| **CODE** | **MEANING** | **IMMEDIATE RESPONSE** |
| --- | --- | --- |
| Fire Alert (location) | Fire alarm received and/or Actual fire condition | Follow R.A.C.E. |
| Add codes if appropriate, or delete this table |  |  |

**[Insert main hospital phone number]**

**[Insert hospital security phone number]**

**[Insert other contact information]**

| **Event** | **Initial Actions** | **Who to Contact** | **Additional Information** |
| --- | --- | --- | --- |
| **Armed Aggressor** | 1. **[RUN] Evacuate**   If there is an accessible escape path, attempt to evacuate the premises.   1. **[HIDE] Hide out**   If evacuation is not possible, find a place to hide where the armed aggressor/ active shooter is less likely to find you.   1. **[FIGHT] Take action against the** armed aggressor/active shooter   As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the armed aggressor/active shooter. | Dial 911, if possible, to alert police to the armed aggressor/active shooter’s location. | Law enforcement’s purpose is to stop the active shooter [armed aggressor] as soon as possible. Officers will proceed directly to the area in which the last shots were heard.  The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. |
| **Cardiac Arrest** | Initiate CPR (must be CPR certified). | Contact “911” to request response. | Meet the responding ambulance at the entrance. |
| **Fire, External** | Close windows, vents, doors, blinds, or noncombustible window coverings and heavy drapes. Remove lightweight curtains.  Remove patients and others from rooms without sufficient protection from heat and flying glass. | Call the hospital switchboard at [phone number] to have them notify Facilities. | **FOLLOW ALL DIRECTIONS FROM LOCAL FIRE AND / OR EMERGENCY MANAGEMENT.** |
| **Fire, Internal** | **R. REMOVE** anyone in immediate danger while calling out “FIRE ALERT, location…” for assistance. Close the door(s) to the room of fire origin. *If a door is closed and the room has been verified to be empty of any occupant, [insert how room is verified to be empty].*  **A. ACTIVATE** the nearest fire alarm pull station.  **C. CONFINE** the spread of fire by closing all doors and windows.  **E. EXTINGUISH** the small / contained fire **ONLY** after implementing steps above, and **ONLY** if it may be done safely. Fire extinguishers may only be used by staff who have been trained in proper and safe operation. | Dial “911”.  Call the hospital switchboard at [phone number] to have them notify Facilities. | Evacuate to designated location.  Account for all patients and staff.  Meet the Fire Department to provide additional information on the incident. |
|  |  |  |  |
| **Bomb Threat** | Obtain as much info from caller as possible. Do not touch any devices! | Contact “911” and hospital Security at [phone number]. | Provide Security and law enforcement with pertinent information which may aid in the search for a device. |
| **Electrical Failure** | Use flashlights as necessary. Assess patient needs. Emergency egress lighting is provided and will function for a limited period. | Call the hospital switchboard at [phone number] to have them notify Facilities. | For extended outages, it may be necessary to close. |
| **Extreme Weather** | **Winter Weather:** Monitor weather activity and ensure that needs such as plowing and salting are being implemented.  **High Winds:** Remove patients and others from rooms without sufficient protection from breaking and flying glass. Check outside of building and secure any loose objects that could become airborne in the event of a tornado strike. | Communicate any concerns to hospital leadership. | If necessary, implement site closure plan including patient notifications. |
| **Flood, External** | Communicate with staff members regarding the potential flooding danger.  Monitor outside areas for safety concerns. | Communicate any concerns to hospital leadership. | If necessary, implement site closure plan including patient notifications. |
| **Flood, Internal** | Attempt to isolate water flow, relocate patients and others as needed.  Protect or relocate equipment, supplies, and documents to reduce damage.  Restrict access to authorized personnel only. | Call the hospital switchboard at [phone number] to have them notify Facilities. | Assist emergency responders with clean up as needed. |
| **Haz/Mat Incident** | Rescue anyone affected, but only if it does not put you at great risk.  If trained, provide first aid to the victims.  Secure the area to prevent the spread of the material and to prevent access by untrained personnel. If the spill involves fire/explosion implement “R.A.C.E.” procedure. | Call [hospital emergency number] for all spill incidents, to have them notify Security Supervisor, Safety Supervisor, or Facilities Supervisor.  **For spills producing symptoms with occupants call “911”.** | Meet responding chemical spill team with the Material Safety Data Sheet.  Provide Security and law enforcement with pertinent information for the report on the incident.  Do not re-enter the area until cleared to do so by appropriate authority. |
| **HVAC Failure** | Evaluate patient needs. Move patients to alternate areas if needed. | Call the hospital switchboard at [phone number] to have them notify Facilities. | If necessary, implement site closure plan including patient notifications. |
| **IS/IT/ Communications Failure** | Proceed with Departmental System Downtime Procedures.  Utilize cell phones as needed. | Call hospital IT/IS at [phone number]. |  |
| **Security Concern** | Avoid physical contact and verbal conflict.  Take measures to ensure patient and staff safety such as locking doors or relocating away from situation. | Dial “911” to report the incident, as needed.  Call the hospital switchboard at [phone number] to have them notify the Security Supervisor. | Provide Security and/or law enforcement with pertinent information for the report on the incident. |
| **Water Failure** | **Potable:** Use alternative faucets. Place signage on unusable sinks, water fountains, and ice machines.  **Non-potable:** Assess needs of patients. Conserve available water. | Call the hospital switchboard at [phone number] to have them notify Facilities. | If needed, request bottled water be delivered. |