



HEALTH HOLDING

HAFER ALBATIN HEALTH  
CLUSTER  
MATERNITY AND  
CHILDREN HOSPITAL

<b>Department:</b>	Facility Management Safety (FMS)		
<b>Document:</b>	Administrative Policy and Procedure		
<b>Title:</b>	Code Orange (Hazardous Material Waste Management Plan)		
<b>Applies To:</b>	All MCH Staff		
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## 1. PURPOSE:

- 1.1 To provide an appropriate response to an actual or suspected hazardous material spill or release in a manner that is safe for staff, patients and visitors.

## 2. DEFINITIONS:

- 2.1 **Hazardous Material Spill/Release** – a spill or release of a substance that is likely to cause injury or illness, and may result in exposure that exceeds federal or state limits, or may harm the environment.

## 3. POLICY:

- 3.1 Employees will be familiar with the products they are using, know how to use the product, and know the spill precautions they should take.
- 3.2 Each department will maintain appropriate Material Safety Data Sheets (MSDS) in an easily accessible location for all products used within the department.
- 3.3 The clean-up of a hazardous material spill should only be conducted by knowledgeable and experienced personnel who have received proper training (e.g., spill response team, fire department HAZMAT team).
- 3.4 Each department will ensure their department has the proper clean-up and personal protective equipment available for use in a response to a hazardous spill/release, including spill kits with instructions, absorbents, reactants and protective equipment.
- 3.5 The department will determine the appropriate level of response to decontaminate the spill/release.
  - 3.5.1 Level I – The department will decontaminate the spill/release themselves.
  - 3.5.2 Level II – The department requires assistance from the Code Orange Task Force to adequately respond.
  - 3.5.3 Level III – The Code Orange Task Force requires assistance from outside resources to adequately respond.

## 4. PROCEDURE:

### 4.1 **Discovery of a Hazardous Material Spill/Release:**

- 4.1.1 Level I: The department can control and remove the product using existing spill containment supplies. This response can include contacting environmental services to remove the product using a mop and rinse water, as long as the product can be discarded through the sewer system:
  - 4.1.1.1 Follow departmental procedures.
  - 4.1.1.2 Alert people in the immediate area of the spill and advise them to keep away.
  - 4.1.1.3 Do not touch the material nor walk into it.
  - 4.1.1.4 Isolate the area or make the area inaccessible.
  - 4.1.1.5 Confine the spill in a safe manner to minimize its spread.
  - 4.1.1.6 Determine if available staff can safely clean up the spill, or if emergency personnel should be notified.

- 4.1.1.7 As appropriate, staff exposed will utilize eye wash stations, showers, etc., to clean the chemical off.
- 4.1.1.8 Document all actions.
- 4.1.2 Level II: The department needs assistance from the Code Orange Task Force for spill control due to the volume of the product spilled, the need for a large spill kit, or because the product requires special attention due to its hazards.
  - 4.1.2.1 Activate a Code Orange and notify the administrator-in-charge and the safety officer.
  - 4.1.2.2 Conduct internal assessment by Code Orange Team or qualified individual.
  - 4.1.2.3 Follow departmental procedures.
  - 4.1.2.4 Alert people to evacuate the area if necessary and secure the areas.
  - 4.1.2.5 If the person is contaminated with toxic materials, they should stay in place to be assessed by a HAZMAT response team. Follow Decontamination Policy & Procedure.
  - 4.1.2.6 Attend to injured or contaminated victims and remove them from exposure, ONLY if self-contamination is unlikely.
  - 4.1.2.7 Complete an incident report and document all actions.
- 4.1.3 Level III: The Code Orange Task Force needs assistance from an outside agency or company to assist with the hazardous spill.
  - 4.1.3.1 Notify the administrator-on-call/safety officer and activate a Code Orange, if not already completed.
  - 4.1.3.2 Conduct internal assessment by HAZMAT team or qualified individual. Call the fire department or contracted HAZMAT company.
  - 4.1.3.3 Follow departmental procedures.
  - 4.1.3.4 Alert people to evacuate the area if necessary and secure the area.
  - 4.1.3.5 If a person is contaminated with toxic materials, they should stay in place to be assessed.
  - 4.1.3.6 Attend to the injured or contaminated persons, and remove them from exposure, ONLY if personal exposure is unlikely.
  - 4.1.3.7 Engineering controls will be implemented as appropriate (e.g., increase ventilation).
  - 4.1.3.8 Complete an incident report and document all actions.
- 4.2 **Code Orange Team:**
  - 4.2.1 The pre-designated, multi-disciplinary hazard materials response team (a.k.a. Code Orange team) receives a hazardous spill notification via the overhead page. ( Dial 2222, clearly state the exact location ( department, room # and bed #)).
    - 4.2.1.1 Code Orange team members may include security, engineering, environmental services, respiratory and nursing.
    - 4.2.1.2 The most qualified member of the Code Orange team will assume the role of the team leader and will coordinate with a senior member of the department where the response is occurring, if applicable.
    - 4.2.1.3 Each Code Orange team member shall perform specific functions, as assigned by the team leader, which support the incident objectives.
    - 4.2.1.4 The Code Orange team leader will report to the administrator-in-charge (incident commander) until directed otherwise.
    - 4.2.1.5 The incident action plan objectives may include:
      - 4.2.1.6 Initial Incident Objectives:
        - 4.2.1.6.1 Isolate the contaminated area(s).
        - 4.2.1.6.2 Identify the hazardous material(s).
        - 4.2.1.6.3 Patient triage and medical management.
        - 4.2.1.6.4 Protection of patients, staff and visitors.
  - 4.2.2 The Code Orange team will respond to the hazardous material location.
  - 4.2.3 The Code Orange team will conduct an assessment of the spill to determine whether an actual hazardous material spill has occurred or is occurring.
    - 4.2.3.1 If no spill of hazardous material has occurred and it is deemed a "false alarm," or if a hazardous material spill has occurred, but has been cleaned up, the team leader will declare an "all clear" and will document as appropriate.

- 4.2.3.2 If an active hazardous material spill is occurring, the team leader will initiate an appropriate response, such as notifying the administrator-on call or house supervisor.
- 4.3 **Code Triage: Internal – Hazard Spill/Release:**
  - 4.3.1 Incident Response:
    - 4.3.1.1 The administrator-in-charge, by policy, will initiate a code triage: Internal and will assume the role of the incident commander or delegate the responsibility to the most qualified individual.
    - 4.3.1.2 The incident commander will appoint the appropriate command and general staff positions.
    - 4.3.1.3 Consider establishing a “unified command” with the responding agencies.
    - 4.3.1.4 Consider the need for additional evacuation.
      - 4.3.1.4.1 Evacuation and relocation of staff, patients, and/or visitors should be undertaken only at the direction of the incident commander.
      - 4.3.1.4.2 Horizontal evacuation of patients and staff to surrounding smoke compartments is preferred in the most cases. Vertical evacuation of patients and staff is completed if necessary.
      - 4.3.1.4.3 Ensure patient records and medications are transferred with the patient upon evacuation or transfer.
    - 4.3.1.5 Considerations for the shut off of oxygen should be made, as oxygen can promote the spread of fire, and is found in most patient care areas. Ensure proper coordination with engineering, nursing, anesthesia, and pulmonary/ respiratory before shutting off medical gases to the affected area.
    - 4.3.1.6 Account for all on-duty staff and recall additional staff as necessary.
    - 4.3.1.7 Ensure the accurate tracking of patients and the appropriate notifications.
  - 4.3.2 All Clear:
    - 4.3.2.1 The incident commander, after consultation with the fire department, if applicable, shall issue an “all clear” notification to the facility operator to initiate the termination of response operations.
    - 4.3.2.2 The facility operator shall announce, “Code Orange, all clear” three (3) times via overhead page system.
    - 4.3.2.3 All employees are to return to normal work duties.
  - 4.3.3 Recovery:
    - 4.3.3.1 Consider providing mental health support for staff.
    - 4.3.3.2 Track all related incident costs and claims.
    - 4.3.3.3 Notify all responding agencies and personnel of the termination of the response and demobilize as appropriate.
    - 4.3.3.4 Any recovery activities should be coordinated through engineering/facilities and the department(s) affected.
- 4.4 **Documentation and Reporting:**
  - 4.4.1 Documentation should be reviewed and retained indicating information about the activation. This may be completed through an event report, security report, fire activation report, or other reporting method.
- 4.5 **Training and Education:**
  - 4.5.1 All staff that may use or otherwise come into contact with hazardous materials should be trained annually. Training should include the following safe handling procedures for hazardous materials:
    - 4.5.1.1 Personal protective equipment training
    - 4.5.1.2 Hazardous communication procedures.
    - 4.5.1.3 Material Safety Data Sheets (MSDS).
    - 4.5.1.4 Spill clean-up procedures.
    - 4.5.1.5 Review of all policies and procedures.
    - 4.5.1.6 Review of regulatory standards
  - 4.5.2 The Code Orange task force shall receive annual training specific to their response procedures, including additional training for the potential team leaders.

**5. MATERIALS AND EQUIPMENT:**

- 5.1 Spill Kit
- 5.2 Telephone and pager

**6. RESPONSIBILITIES:**

- 6.1 All MCH Staff




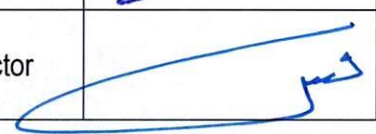
**7. APPENDICES:**

- 7.1 N/A

**8. REFERENCES:**

- 8.1 The Joint Commission requirements, accessible via the Internet at [www.jcrinc.com/JointCommission-Requirements](http://www.jcrinc.com/JointCommission-Requirements).

**9. APPROVALS:**

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