

**Internal Emergency** - Any emergency situation that occurs within MISH or on grounds in which groups of patients, visitors, and staff has been placed under a threat of physical harm due to change in environmental conditions.

**External Emergency** - Any situation occurring off of MSH property which requires assistance from MISH staff or use of MISH facilities to aid victims of a disaster or aid another hospital that may have been damaged or taken out of service due to an emergency.

**PROCEDURE:**

1. Person/persons becoming aware of a catastrophic disaster notify administration/CEO immediately
2. CEO or designee have the authority to activate Code Orange
3. Code Orange is announced slowly and clearly 3 times

**CODE ORANGE – Catastrophic Disaster – ALL available staff Gather in LOCATION (Default – LOBBY)**

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4. A hard copy of the Emergency Management Plan (EMP) is kept in the Incident Command Center
5. CEO activates the EMP and the “initial response leadership tree”
6. CEO and Leadership work together to assess and evaluate the extent and type of emergency, and initiate an initial response plan
7. Individuals in the leadership tree are then responsible for directing the individuals under them as outlined in the Emergency Response Organization Chart
8. General roles and responsibility by job description are distributed to as described below to prompt procedure.

| CEO / COO                       | CMO                            |               | DON                       | Facility Manager                  |                  |
|---------------------------------|--------------------------------|---------------|---------------------------|-----------------------------------|------------------|
| Safety Officer                  | Medical Staff                  | Surgery Chair | RN Staff- CNA's           | QI Assistant(s)                   | Mechanical Staff |
| Director of Radiology           | Director of Infusion Center    |               |                           | Medical Office Assistant          |                  |
| Radiation Safety Officer        | CRNA                           |               | OR Techs                  | Office Staff/ Secretaries         |                  |
| Lead Radiologist                | Director of Pharmacy           |               | Director of Lab           | Billing Staff                     |                  |
| Facility Manager                | Infection Control Practitioner |               | Laboratory Lab Consultant | Environmental Services Supervisor |                  |
| Director of Outpatient services |                                |               | Lab Techs                 | Environmental Services Staff      |                  |
| HR Manager                      |                                |               | Director of Dietary       |                                   |                  |
| HIM Manager                     |                                |               |                           |                                   |                  |

9. Leadership is updated frequently by leadership tree, and leadership by response team members to maximize efficiency of communication.

**CODE ORANGE – Emergency Management Plan for a Catastrophic Disaster**