



Children's National
Tornado WARNING Plan
CODE GRAY
EOP Annex

September 13, 2012

**Children's National
Code Gray Tornado Warning Plan**

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Children's National Code Gray Plan

I. Purpose

The purpose of this plan is to ensure the safety and security of patients, personnel and visitors at Children's National through rapid and effective response to a Tornado Warning (Code Gray) or other severe weather warning from the National Weather Service.

III. Scope

This document is intended to provide a notification, activation, response and recovery plan for Children's National during severe weather conditions. *Off-campus clinics, ROCs and locations within the National Weather Service warning area will be notified by Communications as appropriate to the warning zone alert. Off-campus locations are advised to monitor local radio/weather stations during severe storm conditions as an additional precaution for early warning.*

III. Authority

- A. The National Weather Service (NWS) is the authority that monitors weather conditions and issues public announcements for severe weather alerts and Tornado Warnings. A WARNING means a tornado HAS BEEN SITED in the area, Children's National will initiate the Code Gray Plan.
- B. The Emergency Communications Information Center (ECIC) monitors the NWS and advises Communications of severe weather alerts. **When a Tornado Warning is issued by the NWS the ECIC is authorized to immediately notify Communications to activate the Code Gray Plan.**
- C. The National Weather Service is the entity that authorizes the termination of a Tornado Warning for the monitored area. Termination of the Code Gray response will be initiated when the NWS terminates their warning as monitored by the ECIC and reported to Communications.

IV. Initiation of Code Gray

Once the ECIC receives a Tornado Warning from the NWS they will immediately notify Communications. Communications will activate the Code Gray Plan as follows:

- Emergency page 3 times overhead "Attention: Code Gray until(time)".
- Notify Administration (off hours AD on site & Administrator On Call).
- Alert the Emergency Pagers Group
- Notify off-site facilities within the tornado warning area per phone directory listing.

Communications will standby to notify others as directed by Administration.

V. Emergency (backup) Power Supply Plan

Engineering services (in the absence of engineering management, shift engineer on duty takes charge of engineering duties) will oversee the following activities:

- A. All engineering personnel will report to Engineering and standby for assignments.
- B. Initiate emergency generator operation:
 - 1. During day shift, electricians will start generators and run in standby/ready condition until the ALL CLEAR is given.
 - 2. Weekends/holidays/evenings: shift electrician will start appropriate generators and run in standby/ready condition until the ALL CLEAR is given.

VI. ALL AREAS - Duties upon hearing the Code Gray

All areas upon hearing Code Gray - notify those around you, and:

- A. Close windows and drapes.
- B. Turn on all lights.
- C. Move all patients, visitors and personnel into corridors away from glass and windows, stand along corridor walls. Do not stand in front of doors.
NOTE: Non-patient care personnel secure work areas first as needed. Personnel performing direct patient care continue duties as needed and remain as far from external walls and windows as possible.
- D. Close all hallway doors.
- E. If it is not possible to move a patient from the room, move the patient as far as possible away from the window, face the patient away from the window and shield the patient with pillows and blankets to protect them from flying glass.
- F. Await further instructions and/or ALL CLEAR announcement.

VII. Hospital Environmental Services Responsibilities (all shifts)

Upon notification of a CODE GRAY situation:

- A. Environmental services employees working on patient care floors report to the unit charge nurse for instructions.

- B. Environmental Services employees not working on patient care floors shall immediately report to the Transportation Office to assist moving patients as needed.

VIII. Other Personnel:

- A. Hospital atrium personnel should direct visitors in the Atrium to the adjacent 1st floor corridors without windows.
- B. If personnel encounter visitors entering any location after the Code Gray has been announced, direct them to the nearest designated secure area.

IX. Termination of Code Gray (ALL CLEAR)

The All Clear is authorized by the National Weather Service. The ECIC upon receiving this information will notify Communications, who will:

- Emergency page 3 times overhead "Attention: All Clear for Code Gray".
- Notify Administration (off hours AD on site & Administrator On Call).
- Alert the Emergency Pagers Group.
- Notify off-site facilities within the tornado warning area per phone directory listing.

X. Interaction with Media and Event Management

A. Media Interaction - if involved

Public Relations will make accommodations for the media and provide PR support as appropriate to the situation. A security officer will be assigned to the media area to prevent the media from entering patient care areas. All hospital employees are prohibited from discussing the Code Gray details with the media. In the event that the media approaches an employee, the employee will direct the media to Public Relations immediately.

B. Event Management - Assessment of Response Activity

The Executive Director of Safety & Emergency Management will evaluate the organization's responsiveness to the Plan and seek opportunities for improvement as appropriate.

C. Event Management - Stress and Crisis Counseling

Human Resources CISM teams will provide crisis intervention and supportive counseling for personnel as needed, Family Services provides this service for patients and family members as needed.

XI. All Other Weather Warnings and Watches (flashflood, etc.)

All other severe weather warnings received by the ECIC from the NWS will be forwarded to Communications when received. Communications will notify:

- A. Administration (off-hours notify nursing administrator on site)
- B. Emergency Pager Group
- C. Engineering

XII. Application of Disaster or Fire Plan - Response and Recovery

In the event a tornado in the community produces a number of casualties sufficient to overwhelm the capabilities of the Emergency Department, the Base EOP and Code Orange (Mass Casualty) plan will be put into effect and the appropriate announcements made.

Should a tornado or high winds cause structural damage to any Children's National facility, follow the established protocol for assessment/initiation of the internal disaster plan. Facilities will lead assessment of structural damage, staff should refrain from entering damaged areas until the structure is assessed and found to be safe.

Clinics/ROCs/non-campus locations consult your manager or designee regarding building evacuation needs.

In the event of a fire, follow the Fire Plan (Code Red).

XIII. Prevention and Mitigation Strategies

A. Prevention Strategies

Although we are unable to prevent a tornado from occurring in the area, we are able to preplan for tornadoes and severe weather situations to prevent confusion and panic. Personnel are trained on the Code Gray Plan during new employee orientation. Personnel working in sensitive areas or whose location requires department/site specific evacuation instructions receive additional department-specific training as appropriate.

B. Mitigation Strategies

Children's National was built with steel frame construction and followed architectural design specifications required at the time of construction. Education of staff and drills on tornado plan response help to mitigate the effects of a tornado upon personnel and patients by training staff to respond quickly in disaster situations.

XIV. Evaluation / Appraisal of the Plan

The Code Gray Plan will be reviewed and evaluated for effectiveness at least every three years by the Executive Director of Safety & Emergency Management and the Safety & Emergency Management Committee. In addition, following any activation of the Code Gray Plan (including drills) the plan will be reviewed and its effectiveness evaluated during critique of the event to ensure that all possible actions are being taken to provide for the safety of our patients, personnel and visitors.

Approved by: Safety & Emergency Management Committee

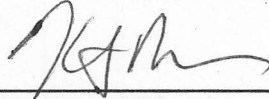
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Date

Leadership Council

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Date



11/19/12

Date

Kurt Newman, MD
President & CEO

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Cross Reference:

Disaster Planning Policy; Code Red (Fire) Plan; Code Black (evacuation) Plan,
Code Orange (MCI) Plan, Base EOP.