



St. Nicholas Hospital

Emergency Response Guide

System Failure & Basic Staff Response			
Failure of	What to Expect	Whom to Contact	Staff Response
Computer System	System Down	Information Services/ Help Desk; Switchboard operator during nonbusiness hours.	Use manual/paper systems
Electrical Power Failure: Generator OK	Most lights out. Red outlets work.	Plant Services/Security	Ensure life support systems on Emergency Power. Use flashlights. Complete all procedures ASAP.
Electrical Power Failure: Total	Failure of all electrical	Plant Services/Security	Use flashlights and battery lanterns, hand ventilate systems patients, manually regulate IVs. Complete all procedures ASAP
Elevator stopped between floors	Elevator alarm bell ringing, or a call from trapped rider.	Plant Services/Security	Let trapped rider know help is on the way.
Elevators out of service.	Vertical movement by stairwells	Plant Services/Security and Hospital Supervisor	Review fire/evacuation plan. Prepare to move patients and equipment by stairwells.
Fire Alarm System	No fire alarms.	Plant Services/Security	Implement fire watch. Use telephones to report a fire.
Medical Gases	Gas alarms sound	Plant Services/Security Hospital Supervisor	Use portable units. Order extra tanks.
Natural Gas Failure	Loss of heat, sterilization, etc.	Plant Services/Security	Provide extra blankets if necessary, adjust food menus (Dietary), transfer to alternate fuel and contact the gas company (Plant Services)
Nurse call equipment	Nurse call system down	Plant Services/Security	Use bedside telephone, move patients, use bells, assign a runner to check on patients.
Patient care equipment	Equipment does not function properly	Biomed; Security during nonbusiness hours	Remove from service and tag defective equipment. Obtain alternate unit or initiate alternate plan of care
Sewer Stoppage	Drains back up	Plant Services/Security	Do not flush toilets, do not use water.
Steam failure	No building heat or hot water, sterilizers inoperative	Plant Services/Security	Conserve sterile materials and all linens, provide extra blankets.
Telephones	No phone service	Information Systems Plant Services/Security	Use power failure telephones, overhead paging, two-way radios, Nextell phones.
Tube System	Cannot send tubes	Plant Services/Security	Deliver specimens and supplies by hand.
Water	Sinks and toilets do not work	Plant Services/Security	Conserve water, use red bags in toilets, and implement fire watch.
Water: Undrinkable	Tap water unsafe to drink	Plant Services/Security Food Service	Place "DO NOT DRINK" signs at all drinking fountains and sinks.
Ventilation	No ventilation and heating or cooling	Plant Services/Security	Restrict use of odorous/hazardous materials.

PHONE EXTENSIONS

Switchboard.....2345

Biomed7358

Security2345/Pager 84-999/
920/377-1184

Plant Services7465/84-999

Information Services
(Help Desk)4789