cords are used on hospital equipment.

**IX. Electromagnetic Interference**

- THHEB strives to provide critical care patients an environment free of devices which emit electromagnetic interference.
- Signage prohibits use of cell phones, two-way radios, cordless phones or remote control games in these areas.

**X. Radiation Safety**

- Caution Radiation or Radioactive materials signs are posted in areas of radiation.

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- Use protective devices, such as lead aprons, gloves, and shields, to reduce exposure to radiation and keep it as low as reasonably achievable (ALARA).
- Protective devices are available in each radiographic room.
- Consult with Radiologist or Radiation Safety Officer at **817-848-4604**.

**XI. Security Management**

- Identification badges should be worn by all staff, physicians and allied health professionals.
- To contact security for **emergency assistance**, dial **“3333.”**
- Report any unusual activity to the security department.
- Any person may have a security escort if needed.
- Handguns are prohibited in the building except for law enforcement officers and armed security.
- Forensic patients (incarcerated patients) are provided a private room and the guard accompanies the patient to any area. Check with the charge nurse for special instructions.

**XII. Hazardous Materials**

- Hazardous chemical waste is any chemical waste that is toxic, flammable, corrosive, radioactive, reactive or capable of causing harm in the environment.
- Safety Data Sheet (**SDS**) lists the chemical’s characteristics, precautions, health hazards, reactivity, fire hazards and what to do in case of an exposure. **SDS** is provided by **3E Company** at **1-800-451-8346**, 24 hours/day and 7 days/week.
- Chemicals are restricted from being emptied into the sewer system.
- Chemicals are not used if they do not have a label.
  - If a spill poses a danger, report it to the area supervisor. Evacuate the area and avoid tracking through a spill.