

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
DEPARTMENT: FACILITIES
POLICY & PROCEDURE

NUMBER: 760
VERSION: 1

SUBJECT/TITLE: **EMERGENCY PREPAREDNESS/DISASTER PLAN (CODE TRIAGE PROCEDURE)**
CODE TRIAGE PROCEDURE

POLICY: When a "Code Triage" is announced, the Facilities Division employees will respond promptly to assist the Hospital Command Center.

PURPOSE:

INFORMATION: Facilities Command Center (BEAS Room) x4100

PROCEDURE: **Upon hearing/notification of Code Triage, on-duty Facilities staff shall:**

During Regular Day Shift (M-F, 7:00AM - 3:30 PM):

1. BEAS Room operator notifies the Facilities Office at X3325.
2. All employees assigned to Service Calls are to report to the BEAS room. All clerical personnel shall remain in the office and await further instruction.
3. Designated manager will report to the Hospital Command Center and then to the BEAS Room.
4. The Facilities Service Center Operator at X4900 is to forward all Code Triage related phone calls to the Facilities Command Center.
5. Complete Code Triage Status Sheet.
6. Place the completed Code Triage Status Sheets in the Code Triage Mailbox within 30 minutes.

During Weekend, Evening, and Night Shifts:

1. The BEAS Room Operator is to call the Hospital Command Center (x3014) to report in.
2. The General Maintenance person reports to the BEAS Room and awaits instruction from the Hospital Command Center.
3. The BEAS Room Operator initiates the call-back list upon instruction from the Hospital Command Center.
4. Responding employees shall report to the BEAS Room for instructions.

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DEFINITIONS:

References:	
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Distribution: Facilities	
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