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Emergency Management

Welcome!

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The Department of Emergency Management

All disaster events are managed through the Hospital
Incident Command System (ICS).



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But what is “ICS”?

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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



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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

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How Will I Be Notified?

At Work

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



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What if I am called in from home?

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.

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

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See DIS M -37 for more information

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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



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Emergency Codes & Designations

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

COMMUNICATIONS

- Regular Phone

- Red Phones

- Internal call - dial the last five digits of the extension
- External local call - dial9+ the number.
- To report an emergency, dial 2-7852 for University Police or 9-911to 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



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