COUNTY OF LOS ANGELES   **DEPARTMENT OF HEALTH SERVICES**

HARBOR-UCLA MEDICAL CENTER

SUBJECT: CODE TRIAGE ACTIVATION LEVELS   **POLICY NO. 385C**

PURPOSE:
To provide an appropriate response level to all hazards and events that may potentially have a significant impact on the normal operation of the facility.

POLICY:

A. The organization has an established Emergency Operations Plan (EOP) that addresses "all hazards" emergencies in accordance with state and federal laws, the National Incident Management System (NIMS), the California Standardized Emergency Management System (SEMS), The Joint Commission (TJC) accreditation standards, the Occupational Safety and Health Administration (OSHA), and/or other regulatory agencies.

B. The Hospital Incident Command System (HICS) is used as the structure for the organization's incident management system.

C. Each department develops individual protocols that support the organization's overall Code Triage response.

D. A Code Triage is implemented when an incident occurs, or is anticipated or imminent to occur, that may significantly impact normal operations and/or requires resources not readily available to appropriately respond to the incident.

E. It is assumed that a *Code Triage: Internal* is automatically activated during an obvious incident that might impede communications, such as a large earthquake where power has been lost.

DEFINITIONS:
"All-Hazards Plan" is the basic framework for response to a wide variety of events.

Code Triage: Alert informs appropriate staff that event has occurred, or may occur, that could potentially impact the facility.

EFFECTIVE DATE: 7/1/15   **SUPERSEDES:**
REVISED: 7/18
REVIEWED: 5/15, 7/18
REVIEWED COMMITTEE: Emergency Preparedness and Management Committee

APPROVED BY: _____   _____
                         Kim McKenzie, RN, MSN, CPHQ   **Anish Mahajan, MD**
                         Chief Executive Officer   **Chief Medical Officer**

                                         _____
                         Patricia Soltero Sanchez, RN, BSN, MAOM
                         Chief Nursing Officer
Signature(s) on File.

COUNTY OF LOS ANGELES   DEPARTMENT OF HEALTH SERVICES

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Code Triage: Internal is the activation of the organization's Emergency Operations Plan (EOP) to respond to an event that has occurred within the facility.
Code Triage: External is the activation of the organization's Emergency Operations Plan (EOP) to respond to an external event that has disrupted, or may disrupt the facility's normal operations.

PROCEDURE:
A. Incident Recognition
1. The facility may receive a warning or pre-incident intelligence that an incident that can significantly impact normal business operations is likely to occur, is occurring, or has occurred without warning.
2. The administrator-in-charge is informed of any incident that is determined to be potentially disruptive to normal hospital functions.

B. Response
1. Code Triage Alert
a. A *Code Triage: Alert* is given when a response is likely or imminent and should prompt an elevated level of preparedness.
b. The administrator-in-charge, by policy, assumes the role of incident commander or assigns the duties to a qualified individual.
c. The Incident Commander will notify key personnel via the Everbridge mass notification system.
d. The activation of a *Code Triage: Alert* should result in the following:
i. The response of pre-designated key personnel to respond to the designated location for an incident briefing and planning meeting.
ii. The nature and severity of the incident will determine if the Hospital Command Post will be partially or fully activated.

2. Code Triage Internal or External
a. A *Code Triage: Internal / External* activation is initiated when an organizational response is required.
b. The administrator-in-charge or the most qualified person assumes the role of Incident Commander or assigns the duties to a qualified individual.
c. The Incident Commander notifies all personnel that the Emergency Operations Plan (EOP) has been activated by contacting the Operator to initiate a *Code Triage: Internal or External*. The operator will announce the code via multiple communication systems (e.g., overhead page, mass notification system, telephone, pagers, radio, runners).
d. The activation of a *Code Triage: Internal or External* should result in the following actions:
i. The incident commander assigns the initial incident management positions needed to develop the initial Incident Action Plan (IAP) based on the incident objectives.
ii. An assessment of the operational status and resources of all departments is reported to the HCC (usually on a standardized form or checklist).
iii. The Incident Commander or his/her designee immediately opens the Hospital Command Post (HCP).

iv.   General staff are to do the following:
   a.   Return to their normally assigned work area.
   b.   Check in with their supervisor
   c.   Await further instructions to possibly report to Conference Room 1L1 to participate in the Labor Pool, to be a HICS officer, or return to normal duties.

See Code Triage Response and Recovery Guidelines, EPP 4a for detailed response and procedures.