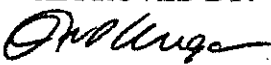


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE POLICY AND PROCEDURE MANUAL**

APPROVED BY:  Joseph Verga, MS, FACHE Hospital Administrator/CEO	RESPONSIBILITY: Communications Supervisor	EFFECTIVE DATE: 10/92	POLICY NO. 6130-1	PAGE 1 of 2
TITLE: PAGING CODES				
LAST REVIEWED/REVISED: 8/09, 9/2012				
ENDORSED:				

PURPOSE:

To define the paging codes used by GMHA Communications to relay important information relating to an Emergency Situation or Hospital Disaster Event.

POLICY:

Paging codes shall be announced three (3) times on the over head Public Address System. All Hospital staff is to respond to the codes in accordance with specified policies and procedures for each code.

PROCEDURE:

I. Code Names:

- Code Yellow:** Chemical/Hazardous Material Spill.
- Code Pink:** Actual Infant Abduction
- Code Red:** SNU – Mass Casualty
- Dr. Burnsite:** (location) of Fire in the Facility or Fire Alarm Activation.
- Dr. Clearwater:** All clear signal after a bomb threat, fire, or disaster event.
- Dr. Redwood Category ___:** Activation of the Hospital Disaster Plan in accordance with the following:

Category	No. of Casualties	Disaster Plan Activated
I	4 – 10	May/May Not
II	11 – 20	May/May Not
III	21 +	Yes
IV	Community-wide	Yes
V	Nuclear Events	Yes

Disaster Plan is activated at the command of the Hospital Administrator and continues in force until the announcement of Dr. Clearwater.

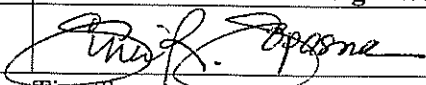
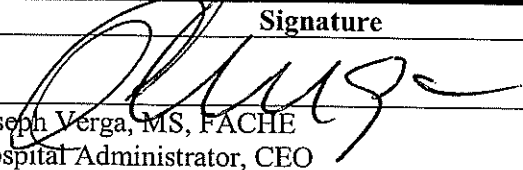
II. Numeric Codes:

- Code 60:** Restraint Assistance. Staff requires assistance with the restraint of an individual. Security/GMHA staff responds immediately.
- Code 72:** Medical Emergency. Patient requires immediate attention with a life threatening emergency. All designated clinical service staff responds.
- Code 99:** Bomb Threat Received. Bomb Threat procedures activated. Facility is evacuated by all Visitors, non-essential, and Non-medical staff until the facility has been inspected and cleared for re-entry by designated personnel and the announcement of Dr. Clearwater.
- Code 100:** Disaster Plan Activation following a Bomb Threat. The disaster plan will be activated following the announcement of **Code 99** if a bomb or other threatening event is encountered during the facility inspection which requires the Hospital to implement the Disaster Plan.

**GUAM MEMORIAL HOSPITAL AUTHORITY
REVIEW AND ENDORSEMENT CERTIFICATION**

The signatories on this document acknowledge that they have reviewed and approved the following:

- Bylaws Submitted by Department/Committee: Tina Topasna
- Rules & Regulations Policy No.: 6130-1, -2, and 03
- Policies & Procedures Title: Paging Codes, Overseas Calls, Public Address System

Reviewed/Endorsed	Date	Signature
	9/7/2012	
Title	Tina Topasna, Telephone Operator Supervisor	
Reviewed/Endorsed	Date	Signature
	9/7/2012	
Title	Joseph Verga, MS, FACHE Hospital Administrator, CEO	
Reviewed/Endorsed	Date	Signature
Title	Name Title	
Reviewed/Endorsed	Date	Signature
Title	Name Title	
Reviewed/Endorsed	Date	Signature
Title	Name Title	
Reviewed/Endorsed	Date	Signature
Title	Name Title	

***Use more forms if necessary. All participating departments/committees in developing the policy should provide signature for certification prior to submitting to the Compliance Officer.**