

**State of Illinois Homeland Security Threat Hospital Alert System**

	<b>Emergency Department</b>	<b>Laboratory</b>	<b>Pharmacy</b>	<b>Public Safety</b>	<b>Administration</b>
<b>Green</b>	<p>Provide training or refresher courses for all hospital staff on color-coding system.</p> <p>Review implications, roles and responsibilities for each individual and each department.</p> <p>Perform monthly assessment/ inventory of decontamination area/supplies/personal protection equipment (PPE).</p> <p>Be alert for trends in patient symptoms.</p> <p>Ensure telephone numbers for local health department and resource hospital are available and current.</p> <p>Ensure call tree is current.</p>	<p>Identify level capabilities of laboratory (Level A – Level D)</p> <p>Arrange for contracted laboratory to provide specimen testing beyond facility’s capabilities.</p> <p>Arrange for transport of specimens and for education of transporters on safe transport of specimens.</p> <p>Ensure call tree is current.</p> <p>Develop staffing modification plans, including rest cycles and provision of family member care.</p> <p>Be alert for trends in culture/test ordering. Report concerns to appropriate personnel.</p>	<p>Ensure call tree is current.</p> <p>Develop staffing modification plans, including rest cycles and provision of family member care.</p>	<p>Ensure call tree is current.</p> <p>Develop staffing modification plans, including rest cycles and provision of family member care.</p> <p>Continue common sense practices in daily security routines.</p> <p>Report suspicious circumstances and/or individuals to appropriate person (director of public safety/law enforcement).</p>	<p>Ensure call tree is current.</p> <p>Develop staffing modification plans, including rest cycles and provision of family member care.</p> <p>Review hospital and state disaster plans.</p> <p>Have public relations or public safety staff monitor news information stations for change in Threat Con.</p>

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<b>Green (cont)</b>	<p>Develop staffing modification plans, including rest cycles and provision of family member care.</p> <p>Perform and document weekly radio checks.</p>				
<b>Blue</b>	<p>Continue all measures as outlined in Green Threat Con.</p> <p>Alert staff in all departments (Administration, Laboratory, Pharmacy, Public Safety, Nursing Directors, EMS Coordinator, Infection Control) to heightened Threat Con. Ensure information is included in shift reports.</p> <p>Review disaster preparedness protocols for department.</p>	<p>Continue all measures as outlined in Green Threat Con.</p> <p>Alert appropriate staff to heightened Threat Con.</p> <p>Review disaster preparedness protocols specific to department.</p> <p>Ensure that the laboratory is secure.</p> <p>Review call tree and staff modification plan.</p>	<p>Continue all measures as outlined in Green Threat Con.</p> <p>Alert appropriate staff to heightened Threat Con.</p> <p>Review disaster preparedness protocols specific to department.</p> <p>Ensure that pharmacy is secure.</p> <p>Review call tree list and staff modification plan.</p> <p>Inventory antidotes/ medications levels.</p>	<p>Continue all measures as outlined in Green Threat Con.</p> <p>Alert appropriate staff to heightened Threat Con.</p> <p>Review disaster preparedness protocols specific to department.</p> <p>Implement security plans appropriate to the facility (e.g., monitoring of entrances/exits, including those in professional office buildings).</p>	<p>Continue all measures as outlined in Green Threat Con.</p> <p>Alert appropriate staff, including medical staff, to heightened Threat Con.</p> <p>Review disaster preparedness protocols specific to department.</p> <p>Ensure that the department is secure.</p> <p>Review call tree and staff modification plan.</p>

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<b>Blue (cont)</b>	<p>Review call tree and staff modification plan.</p> <p>Assign staff person to watch for faxes/E-mails/correspondence from IDPH and the Health Alert Network (HAN).</p> <p>Inventory emergency medical bags. Check expiration dates and completeness of bags.</p> <p>Check that all disaster related paper work is available. Duplicate as necessary</p> <p>Assess communications readiness (MERICI, telemetry radios, walkie-talkies and other redundant communication systems).</p>	<p>Be alert for trends in patient culture/testing patterns. Inform appropriate personnel if suspicious patterns noted.</p> <p>Check all equipment for operational readiness.</p>		<p>Prohibit casual access by unauthorized personnel.</p> <p>Ensure all vehicles are secured.</p> <p>Check all radio equipment for operational readiness.</p> <p>Be alert for suspicious activity and report it to the appropriate persons (director of public safety, law enforcement)</p>	<p>Check all communication equipment for operational readiness.</p> <p>Test group page capabilities with Threat Con status.</p> <p>Have public relations and public safety staff monitor news information stations (CNN, MSNBC) for change in Threat Con.</p> <p>Refresh key personnel on media protocols. Provide media training for all key personnel (e.g., ED physicians, charge nurses, EMS coordinator, nursing supervisor).</p> <p>Conduct tabletop exercises for key personnel.</p>

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<b>Blue (cont)</b>	<p>Inventory decontamination area supplies and equipment, including PPE.</p> <p>Be alert for trends in patient symptoms.</p>				
<b>Yellow</b>	<p>Continue all measures as outlined in Green and Blue Threat Con.</p> <p>Alert staff in all departments (Administration, Laboratory, Pharmacy, Public Safety, Nursing Directors, EMS Coordinator, Infection Control) to heightened Threat Con.</p> <p>Ensure security of emergency department.</p> <p>Ensure call tree is available and current.</p>	<p>Continue all measures as outlined in Green and Blue and Threat Con.</p> <p>Ensure that all staff are alerted to heightened Threat Con. Review emergency plans for this color condition with all shifts.</p> <p>Ensure security of laboratory.</p> <p>Ensure call tree is available and current.</p> <p>Consider alternative work schedules for operational staff if condition escalates.</p>	<p>Continue all measures as outlined in Green and Blue Threat Con.</p> <p>Ensure that all staff are alerted to heightened Threat Con. Review emergency plans for this color condition with all shifts.</p> <p>Ensure security of pharmacy.</p> <p>Ensure call tree is available and current.</p> <p>Consider alternative work schedules for operational staff if condition escalates.</p>	<p>Continue all measures as outlined in Green and Blue Threat Con.</p> <p>Ensure that all staff are alerted to heightened Threat Con. Review emergency plans for this color condition with all shifts.</p> <p>Remind all hospital staff to be suspicious and inquisitive and to maintain heightened awareness of people, vehicles and activities.</p> <p>Ensure call tree is available and current.</p>	<p>Ensure communications equipment, including telephone numbers of governmental agencies, is available and operational. Instruct telecommunications staff to complete a group page with color alert system and document response times.</p> <p>Inventory available internal resources (beds, pharmacy supplies, laboratory capabilities, ancillary services).</p>

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<b>Yellow (cont)</b>	<p>Consider alternative work schedules for staff if condition escalates.</p> <p>Perform and document MERCI radio tests daily.</p> <p>Perform and document telemetry radio tests (if applicable) daily.</p> <p>Monitor bypass incidents within EMS region.</p> <p>Review hospital and state disaster plans with all shifts.</p> <p>Inventory available internal resources (beds, pharmacy stock, laboratory supplies, ancillary services) daily.</p> <p>Perform disaster call tree drill, including color alert in call.</p> <p>Review disaster related paperwork. Ensure it is readily assessable.</p>	<p>Check all equipment for operational readiness.</p> <p>Check inventory of critical supplies; reorder if necessary.</p> <p>Be alert for suspicious activities and report to appropriate person.</p>	<p>Check inventory of critical antidotes/medications; reorder if necessary.</p>	<p>Consider alternative work schedules for operational staff if condition escalates.</p> <p>Increase spot checks of specific high-risk entrances/exits (e.g., loading docks, professional office buildings). Document security checks.</p> <p>Do not leave vehicles unattended and unlocked.</p> <p>Move vehicles and objects (trash containers, etc.) away from the building.</p> <p>Lock and regularly inspect all buildings, rooms and storage areas not in regular use.</p> <p>At the beginning and end of each shift, as well as at other regular and frequent intervals, inspect the interior and exterior of buildings for suspicious packages.</p>	<p>Evaluate elective admissions and determine need to cancel elective admissions.</p> <p>Review media protocols and have public relations staff monitor news information stations continuously for change in Threat Con.</p> <p>Be aware of large-scale community events (sporting events, concerts, etc.).</p> <p>Consult with law enforcement officials/emergency medicine/IDPH on message to be disseminated. Ensure that all key personnel have same message (cue cards, talking points, etc.).</p> <p>Assign person on each shift to be media representative.</p>

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<b>Yellow (cont)</b>	<p>Assess RMERT status.</p> <p>Be alert for suspicious activities and report to appropriate person.</p> <p>Ensure decontamination area is operational.</p> <p>Ensure that medical bags are readily available.</p>				
<b>Orange</b>	<p>Continue all measures as outlined in Green, Blue and Yellow Threat Con.</p> <p>Alert staff in all departments (Administration, Laboratory, Pharmacy, Public Safety, Nursing Directors, EMS Coordinator, Infection Control) to heightened Threat Con.</p> <p>Contact POD hospital in EMS region for specific instructions.</p>	<p>Continue all measures as outlined in Green, Blue and Yellow Threat Con.</p> <p>Ensure that all staff are alerted to heightened Threat Con.</p> <p>Ensure security of laboratory.</p> <p>Activate call tree; place staff on full alert status.</p> <p>Advise staff of shift modifications if plan escalates.</p>	<p>Continue all measures as outlined in Green, Blue and Yellow Threat Con.</p> <p>Ensure that all staff are alerted to heightened Threat Con.</p> <p>Ensure security of pharmacy.</p> <p>Activate call tree; place staff on full alert status.</p> <p>Advise staff of shift modifications if plan escalates.</p>	<p>Continue all measures as outlined in Green, Blue and Yellow Threat Con.</p> <p>Ensure that all staff are alerted to heightened Threat Con.</p> <p>Activate call tree; place staff on full alert status</p> <p>Advise staff of shift modifications if plan escalates.</p>	<p>Continue all measures as outlined in Green, Blue and Yellow Threat Con.</p> <p>Ensure that all staff are alerted to heightened Threat Con.</p> <p>Ensure security of department.</p> <p>Consider activation of facility disaster preparedness plan.</p> <p>Activate call tree; place staff on full alert status.</p>

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<b>Orange (cont)</b>	<p>Activate partial command center.</p> <p>Ready decontamination area equipment and supplies. Ensure PPE is available for all staff.</p> <p>Inventory categories on disaster form (bed/ blood availability, availability of medical teams/bags).</p> <p>Audit internal resource availability (e.g., beds/monitored beds, blood supply, antibiotic/IV supply, ventilator supply, linen supply, food/water supply).</p> <p>Insure security of emergency department.</p> <p>Activate call tree; place staff on full alert status.</p>	<p>Ensure that PPE and specialized response equipment and supplies are checked and readily available.</p> <p>Check inventory of critical supplies; reorder as necessary.</p> <p>Be alert for trends in patient testing. Notify appropriate person if trends noted.</p> <p>Check all equipment for operational readiness.</p> <p>If unavailable to perform certain tests, contact contracted laboratories.</p>	<p>Check inventory of critical antidotes/ medications; reorder if necessary.</p>	<p>At the beginning and end of each shift, as well as at other regular and frequent intervals, inspect the interior and exterior of buildings for suspicious packages</p> <p>Limit access points to the absolute minimum and strictly enforce entry control procedures.</p> <p>Enforce parking of vehicles away from main hospital buildings.</p> <p>Identify and protect all designated vulnerable points.</p> <p>Lock all exterior doors except the main facility entrance(s). Check identification of all visitors. Require a sign-in log with information from each visitor's identification.</p>	<p>Advise staff of shift modifications if plan escalates.</p> <p>Check all telecommunications equipment for operational readiness.</p> <p>Review transfer agreements in anticipation of patient transfer to other appropriate facilities.</p> <p>Have public relations staff monitor news information stations continuously for change in Threat Con (MSNBC, CNN).</p> <p>Contact private providers with Threat Con Alert for possible rapid evacuation of patients to other facilities.</p>

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<b>Orange (cont)</b>	<p>Advise staff of shift modifications if plan escalates.</p> <p>Check equipment and supplies at patient care/treatment locations as outlined in facility internal disaster plan (professional office buildings, outpatient departments, etc.).</p> <p>Be alert for trends in patient symptoms. Notify appropriate person if trends noted.</p> <p>Check inventory of critical supplies; restock if necessary.</p> <p>Put RMERT teams on alert. Review policies and protocols for response and deployment.</p>			<p>Increase defensive perimeters around key structures.</p>	<p>Test all internal communications and warning systems. Alert CFO to begin collecting expense data (personnel, equipment, supplies, transfer costs) related to Threat Con Alert.</p>
<b>Red – will be activated only when Illinois is affected</b>	<p>Continue all measures as outlined in Green, Blue, Yellow and Orange Threat Con.</p>		<p>Continue all measures as outlined in Green, Blue, Yellow and Orange Threat Con.</p>	<p>Continue all measures as outlined in Green, Blue, Yellow and Orange Threat Con.</p>	<p>Continue all measures as outlined in Green, Blue, Yellow and Orange Threat Con.</p>

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<b>Red (cont) – will be activated only when Illinois is affected</b>	Alert staff in all departments (Administration, Laboratory, Pharmacy, Public Safety, Nursing Directors, EMS Coordinator, Infection Control) to heightened Threat Con.	Continue all measures as outlined in Green, Blue, Yellow and Orange Threat Con.  Ensure that all staff are alerted to the heightened Threat Con.	Ensure that all staff are alerted to the heightened Threat Con.  Ensure pharmacy is secure.	Implement parking restrictions and park vehicles away from facility.  Control access and implement positive identification of all persons – no exceptions. Search all suitcases, brief cases, packages, etc., brought into the facility.	Ensure that all staff are alerted to the heightened Threat Con.  Activate facility disaster preparedness plan.
	Ensure emergency department is secure.	Ensure laboratory is secure.	Activate call tree. Secure as many additional staff as necessary. Advise staff of schedule modifications.	Secure all doors. Maintain a security presence at a single point of access to each building and check identification of all visitors. Maintain a sign-in log. Check all bags, suitcases, brief cases and packages at the security point.	Ensure department is secure.
	Activate full command center.	Activate call tree. Secure as many additional staff as necessary. Advise staff of schedule modifications.	Maintain communication with hospital command post.		Activate call tree. Secure as many additional staff as necessary.
	Activate call tree. Secure as many additional staff as necessary	Maintain communication with hospital command post.	Ensure critical antidotes/ medications are available.		Advise staff of schedule modifications.
	Advise staff of schedule modifications.	Ensure critical supplies are available.		Increase defensive perimeters around facility. Make frequent checks of the exterior.	Have public relations staff monitor news information stations for change in Threat Con.
	Maintain communication with hospital command post.	Ensure that PPE and specialized response equipment and supplies are available.			Provide for day care/child care facilities for staff responding to Threat Con Red Alert.
	Have disaster paperwork in order.				

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<b>Red (cont) – will be activated only when Illinois is affected</b>	<p>Activate decontamination area, including supplies and PPE.</p> <p>Contact POD hospital in EMS region for additional instructions and/or information.</p> <p>Have medical bags ready for deployment.</p>	<p>Check all equipment for operational readiness.</p> <p>Alert contracted lab of Threat Con Red Alert and the possibility that specimens may be sent to them.</p>		<p>Deliveries should not be accepted unless approved by supervisory staff. All deliveries are to be opened outside the facility and minimal personnel should be in the immediate area when deliveries are opened.</p>	<p>Arrange for food service to provide meals to staff.</p> <p>Alert CFO to begin collecting expense data (personnel, equipment, supplies, transfer costs) related to Threat Con Alert.</p>