Engineering and Facilities All Locations
Process for “Code 99” - Medical Emergency

This policy addresses the internal process for reporting and responding to a Medical Emergency involving personnel within Engineering and Facilities. An E&F employee who is involved in, witnesses, or is the first to discover a Medical Emergency or an accident involving injuries, shall immediately report the incident.

1. Contact the SERVICE CALL DESK (2-4119) by radio or phone line to report the Medical Emergency.

2. SERVICE CALL DESK (2-4119) will determine name of caller, phone number, location of emergency, name of injured if known, and nature of medical emergency, (Ex: Chest Pains, Fall with injuries, Etc.)

3. SERVICE CALL DESK (2-4119) will transmit radio broadcast of the emergency, location information, and additional information available, via University, Hospital, and Occupational Safety radio talk-group channels. (Ex: "Code 99, Medical Emergency at Clinical Science Building, 7th floor mechanical room. Fall with possible injuries.")

4. First responders in the immediate area will listen for broadcast and proceed to area to assist.

5. SERVICE CALL DESK (2-4119) will notify Public Safety (2-4196) and EMS (911), of the emergency and location by street address.

6. First Responders on scene will advise of status and need for additional assistance.

7. If additional assistance is required, SERVICE CALL DESK (2-4119) will notify appropriate contacts.

8. At completion of call, SERVICE CALL DESK (2-4119) will make an “all clear announcement” via radio broadcast. (Ex: “Attention all responders to Code 99 at Clinical Science Building, Code 99 is All Clear.”)

9. SERVICE CALL DESK (2-4119) will complete and file an incident report.

*** For assistance, call University Service Call Desk at 792-4119***

Note: This Policy, like all other policies within Engineering and Facilities is not a contract and should not be relied upon as such. Questions concerning interpretation of this document or suggestions for improvement should be directed to MUSC Facilities and Engineering.

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