



Entity Name & Region: Clinical Nutrition Services-WR

Subject: Emergency Preparedness Plan & Code System

Original Date: Version 1 August 2010

Effective: August 2012

Reference: 028010-02 Version 7

Replaces Number: NUT-01-01-02 Version 6

Targeted Employees/Departments: Clinical Nutrition Services Staff

1. Purpose:

- 1.1** To provide guidelines to be followed by Clinical Nutrition Staff in case of disaster.
- 1.2** To define the guidelines to ensure in a major disaster, Clinical Dietitians will be responsible for the nutritional care of all inpatients, especially those patients involved in the disaster.

2. Definitions:

- 2.1 Emergency:** refers to a sudden and usually unforeseen event that must be responded to immediately to minimize the consequences.
- 2.2 Emergency Codes:** are designated colors used to alert personnel in the event of an emergency/disaster and to specify what type of emergency is occurring.
- 2.3 ICU:** Intensive Care Unit
- 2.4 CCU:** Coronary Care Unit
- 2.5 HDU:** High Dependency Unit
- 2.6 SLO:** Safety Liaison Officer

3. Policy Statements:

- 3.1** All Clinical Nutrition Staff must attend the hospital emergency preparedness plan training program.
- 3.2** All Clinical Nutrition Staff shall be aware of the standardized emergency color codes.
- 3.3** The standardized emergency color codes shall be integrated with the Employee Departmental Orientation Program.
- 3.4** Chief Clinical Nutrition Services is responsible for ensuring that:
- 3.4.1** All necessary action shall be taken to educate respective staff on the emergency Emergency Preparedness Plan & Color Code System.



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3.5 Employees are responsible for:

3.5.1 Carrying out duties prescribed in the emergency response plan/procedure in a manner which does not adversely affect their own health or safety, or that of others in the workplace.

3.5.2 Taking prompt action to secure or isolate any hazardous situation in an emergency which comes to their notice and which is within their capacity to safely remedy.

3.5.3 Immediately reporting to Chief Clinical Nutrition Services all matters which may affect the health and safety of people who may be involved in or affected by an emergency situation in the workplace.

4. Procedures:

4.1 Chief Clinical Nutrition Services will post the color-coded chart in a conspicuous place on the department's bulletin board.

4.2 Chief Clinical Nutrition Services will ensure that all Clinical Nutrition Staff have issued with emergency code cards (in ID size) which shall be carried at all times whilst on duty.

4.3 All Clinical Nutrition Staff must familiarize themselves with the following emergency color codes and emergency procedures:

4.3.1 Code Red: Fire

4.3.2 Code Blue: Adult Cardiopulmonary arrest

4.3.3 Pediatric Code Blue: Pediatric cardiopulmonary arrest

4.3.4 Code Yellow: an infant/child is missing or is known to have been kidnapped

4.3.5 Code Gray: Security Threat

4.3.6 Code Orange: Hazardous materials spill/emergency or biological agent threat

4.3.7 Code Black: Disaster.



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4.3.8 Trauma Team Activation: Single or multiple trauma victims (does not require disaster activation)

4.3.9 CCRT Activation: Patient with hemodynamic instability or respiratory compromise

4.4 For the criteria of activation and implementation of each code please refer to the respective policy of each code.

4.5 In the event of Major Disaster:

4.5.1 All Clinical Nutrition Staff must remain available to report for duty if required until stand down is called.

4.5.2 All Clinical Nutrition Staff will remain on duty until otherwise directed.

4.5.3 The auditorium will be the designated reporting station for all staff called in from home and reporting from the wards.

4.5.4 When Major Disaster is called, Chief Clinical Nutrition Services will send a staff member to the auditorium to obtain details on what number, type of injuries, ward allocations dietary requirements are necessary.

4.5.5 Chief Clinical Nutrition Services will allocate Dietitians to cover critical wards ICU, CCU, HDU, Day Surgery and Ward 8; and any other wards that are allocated beds for patients involved in major disasters.

4.5.6 The Dietitian will be responsible for ordering for all the enteral feeds in the hospital during this time.

4.5.7 Prior to possible disaster (Hajj), Chief Clinical Nutrition Services is to ensure at least three (3) months supply of enteral formula is in stock.

4.6 The training shall be conducted during hospital orientation, departmental orientation through hospital drills.

4.7 The department will identify an SLO. This staff member will provide feedback on safety issues, liaise with Fire Protection Services Department when drills are conducted, review



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documentation of fire drill evaluation, review documentation for improvement and forward evaluation to Chief Clinical Nutrition Services.

4.8 It is mandatory for all staff to complete the modules on fire safety and emergency preparedness plan.

5. Equipments/Forms:

5.1 Electronic system

5.2 Intranet

5.3 Online Exam

5.4 Color Coded Chart

6. Related References:

6.1 APP 1428-21: Hospital Fire Safety Program

6.2 NGHA Program Safety Manual, Chapter 9

6.3 NGHA Disaster Plan (05 April 2005)

6.4 Safety Manual – 2009

6.5 Annual Safety Orientation and Continuing Safety Education Training SMIP 07

7. Appendices:

None

8. Recommendations:

None