Welcome!

The Department of Emergency Management
All disaster events are managed through the Hospital Incident Command System (ICS).

But what is “ICS”? 
What Is An Emergency Event?

An emergency can be either INTERNAL or EXTERNAL

Examples:
- Ice storm
- Pandemic/epidemic
- Train accident or large patient influx
- Hazardous material event
- Radiological or chemical event
- Water failure
- Information systems failure

All Hazards Approach

The hospital prepares for a wide variety of disasters.

Top five potential events identified by University Hospital which could activate the Disaster Plan:

1. Influx of patients
2. Pandemic/Epidemic
3. Information Systems Failure
4. Flood
5. Severe Thunderstorm
How Will I Be Notified?

At Work

- Hear an overhead announcement
  - "Attention all hospital personnel, Incident Command has been activated. Please return to your assigned work area."
- Also an e-mail may be sent to ALL employees from Incident Command. ICS will provide staff direction and makes decisions to ensure safety.
- At conclusion of event, overhead alert: "Code Clear: Incident Command has ended. Thank you" followed by an email.

Instructions for Reporting to Work

I. During a declared disaster, Hospital employees should make every reasonable effort to report to work at their regularly scheduled time unless they have been notified by their supervisor to do otherwise.
   I. For example, the employee may be called to report as soon as possible, report at a different time or report to an alternate site.

II. If you are unable to report to work as scheduled, you should report such absence in accordance with departmental policy.

III. All employees will park in their usually assigned parking location unless notified otherwise.

What if I am called in from home?

Pay Attention to the local News & Weather for changing environmental conditions

See DIS M-37 for more information
So what do I do?

- Stay calm
- Continue normal operations in the area you are working.
- Immediately return to your normal work area if you are not there.
- Make sure your supervisor knows that you are available.
- If you can’t continue “as normal” contact your supervisor.
- All staff go to 12-hour shifts.
  - ★ Do not release end-of-shift staff until told by Incident Command
  - Do not send staff anywhere unless directed to do so.
- ★ Example: the incident scene such as the Emergency Department
- Be sure someone has been assigned to monitor e-mail for situation updates.
- Maintain heightened awareness and report issues.
- Look out for each other and deal with staff stress.

Emergency Codes & Designations

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code Red</td>
<td>Fire</td>
</tr>
<tr>
<td>Code Blue</td>
<td>Adult Medical Emergency</td>
</tr>
<tr>
<td>Code White</td>
<td>Pediatric Medical Emergency</td>
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<tr>
<td>Code Amber</td>
<td>Infant/Child Missing</td>
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<tr>
<td>Code Yellow</td>
<td>Explosive Device or Bomb Threat</td>
</tr>
<tr>
<td>Code Gray</td>
<td>Missing Adult Patient</td>
</tr>
<tr>
<td>Code Silver</td>
<td>Person with Weapon; Hostage Situation</td>
</tr>
<tr>
<td>Code Orange</td>
<td>Hazmat Incident; Decon Needed</td>
</tr>
<tr>
<td>Code Black</td>
<td>Severe Weather Actual Event or Warning</td>
</tr>
<tr>
<td>Code Clear</td>
<td>Situation has been resolved</td>
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</tbody>
</table>
COMMUNICATIONS

• Regular Phone
• Red Phones
  • Internal call - dial the last five digits of the extension
  • External local call - dial 9+ the number.
  • To report an emergency, dial 2-7852 for University Police or 9-911 to reach the 911 center.
    • Note: 911 calls from any other phone on Upstate Medical University Campus are answered by University Police
  • Long distance is not provided from these telephones.
  • All Red Phone numbers are listed on policy DIS C-00 and a copy is in every single departmental disaster binder.
• Email
• Fax
• VOCERA
• Runners/Other

Emergency Management Office: Jacobsen Hall Room 505
(464-4180 or 464-5900)