## COMMUNITY MEMORIAL HOSPITAL EMERGENCY CODES
### DIAL 297 TO ANNOUNCE EMERGENCY IN PLAIN LANGUAGE

<table>
<thead>
<tr>
<th>PLAIN LANGUAGE CODE</th>
<th>WHO ANNOUNCES CODE</th>
<th>HOW CODE IS ANNOUNCED</th>
<th>WHO CLEARS CODE</th>
<th>WHO ANNOUNCES CODE CLEAR</th>
</tr>
</thead>
</table>
| MEDICAL EMERGENCY   | Discovering staff  | “Medical Emergency + location”  
Announce three (3) times | This code is never cleared | This code is never cleared |
| SECURITY ALERT      | Discovering staff  | “Security Alert + location + description”  
Announce three (3) times | Acting out person leaves building  
– OR –  
Law Enforcement arrives and has control of person | Switchboard/ ED Registration |
| MISSING PERSON (OF ANY AGE) | Discovering staff  | “Missing Person + description”  
Announce three (3) times | Law Enforcement/ Incident Command | Switchboard/ ED Registration |

| FIRE | Switchboard/ ED Registration | “Fire + location”  
Wait for the 10 second pause in the automated message.  
▪ Announce three (3) times | Engineering confirms no fire hazard  
– OR –  
Incident Command | Switchboard/ ED Registration |
| TORNADO | Switchboard/ ED Registration | “Attention! Attention! A tornado watch/warning for Carlton County is in effect until time. Visitors and patients are advised to travel at their discretion. Staff carry out watch/warning procedures.”  
▪ Announce twice (2)  
▪ Repeat on the hour | When the time issued has expired | Switchboard/ ED Registration |
| INCOMING TRAUMA | ED Registration | “Incoming Trauma”  
Announce three (3) times | This code is never cleared | This code is never cleared |

| HAZARDOUS SPILL | Incident Command | Detailed message per event | Incident Command | Incident Command |
| BOMB THREAT | Incident Command | Detailed message per event | Incident Command | Incident Command |
| EVACUATION | Incident Command | Detailed message per event | Incident Command | Incident Command |

**ALL OTHER EMERGENCIES WILL BE ANNOUNCED IN PLAIN LANGUAGE WITH DETAILS – INCIDENT COMMAND WILL ADVISE**

12/2011