VANDERBILT ♦ UNIVERSITY
MEDICAL CENTER

Center for Programs in Allied Health
Emergency Preparedness Handbook

Introduction

This Handbook provides a single source of emergency preparedness and safety information for students, faculty and staff in the Center for Programs in Allied Health (CPiAH) and its constituent programs. Vanderbilt University Medical Center (VUMC) and CPiAH emergency preparedness are closely aligned with comprehensive Vanderbilt University Medical Center policies (as outlined in the VUMC Safety & Emergency Operations Manual; https://www.vumc.org/emergency/), as well as resources that exist to ensure the preparation of VUMC community members in the event of an emergency.

It is the policy of Vanderbilt University Medical Center to maintain essential business services and operations during any incident or emergency situation while providing for the protection of life, health, and safety for all patients, students, faculty, and staff. Essential business services include maintaining hospital operations, supporting students in residence, operating research facilities, and providing necessary support and administrative services for these essential functions.

This manual is available for reference on an ongoing basis and is reviewed for accuracy on an annual basis. Any updates are provided to CPiAH students, faculty and staff.

Training for Emergency Preparedness and Response

CPiAH, being located in a major academic medical center, VUMC, takes emergency preparedness training for its students, staff and faculty very seriously. Students are instructed on CPiAH and VUMC policies and procedures at orientation, and they are required to be familiar with and follow policies at all times.

CPiAH faculty and staff participate in comprehensive emergency preparedness and safety training as part of VUMC new hire orientation. Thereafter, all CPiAH students, faculty members and staff members are required to complete an emergency preparedness training refresher course on an annual basis.

Training modules for CPiAH students, staff and faculty are housed on VUMC's employee online learning management system called Learning Exchange. Students are given access to Learning Exchange from the time of their matriculation at VUMC. Learning Exchange is used by students, faculty and staff to take their initial and annual emergency preparedness training. Learning Exchange users must use their VUMC VUNet ID to log into the system, so their records are secure and private. Learning Exchange records each user's module completion date and the user score for each module (numerical, pass, or fail, depending on the module). VUMC students' Learning Exchange data is backed up regularly and maintained on secure servers.

The safety/emergency preparedness training module the VUMC/CPiAH staff, faculty and students are required upon employment at VUMC or entry into a CPiAH program (and annually thereafter), is entitled, "Safety Compliance Requirements for New Hires," and covers the following topics:
- Hazard Communications
- Fire and Electrical Safety
- Emergency Preparedness

- o Ergonomics
- o Accident and Injury Prevention
- o Infection Prevention

The safety module is updated annually prior to it being viewed by students, faculty and staff as part of annual requirements. CPiAH students and employees receive identification badge-sized reference cards that include key emergency codes and response procedures for quick reference. These cards clip onto their VUMC identification card holders, which they wear at all times when they are on the VUMC campus.

In addition to safety modules, CPiAH students, faculty and staff have access at all times to this CPiAH Emergency Preparedness Handbook on the CPiAH website (https://ww2.mc.vanderbilt.edu/alliedhealth/). This manual is available for reference on an ongoing basis and is reviewed for accuracy on an annual basis. Any updates are provided to CPiAH students, faculty and staff.

Emergency Situation Assessment and Planning

Vanderbilt University Medical Center, and the CPiAH by extension, are prepared to manage a range of emergency situations that may confront any major medical center, arising from a number of causes, including severe weather or natural disaster, mass casualty, fire, bomb threats, acts of terrorism, pandemic and other events. Vanderbilt University Medical Center maintains an institution-wide, written emergency preparedness plan.

The Vanderbilt University Medical Center Safety & Emergency Operations Manual outlines the responsibilities of Vanderbilt University Medical Center (VUMC) personnel in the event of an internal and/or external disaster to provide for transition from normal to emergency operations. Emergency response plans are implemented when a significant event threatens normal operations; these plans allow VUMC faculty, staff, and students to respond to an incident or disruption of services while providing for the safety of faculty, staff, students, patients, and visitors. The VUMC Safety & Emergency Operations Manual is based on the National Incident Management System (NIMS) framework and incorporates the four components of emergency management to include: mitigation, preparedness, response, and recovery.

In addition, because of the wide variety of activities and locations within VUMC, all VUMC departments/units are required to develop emergency action plans for their local area that are consistent with the overall VUMC Safety & Emergency Operations Manual. Local emergency action plans contain information relevant to a location-specific emergency, such as fire or bomb scare, as well as contingency plans to maintain essential business services during an incident or emergency situation. Contingency plans identify the staff, resources, and supplies needed to maintain essential business services during varying types of emergencies.

VUMC provides all areas with VUMC Emergency Operations Quick Reference Guides, which provide easily-accessed information for use during emergencies. The Quick Reference Guides are based on the content of the VUMC Safety & Emergency Operations Manual. These Guides are found throughout VUMC, including all the VUMC areas used by CPiAH programs and are available on the VUMC website (as part of the VUMC Safety & Emergency Operations Manual; https://www.vumc.org/emergency/). The Quick Reference Guides also provide an opportunity for each unit to document location-specific guidance for emergency situations.

Emergency exits are clearly marked for all CPiAH classrooms, laboratories, clinical areas and administrative areas. Means of egress and evacuation from areas in which CPiAH activities take place

are reviewed with students during program orientation. These are also reviewed with CPiAH faculty and staff during on-boarding into their CPiAH roles.

In the Event of an Emergency: Communication and Action

In the event of an emergency, VUMC uses various methods of communication to alert students, staff and faculty that the organization has activated an Emergency Operations status. Student, faculty and student notification include mass messaging via Vanderbilt's telephone or e-mail systems, text messaging, and announcements over VUMC building public address systems (using Everbridge Communications system). A VUMC Emergency Operations Center is opened, and communications take place throughout the emergency situation, as well as after the situation, in order to provide appropriate guidance to the VUMC community. Minimum communication to be provided includes the nature of the emergency, any specific codes (from VUMC codes list) pertaining to the emergency, the location of the emergency and emergency action plans that are to be activated, if any.

In the event of an emergency situation, the Emergency Operations Center, in consultation with Human Resources and the VUMC Executive Team, is charged with assessing the situation and applying the appropriate Vanderbilt policies or modifying said policies as necessary to address the situation at hand. Emergency response may include evacuation, lockdown, and other actions, depending on the nature of the risk. Detailed instructions regarding evacuation, lockdown and other actions are provided in the VUMC Safety & Emergency Operations Manual and the VUMC Emergency Operations Quick Reference Guide (https://www.vumc.org/emergency/).

VUMC Emergency Communications and the Media

All VUMC communications with the media related to VUMC emergencies are managed by the VUMC Office of News and Public Affairs. The VUMC Office of News and Public Affairs is the designated point of contact for all media requests (including telephone calls for information, interviews, requests for internal or external video production) for access to or information about Vanderbilt Medical Center, Vanderbilt Medical Group (VMG) (including off-campus locations and practices), or the Schools of Medicine or Nursing, including patients, staff and faculty.

A Public Information Officer (PIO) is housed in the EOC whenever the VUMC Emergency Preparedness Plan is activated to coordinate media requests and medical center communications to VUMC faculty, staff and students during the event. VUMC has a PIO who reports to the Metro Nashville Office of Emergency Management or designated Joint Information Center (JIC) during a Governor declared disaster. The Media Coordination Center is a designated area for media when the VUMC Emergency Operations Plan is activated. This area is located in the Oxford House in Room 108. The CPiAH Director, Ms. Petrice Sprouse, is the spokesperson for CPiAH communications during emergencies.

Also, during ongoing emergencies VUMC establishes Visitor Coordination Centers where visitors/family members of VUMC students, staff, and faculty can obtain information about the status of an ongoing emergency. These Centers are located in the Vanderbilt University Hospital, 1st Floor Lobby, 7am-9pm, phone (615) 322-7746 and the Monroe Carell Jr. Children's Hospital at Vanderbilt, 2nd Floor, Room 2104, 7am-9pm, phone (615) 936-4576.

Reference: Important VUMC Emergency Numbers and Codes

VUMC Emergency Numbers
> Medical Emergency – 1-1111
> Fire – activate the nearest fire alarm
> Occupational Health – 6-0955
> Environmental Health and Safety – 2-2057
> Plant Services – 3-4443
> Risk and Insurance Management – 6-0660
> Environmental Services – 3-1000
> Administrator On-Call – (VU Operator)
> VUPD/Security – 2-2745
> CPiAH Emergency Communications Spokesperson 3-4870

VUMC Emergency Codes
> **STAT -** medical emergency defined by location.
> **RED alert-** Fire condition
> - If the fire is in the immediate area – respond with R.A.C.E/P.A.S.S.
> - If the fire is not in the immediate area – close doors and hallways and keep patients and visitors within the area.
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> **Code Black** – bomb threat
> **Code Silver –** active shooter
> **Missing Person**
> - **Code Pink** – Missing infant (<1 years old) identified by location and description
> - **Code Purple** – Missing child (1-12 years old) identified by location and description.
> - **Code Walker** – Missing teen/adult identified by location and description.
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> **Yellow Alert** – Potential emergency condition; prepare to activate emergency response.
> **Orange Alert** – Emergency condition present; activate emergency response.
> **Yellow and Orange Alerts** may be announced for the following emergency conditions:
> - Mass Casualty
> - Phone system outage
> - Steam outage
> - Electricity outage
> - Medical Air
> - Tornado
> - Vacuum system outage
> - Water outage
> - Beeper system outage
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> Once the emergency has passed, announcements will be made to cancel the emergency response.