

<b>Johns Hopkins Safety Manual</b>	<i>Policy Number</i>	<b>HSE 028</b>
<i>Subject:</i> <b>Emergency Response At JHH</b>	<i>Last Review Date</i>	09/23/08
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POLICY

It is the policy of The Johns Hopkins Hospital (JHH) to be ready to respond to and recover from internal or external emergency or disaster and to ensure that patient care and essential hospital operations are maintained throughout the response and recovery period.

An Emergency Management Committee and Disaster Team shall be maintained to ensure that the designated policy is implemented. These two groups shall consist of members representing clinical, administrative and ancillary departments critical to efficient and effective planning and response to disaster-related incidents.

REFERENCES

- The JHH Corporate and Administrative Manual, Operational Policy Section
- Joint Commission for Accreditation of Healthcare Organizations, Environment of Care Standards EC 1.4
- The Johns Hopkins Institutions Directory: JHH Disaster Plan
- 42 CFR Part 73

ATTACHMENTS

- JHH Staff Emergency Activation/Response Reference Guide
- JHH Disaster Report Form: Functional Unit and Nursing Unit Summary Forms
- JHH Disaster/Exercise Evaluation Form
- JHH Emergency Management Policies & Procedures (located in the JHH Corporate & Administrative Manual).

RESPONSIBILITIES

- |                                |   |
|--------------------------------|---|
| Emergency Management Committee | <ul style="list-style-type: none"> <li>Meet as often as necessary to ensure an effective emergency management process (e.g., mitigation, preparedness, response and recovery).</li> <li>Coordinate, conduct and evaluate four emergency educational sessions or exercises per 12 month period (plan exercises to meet JCAHO standards).</li> <li>Develop the necessary hospital-wide disaster response and recovery plans.</li> <li>Plan and coordinate hospital-wide drills and training.</li> <li>Ensure that all departments have a plan for internal and external response.</li> <li>Define expectations for departmental disaster planning, training, and performance.</li> <li>Provide consultation to departments when requested.</li> <li>Evaluate the effectiveness of the JHH Disaster Plan and Policies</li> <li>Keep departments informed on changing needs in the area of emergency management.</li> </ul> |
| All Staff                      | <ul style="list-style-type: none"> <li>Participate in preparedness drills and actual response and recovery procedures.</li> </ul>   |
| Departmental Management        | <ul style="list-style-type: none"> <li>Provide training for all staff regarding roles in emergency situations.</li> <li>Implement established duties and responsibilities in response to and recovery from disaster-related incidents.</li> </ul>   |

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**COMMUNICATION**

The JHH Disaster Plan is printed in The Johns Hopkins Institutions Telephone Directory to provide an overview of the responsibilities to respond to “patient influx” disaster events. Six specific patient influx policies are stored or filed on line at the following web site: [www.insidehopkinsmedicine.org/operations\\_integration](http://www.insidehopkinsmedicine.org/operations_integration) Activation of the specific emergency policies will normally be initiated by the Disaster Control Administrator or a Disaster Team Member (unless otherwise specified).

**ADMINISTRATIVE ALERT** - Requires members of the Disaster Team to be notified by Centrex whenever a local or regional catastrophe has occurred to implement pre-requisites when indicated

**CODE YELLOW ED** - Requires partial mobilization of personnel and resources to the Main Emergency Department as required to manage up to 10 patients from a single event.

**CODE YELLOW HOSPITAL** - Requires full mobilization of all personnel and hospital-wide resources as required for management of more than 10 patients from a single event.

**CODE YELLOW BIO** - Requires activation of partial to the complete bioterrorism policy. Activation of departmental plans via the Incident Command Center should not be implemented unless these plans are pre-approved.

**CODE YELLOW CHEMICAL** - Requires mobilization of all personnel and hospital-wide resources due to a large number of casualties from a chemical related catastrophe. Do not report to the Main ED unless assignments are pre-approved.

**CODE YELLOW RADIATION** - Requires mobilization of all personnel and hospital-wide resources due to a large number of casualties from a radioactive exposure catastrophe. Do not report to the Main ED unless assignments are pre-approved.

**SARS** (Severe Acute Respiratory Syndrome) – Requires activation of the SARS policy. Activation of departmental plans via the Incident Command Center should not be implemented unless these plans are pre-approved.

**Pandemic Influenza Plan** – Requires activation in appropriate phases of the pandemic influenza plan. Activation of departmental plans via the Incident Command Center should not be implemented unless these plans are pre-approved.

**REVIEW CYCLE**

Annually

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**JHH Staff Emergency Activation/Response Reference Guide**

<b>Systems Failure</b>	<b>Characteristics / Symptoms</b>	<b>Locate Problem And Call</b>	<b>Action to be Taken</b>
<b>ELECTRICAL POWER OUTAGE</b>	Failure of electrical systems Many lights are out Patient equipment not functional	Engineering (5-5770) If emergency power does not activate within 10 seconds, call (5-4444)	- Notify department shift supervisor; use flashlights - <b>RN Staff:</b> Determine impact to patient care - Check life support equipment, call Respiratory Therapy if needed (5-5303) - Hand ventilate patients; manually regulate IV's - Do not start new cases
<b>HVAC – TEMPERATURE &amp; VENTILATION</b>	Critical change in temperature	Facilities Engineering (5-5770) If no answer, call (5-4444)	- Notify department shift supervisor - <b>RN Staff:</b> Determine impact to patient care - Check equipment that is dependent upon temperature regulation.
<b>MAINFRAME COMPUTER OR NETWORK OUTAGE</b>	System is down	ISO Data Center (5-2571)	- Use backup system and/or manual procedures to complete duties - Input any manual reports into computer system once mainframe software is operational
<b>MEDICAL AIR / VACUUM OUTAGE</b>	No vacuum	Respiratory Therapy (5-5303) and Facilities Engineering (5-5770) If no answer, call (5-4444)	- Notify department shift supervisor - <b>RN Staff:</b> Determine impact to patient care - Check backup systems and other equipment that is dependent upon air. - Order portable suction equipment from Central Stores
<b>NATURAL GAS OUTAGE / EVENT</b>	Little remaining gas	Facilities Engineering (5-5770) If no answer, call (5-4444)	- Notify department shift supervisor - Implement backup system
<b>OXYGEN OUTAGE (CLINICAL UNIT)</b>	Oxygen alarm will sound	Centrex Operator (5-4444) and Oxygen Therapy (3-7913)	- <b>Notify Department Shift Supervisor</b> - <b>RN Staff:</b> Determine if O <sub>2</sub> pressure is low; Make overhead announcement to all rooms - Repressurize area by turning off O <sub>2</sub> zone valve - Attach "H" cylinder to nearest oxygen wall outlet and open valve to repressurize area - If unit does not have "H" cylinder, place patients on "E" cylinders (transport tanks)
<b>STRUCTURAL FAILURE</b>	Breach in structural integrity	Facilities Engineering (5-5700). If no answer, call (5-4444)	- <b>Notify departmental supervisor</b> - <b>RN Staff: Determine impact to patient care</b> - <b>Evacuate any patients, family or staff in immediate danger</b>
<b>TELEPHONE OR PAGER OUTAGE</b>	No phone service or receipt of pages	Notify Centrex Operator Marburg B-101 (5-4444) or (410) 342-1175	- <b>Determine if pager outage affects 1- or 2-way models</b> - <b>Notify Department Shift Supervisor</b> - Inform patients, families, and employees - Establish "runner" system - Identify nearest payphones - Collect all available cellular phones and pagers and assign to approved areas or individuals - Open Department / Functional Unit control center if requested
<b>WATER PRESSURE REDUCTION OR LOSS</b>	Little or no water	Facilities Engineering (5-5770)	- Notify Department Shift Supervisor - <b>RN Staff:</b> Check equipment that is dependent upon water or temperature regulation - Obtain water / ice from nutrition or CSD

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<b>Emergency Condition</b>	<b>Characteristics / Symptoms</b>	<b>Locate Problem And Call</b>	<b>Action to be Taken</b>
<b>BIOHAZARDOUS MATERIAL HAZARDOUS CHEMICAL SPILL</b>	Release of potentially infectious materials or hazardous chemical has spilled in unit	Safety (5-5918) or Centrex Operator (5-4444)	<ul style="list-style-type: none"> <li>- Notify department shift supervisor</li> <li>- Attempt to identify the source, nature, and location of the spill</li> <li>- <u>RN Staff</u>: Contain the spill with plastic-backed absorbent pads (Chux)</li> <li>- Evacuate any patients, visitors, and/or staff in immediate danger</li> </ul>
<b>BOMB THREAT (Code Gold)</b>	You receive a call about an explosive device on premises	Security (5-5585)	<ul style="list-style-type: none"> <li>- Record as much information as possible on the Bomb Threat Telephone Checklist then call Security Office</li> </ul>
<b>Code Yellow Bio, Chemical or Radiation</b>	Overhead page of Code Yellow Bio, Chemical or Radiation is now in effect	NOT APPLICABLE	<ul style="list-style-type: none"> <li>- All staff report to their duty stations</li> <li>- Do not implement departmental plans unless instructed by department leadership</li> <li>- Report to Smith Room (Admin 212) if requested</li> </ul>
<b>Code Yellow ED</b>	Designated units receive notification by Centrex of activation of Code Yellow ED	NOT APPLICABLE	<ul style="list-style-type: none"> <li>- Initiate communication rosters in applicable departments only</li> <li>- Designated units send RN staff to Main ED</li> <li>- <u>RN Staff</u>: Designated staff respond to Main ED</li> </ul>
<b>Code Yellow Hospital</b>	Overhead page of "Code Yellow Hospital" is now in effect. All staff are to report to their duty stations.	NOT APPLICABLE	<ul style="list-style-type: none"> <li>- Open Dept / Functional Unit control centers</li> <li>- Initiate communication rosters</li> <li>- Designated units send RN staff to Main ED</li> <li>- <u>RN Staff</u>: Designated staff respond to Main ED</li> </ul>
<b>EVACUATION</b>	Department management notifies staff to evacuate the area	NOT APPLICABLE	<ul style="list-style-type: none"> <li>- Implement unit-specific disaster plan</li> <li>- Initiate staff call rosters</li> <li>- Review possible evacuation sites with highest ranking on-site official</li> <li>- Evacuate only under direction of on-site official (BCFD, VPs, DCA, OSEH, Security)</li> </ul>
<b>FIRE EMERGENCY</b>	Fire alarms sound. Smoke observed	Pull nearest fire alarm Call Centrex (5-4444) and Indicate where the fire is. What kind of fire it is and your name and extension	<ul style="list-style-type: none"> <li>- Notify department shift supervisor</li> <li>- <u>RN Staff</u>: Evacuate any patients, visitors and/or staff from immediate danger, close all doors, know your evacuation routes</li> </ul>
<b>HIGH WINDS (from Tornado, Hurricane or Severe Thunder Storm)</b>	Overhead page of "High Wind Warning" is now in effect. All on-site staff are to report back to their primary work location.	Evening Administrator, Administrator On-Call, Back up Administrator On-Call or Disaster Team contacts Centrex Operator to make announcement	<ul style="list-style-type: none"> <li>- <u>RN Staff</u>: Move patients and staff away from glass windows or provide barriers between window and patients and staff</li> <li>- Implement unit-specific disaster plan</li> </ul>
<b>PANDEMIC FLU or INFECTIOUS DISEASE OUTBREAK</b>	Patient(s) or staff experiencing symptoms from virus or ID outbreak	HEIC (5-8384) or Emergency Pager (3-3855)	<ul style="list-style-type: none"> <li>- <u>RN Staff</u>: Implement instructions and procedures provided by Hospital Epidemiologist and Infection Control Nurse</li> </ul>
<b>RADIOACTIVE or HAZARDOUS MATERIALS EXPOSURE, RELEASE OR SPILL</b>	Release or spill of radioactive substance	Radiation Control Unit (5-3712) and OSEH (5-5918) If no answer, call Centrex Operator (5-4444)	<ul style="list-style-type: none"> <li>- Notify department shift supervisor</li> <li>- <u>RN Staff</u>: Evacuate any patients, family, or staff in immediate danger</li> <li>- If patients are exposed in the Emergency Rooms, implement HAZMAT response plan.</li> </ul>
<b>UNIDENTIFIED SUBSTANCE OR SUSPICIOUS PACKAGE</b>	You notice an unidentified substance and/or receive or notice a suspicious package	Security (5-5585)	<ul style="list-style-type: none"> <li>- Contain unidentified substance or package</li> <li>- <u>RN Staff or Employee</u>: Inform supervisor</li> <li>- Keep patients, visitors and staff away from package</li> <li>- Ask staff if they saw who dropped off package or unidentified substance</li> <li>- Identify anyone that was exposed to unidentified substance</li> </ul>

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**The Johns Hopkins Hospital  
Nursing Unit Summary – Disaster Report Form**

Department \_\_\_\_\_  
Nursing Unit \_\_\_\_\_

Date \_\_\_\_\_  
Time \_\_\_\_\_

**Instructions**

Charge Nurse shall complete all requested information, utilizing a separate form for each reporting period.  
Submit this form to Dept. Control Center so that Functional Unit Form may be completed.

<b>Total Number of Beds</b>	
<b>Total Number of Occupied Beds</b>	
<b>Total Number of Empty Beds</b>	
<b>Total Number of Potential Discharges</b>	

Name of RNs or Staff Available for Reassignment to Other Areas

<b>Type of Staff</b>	<b># On-Duty Staff</b>
<b>RNs</b>	
<b>LPNs</b>	
<b>Clinical Associates</b>	
<b>Clerical Associates</b>	
<b>Support Associates</b>	
<b>Other Staff</b>	

<b># On-Duty Staff That is Available for Reassignment</b>	<b># Off-Duty Staff &amp; Reporting In</b>

<b>Equipment Available in Dept for Use Elsewhere</b>	
<b># Of Stretchers</b>	
<b># Of Wheelchairs</b>	
<b># Of Monitors</b>	

- White Copy for Nursing Unit
- Yellow Copy for Department Control Center
- Pink Copy for Nursing Director

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**The Johns Hopkins Hospital  
Functional Unit Summary – Disaster Report Form**

Department \_\_\_\_\_ Date \_\_\_\_\_  
Nursing Unit \_\_\_\_\_ Time \_\_\_\_\_

**Instructions**

Department Control Center shall complete all requested information, utilizing a separate form for each reporting period. Summarize data from Nursing Unit Summary Forms onto this form.

<b>Total Number of Beds</b>	
<b>Total Number of Occupied Beds</b>	
<b>Total Number of Empty Beds</b>	
<b>Total Number of Potential Discharges</b>	

<b>Total Number of Critical Care Beds</b>	
<b>Total Number of Critical Care Beds Occupied</b>	
<b>Total Number of Empty Critical Care Beds</b>	
<b>Total Number of Potential Discharges</b>	

<b>Type of Staff</b>	<b># On-Duty Staff</b>
<b>RNs</b>	
<b>LPNs</b>	
<b>Clinical Associates</b>	
<b>Clerical Associates</b>	
<b>Support Associates</b>	
<b>Other Staff</b>	

<b># On-Duty Staff That is Available for Reassignment</b>	<b># Off-Duty Staff And Reporting In</b>

<b>Equipment Available in Dept for Use Elsewhere</b>	
<b># Of Stretchers</b>	
<b># Of Wheelchairs</b>	
<b># Of Monitors</b>	

- White Copy for Hospital Incident Command Center (Smith Room: Admin 212)
- Yellow Copy Remains in Department Control Center

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**Johns Hopkins Hospital – Disaster/Exercise Evaluation Form**

Please submit this completed form to the Smith Room (Admin 212) within 48 hours after completion of any disaster related exercise. If Smith Room is closed, please send evaluation to Meyer 4-109 or fax to 5-0946.

Prepared by:	Job Title	Department or Unit
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Notification & Activation Parameters	Reply	Any Notification Comments?
Date & Time Notified		Notified by Whom?
Notified that Event Has Ended	Y N	
Primary Dept Control Center Activated	Y N	Activated by Whom (Job Title):
Alternate Dept Control Center Activated	Y N NA	Any Activation Comments?
Physician Squads Activated	Y N NA	
Did Squad Physicians Respond	Y N NA	
Dept Disaster Plan Readily Available	Y N	

Call Roster Parameters	Reply	Call Roster Comments?
Initiated Call Roster	Y N NA	Time Started:
Administrative Staff Names Current	Y N NA	
Admin Staff Phone Numbers Current	Y N NA	
Clinical Staff Names Current	Y N NA	
Clinical Staff Phone Numbers Current	Y N NA	
Call Roster Completed	Y N NA	Time Completed:

Disaster Forms and Supplies	Reply	Disaster Forms: Functional Unit Summary, Nursing Unit Summary &/or Evaluation Form
Were Forms Available	Y N	
Functional Unit Summary Form Delivered or Faxed to Smith Room (4-1115) in 1 Hour	Y N	
Problems Obtaining Any Supplies	Y N NA	Describe Problem:

Communication Parameters	Reply	Communication Comments?
Problems Interfacing with Other Departments	Y N	
Any Problems with Communication to...		
Administrative Staff	Y N NA	
Nursing Staff	Y N NA	
Faculty / Residents	Y N NA	
Support Services Staff	Y N NA	
Smith Room Staff	Y N NA	

Describe Any Impact to Normal Operations
Issues to be Investigated
General Impressions of Dept Performance (e.g., Timely Response, Leadership and Staff Performance)

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Policy & Procedure Index**

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Biohazardous Material Spills	OPS015
Bioterrorism (Code Yellow Bio)	IFC038 (#22)
Bomb Threat	OPS003
Chemical Plan: Code Yellow Chemical	OPS023
Civil Disturbance	OPS002
Computer Outage	OPS020
Contingency Planning (In The Event of A Strike)	OPS004
Electric Power Outage	OPS005
Evacuation	OPS021
Fire Emergencies	OPS013
Gas (Natural) Outage	OPS007
Hazardous Chemical Spills	OPS014
Hazardous Materials Response	OPS017
High Winds Policy	OPS026
Inclement Weather	OPS001
Medical Air / Vacuum Outage	OPS009
Oxygen Outage	OPS010
Patient Influx: Pandemic Influenza Plan	TBD (by 10/06)
Patient Influx: Code Yellow Hospital	OPS018
Patient Influx: Code Yellow ED	OPS019
Radiation Plan: Code Yellow Radiation	OPS24
Radioactive Spills	OPS016
Severe Acute Respiratory Syndrome (SARS)	001 (#25)
Steam, Chilled Water and Ventilation Outage	OPS006
Structural Failure	OPS008