



Responsible Department: Emergency Preparedness/Patient Care Services	Subject: Code Gray
Number of Pages: 4	Replaces Policy: Tornado (Pre-alert- Full Alert)
Effective Date: 2/8/2024	Date(s) Reviewed* or Revised: New
SCOPE: St. Dominic Hospital will use Code Gray Weather Emergency Plan in conjunction with the Emergency Operations Plan during Severe Weather.	
PURPOSE: The purpose of Code Gray-Weather Emergency is to provide for the safety and protection of all patients, personnel, visitors, and property during severe weather.	
DEFINITIONS: <ol style="list-style-type: none"> 1. Watch (Pre-Alert) - The potential exists for severe weather in your location. Prepare your area and stay tuned for rapidly changing conditions. 2. Warning (Full-Alert) - The severe weather has been spotted in your area or is imminent. It is the more severe of the two and means that you should take shelter immediately. 	
Guidelines: Emergency Operations Plan Procedure: <ol style="list-style-type: none"> 1. Preparedness- In preparation of responding to a weather emergency all personnel are responsible for knowing their individual roles at all times. All personnel should know and practice the following guidelines and procedures: <ul style="list-style-type: none"> • Have a severe weather plan for both work and home. • Monitor the weather through direct observation and local media outlets. • Understand the difference between “watch” and “warning”. • Report significant weather observations to local authorities. • Follow the plan and guidance issued by Incident Command. It may be necessary during a weather event to move the Command Center from the hospital into the Cancer Center. 2. Activation- <ul style="list-style-type: none"> • The CEO/AOC, with the Emergency Preparedness Coordinator, will determine and activate the Hospital Incident Command System (HICS) and the emergency event plan as required. 	

- The incident commander will determine and activate appropriate HICS positions to respond to the incident according to the predicted impact to operations of the facility.
 - They Code Gray Plan may be activated for either a Watch or a Warning.
3. Notification – Upon receiving the notification call of the weather emergency, the PBX operator will:
- Use the overhead paging system to announce “CODE GRAY” three times to alert staff within the building. Clearly State “WATCH” or “WARNING”.
 - Using mass communication system, the hospital operator will announce “CODE GRAY Pre-Alert” or “CODE GRAY Full Alert” to Executive Leadership Alert Group and to All Employees Alert Group.
 - Use the facility mass notification system to alert employees at direction of Administration.
 - Call and/or page the AOC to notify them of the event.
 - Once Incident Command/AOC has informed PBX that the weather event has been resolved, the PBX operator will clearly announce three times: “CODE GRAY-ALL CLEAR”.
4. Alert Response – Remember, use “Pre-Alert” time to prepare and “Full Alert” time to respond. Upon notification of a “Code Gray,”
- Be prepared to secure patients and visitors to a safe location. If unable to relocate, staff should close windows, blinds, and position patients away from windows by unlocking the bed, moving it, and relocking the bed. Staff should also use blanket(s) as a protective barrier to cover patients from glass or debris.
 - Disperse emergency flashlights, confirm patient census/report sheets, and staff assignments sheets, all of which may be useful after the incident to locate missing personnel or patients.
 - Cell phones and cordless phones may also be useful after the incident to coordinate rescue or evacuation with Incident Command.

Responsibility Matrix:

Department/Personnel	Job Function/Responsibility
AOC/Nursing Supervisor	<ul style="list-style-type: none"> • Assume the Role of Incident Commander • Determine the need and type of emergency event policies, plans and procedures that need to be implemented. • Activate appropriate HICS positions. • Notify PBX operator when to announce, “Code Gray”. • Obtain additional resources when needed.
Emergency Manager	<ul style="list-style-type: none"> • Follow the Severe Weather Alert Process to alert key leaders and Nursing Supervisor about developing weather conditions.
PBX Operator	<ul style="list-style-type: none"> • Clearly announce the appropriate weather alert three time when directed to do so by the Incident Commander/Administration • Await notification to call “CODE GRAY-ALL CLEAR” when instructed by Incident Commander.
Patient Care Services	<ul style="list-style-type: none"> • Serves as the focal point for bed availability status to Incident Command.

	<ul style="list-style-type: none"> • Collect individual patient unit reports of bed availability and forward overall data to the PACE and Operations Section Chief in Incident Command. • Managed assigned staff for sleep assignments. • Forward all requests received for additional support to Incident Command.
Patient Care Areas: Unit Supervisor	<ul style="list-style-type: none"> • Assure that all back up communication devices are functional and charged: cell phones, flashlights, and other pertinent equipment. • Report and maintain unit census and bed availability information to the PACE. • Report number of patients and pertinent patients' information • Report number of possible discharges • Report number of available beds • Direct and guide nursing staff in all procedures and response actions.
Patient Care Areas: All other team members	<ul style="list-style-type: none"> • Conduct inventory of all medical equipment in the unit/area, report status to Patient-Focused Advanced Access Collaborative Coordination Efficiency and Experience (PACE). • Evaluate existing patients for early discharge to home or an alternate care facility. • Wait for further instructions from the charge nurse. • Send all requests for additional resources to charge nurse/unit supervisor.
Emergency Dept: Unit Supervisor	<ul style="list-style-type: none"> • Assure that all back-up communication devices are functional and charged. • Report and maintain unit census and bed availability information to Operations Section Chief. • Number of Patients and pertinent patient information. • Number of possible discharges. • Number of available beds. • Direct and guide nursing staff in all procedures and response actions.
Emergency Dept: All other team members	<ul style="list-style-type: none"> • Evaluate existing patients for early discharge to home or an alternate care facility. • Conduct an inventory of all medical supplies and equipment in the unit/area, report status to PCS office. • Await further instructions from charge nurse or unit supervisor. • Send all requests for additional resources to the charge nurse or unit supervisor.
OR/ICU	<ul style="list-style-type: none"> • Evaluate scheduled procedures to determine those that can be cancelled/rescheduled.

	<ul style="list-style-type: none"> • Conduct inventory of Supplies and equipment and report to PCS office. • Assure that back-up communications devices and equipment are functional and fully charged. • Report and maintain unit census and bed availability information to PCS office. • Report number of patients and pertinent patient information. • Number of possible discharges. • Send all requests for additional resources to the Operations Section Chief/
Laboratory	<ul style="list-style-type: none"> • Take an inventory of supplies; insure at least 96 hours (about 4 days) sustainability without resupply. Report status to Incident Command Center. • Send all requests for additional resources to the Logistics Chief.
Pharmacy	<ul style="list-style-type: none"> • Take an inventory of supplies; insure at least 96 hours (about 4 days) sustainability without resupply. Report status to Incident Command Center. • Send all requests for additional resources to the Logistics Chief.
Blood Bank	<ul style="list-style-type: none"> • Take an inventory of supplies; insure at least 96 hours (about 4 days) sustainability without resupply. Report status to Incident Command Center. • Send all requests for additional resources to the Logistics Chief.
Nutritional Services	<ul style="list-style-type: none"> • Take an inventory of supplies; insure at least 96 hours (about 4 days) sustainability without resupply. Report status to Incident Command Center. • Send all requests for additional resources to the Logistics Chief.
Materials Management	<ul style="list-style-type: none"> • Take an inventory of supplies; insure at least 96 hours (about 4 days) sustainability without resupply. Report status to Incident Command Center. • Send all requests for additional resources to the Logistics Chief.
Security	<ul style="list-style-type: none"> • Direct all employees to report to their assigned department. • In coordination with the Incident Commander, implement controlled access policies, plans, procedures at all entrances. • Send all requests for additional resources to the Safety/Security Officer.
Plant Operations	<ul style="list-style-type: none"> • Ensure that emergency utility systems (i.e.; generators, fuel, water, HVAC, etc.) are fueled and functional for at least 96 hours (about 4 days) with no support or re-supply. • Assure that all construction areas are secure and can withstand inclement weather. • Continually inspect facility for structural damage.

	<ul style="list-style-type: none">• Send all requests for support or re-supply to the Logistics Section Chief.