



Banner Health®

Existing Business Partner Protocol

FOR



This packet must be reviewed and completed by all Business Partner Representatives whose company/companies currently do business within Banner or wish to be considered.

Existing Business Partner Representative (EBPR) Orientation Packet



Welcome to Wyoming Medical Center (WyMC)

Existing Business Partner Representatives AKA vendors are defined as those individuals providing education, verbal consultation, information, products, or services to any Banner Health Facility, acute and non-acute on behalf of the company/companies they represent. Prior to conducting business at WyMC, you must review the information contained in this packet and complete the paperwork that is included. Conducting business is defined as any contact whether in person or electronically via e-mail, telephone or other means of electronic communication.

- **Please make sure you have reviewed this packet carefully as you will be held accountable for the material contained in this packet.**

ALL BUSINESS PARTNERS, SERVICE AND/ OR DELIVERY PERSONNEL MUST COMPLETE PART ONE
ALL BUSINESS PARTNERS WHO CONDUCT BUSINESS IN THE SURGICAL, AND/OR INVASIVE PROCEDURE SUITES MUST COMPLETE PARTS ONE AND TWO.

PART ONE (PLEASE FILL OUT COMPLETELY. ANY INCOMPLETE PROFILES WILL NOT BE ACCEPTED)

Full Name of Company:			
Your Name (Print or Type):			
Company's Contact Number # ()		Cellular Phone #: ()	Fax # ()
E-Mail:			
Does your company already have contracts with Banner?	<input type="checkbox"/> Yes, List products:		
Your Manager's Name:	E-MAIL	Contact number: ()	
Areas of Responsibility (please check <u>ONLY</u> those where you will be conducting business):			
WYOMING MEDICAL CENTER		OTHER	
SURGERY CENTERS			
CLINICS			
Scope of Responsibility (for patient care products) Please			
<input type="checkbox"/> Demonstration	<input type="checkbox"/> Education	<input type="checkbox"/> Service	<input type="checkbox"/> Delivery
List Products the above applies to: products must be listed, or your packet will not be processed			
My qualifications and specific training enable me to <input type="checkbox"/> Teach <input type="checkbox"/> Demonstrate the following:			
<input type="checkbox"/> Equipment	<input type="checkbox"/> Med/Surg products	<input type="checkbox"/> Other	
My qualifications and specific training enable me to <input type="checkbox"/> Teach <input type="checkbox"/> Demonstrate to the following:			
<input type="checkbox"/> Nursing Staff	<input type="checkbox"/> Department Management	<input type="checkbox"/> Physicians	<input type="checkbox"/> Patient and family
Does anyone in your immediate family work for Banner Health? If yes, please list.		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is anyone in your immediate family part of the Medical Staff at any Banner Facility? If yes, please list.		<input type="checkbox"/> YES	<input type="checkbox"/> NO

IN PROVIDING THE PRECEDING INFORMATION I AM CERTIFYING MY CAPABILITY AND KNOWLEDGE IN THE USE OF THE PRODUCTS THAT I AM DEMONSTRATING AND ASSUME FULL RESPONSIBILITY FOR THE PROPER WORKING CONDITION OF MY PRODUCTS AND MY ABILITY TO USE IT (THEM). IN CONNECTION WITH THE ABOVE MENTIONED EQUIPMENT, THE UNDERSIGNED VENDOR HEREBY AGREES THAT AS A CONDITION TO PROVIDE A DEMONSTRATION OF THE EQUIPMENT ON THE PREMISES OF BANNER HEALTH, AN ARIZONA NONPROFIT CORPORATION, ("BH") AND TO THE EXTENT PERMITTED BY ARIZONA LAW, VENDOR DOES HEREBY COVENANT AND AGREE TO INDEMNIFY AND HOLD HARMLESS BH, ITS APPOINTED BOARDS AND COMMISSIONS, OFFICIALS, OFFICERS, EMPLOYEES, STUDENTS, AGENTS AND SUBAGENTS INDIVIDUALLY AND COLLECTIVELY FROM ALL FINES, CLAIMS, SUITS OR ACTIONS OF ANY KIND AND NATURE BY REASON OF VENDOR'S ACTS OR OMISSIONS, LOSS, CLAIM AND LIABILITY ARISING OUT OF DEFECTS IN THE EQUIPMENT OR THE EQUIPMENT DEMONSTRATION. (APPLIES ONLY TO BUSINESS PARTNERS WHO SUPPLY MEDICAL EQUIPMENT).

I AGREE TO COMPLY WITH AND OBSERVE ALL APPLICABLE RULES AND REGULATIONS CONCERNING CONDUCT ON THE PREMISES, WHICH BH IMPOSES UPON ITS EMPLOYEES AND AGENTS. IF I AM REQUESTED OR PERMITTED TO OBSERVE CLINICAL PROCEDURES CONDUCTED ON PATIENTS AT ANY BH FACILITY, I SHALL COMPLY WITH ALL POLICIES AND PROCEDURES OF BH, INSTRUCTIONS FROM THE PHYSICIAN AND HEALTH CARE PROVIDERS, AND SHALL IN ALL EVENTS RESTRICT ACTIVITIES TO OBSERVATION AND VERBAL CONSULTATION TO PHYSICIAN. BH RESERVES THE RIGHT TO BAN ANY BUSINESS PARTNER REPRESENTATIVE FROM PROVIDING SERVICES TO ANY BH FACILITY. BH MAY REQUEST VENDOR TO REPLACE ANY REPRESENTATIVE DEEMED INAPPROPRIATE, FOR WHATEVER REASON.

I FURTHER UNDERSTAND THAT ANY DEMONSTRATION, IN-SERVICE OR EDUCATIONAL TRAINING SESSIONS ARE TO BE LIMITED TO THE SPECIFIC PRODUCTS OR EQUIPMENT AGREED UPON.

I AM AWARE OF THE FEDERAL AND STATE LAWS AND REGULATIONS THAT GOVERN FALSE CLAIMS AND STATEMENTS AND THE ROLES THESE LAWS PLAY IN PREVENTING AND DETECTING FRAUD, WASTE AND ABUSE. BH WILL NOT BE RESPONSIBLE FOR ANY UNAUTHORIZED PRODUCTS BROUGHT IN OR SENT INTO ANY BH FACILITY WITHOUT PRIOR WRITTEN AUTHORIZATION. PRODUCTS BROUGHT IN OR SENT INTO ANY BH FACILITY WITHOUT PRIOR WRITTEN AUTHORIZATION WILL BE DONE SO AT THE VENDOR'S EXPENSE.

I AGREE TO UPDATE MY PROFILE ANY TIME INFORMATION CHANGES.

Name (printed)

Signature

Company

Date

PART TWO

ALL EXISTING BUSINESS PARTNER REPRESENTATIVES WHO CONDUCT BUSINESS IN THE OPERATING ROOM AND/OR INVASIVE PROCEDURE SUITES MUST REVIEW AND SIGN PART TWO,

Existing Business Partner Representative Requirements for Conduct in the Operating Room and Invasive Procedure Suites within Banner Health. ALL COVID 19 PPE Protective attire requirements must be followed at all times.

In accepting an invitation to support our physicians, operating room personnel and procedure suites staff, you assume many responsibilities. Of vital importance to the patient is the maintenance of aseptic technique to prevent infection in the surgical wound as well as confidentiality of patient information. Each individual present in the operating room and procedure suites shares in the maintenance of asepsis through proper conduct. The following restrictions apply when you are in the room.

Hand Hygiene:

The easiest and most effective way of reducing the spread of infection is proper hand hygiene. Please adhere to appropriate hand washing protocols (CDC recommendations for hand hygiene can be found at www.cdc.gov.) during your visit within our institution.

Surgical Attire:

When suitable, you will be directed to the appropriate locker room to don scrubs. A scrub top, scrub pants, hat that covers all the hair, shoe covers (optional) and mask must be worn before entering the operating room when a patient is present or when sterile supplies are opened. It is acceptable to wear an undershirt (crew neck or V-neck, short sleeves) under your scrubs since the temperature in the operating room is a bit cool. If you leave the department, please be sure to remove your hat, shoe covers and mask as you depart the operating room or procedure suite.

Hair Coverings:

In the operating room and in some procedure suites a **RED** cap will be provided. The red cap will help to distinguish the business partners from the Banner personnel. Hoods are the preferred head covering for persons with beards or facial hair. Be sure to cover your hair completely when donning the cap. Stud earrings are the only type allowed in the operating room. Confine necklaces inside your scrubs.

Mask:

Masks must be worn when entering and the operating room. Surgical masks are tied so that the nose and mouth are completely covered. Universal precautions are necessary for all involved. Please ask the Operating Room Educator or any patient care team member if you have any questions about universal precautions.

Personal Valuables:

Please place your valuable items in a locker if one is assigned to you. The Department cannot be responsible for lost or stolen items while you are in a procedure. Purses, backpacks are not permitted in the OR suites.

Badge:

All persons must be identified on the surgical record, which is a legal document; therefore, your badge must be visible. Upon entering the operating room or procedure suite, please introduce yourself to the circulator or appropriate health care professional. The badge needs to be located on the left upper portion of the scrub top. It should be placed above the pocket.

Existing Business Partner Representatives Involvement in a Procedure

At no time will an EBP in an operating room or in an invasive procedure suite be allowed to “scrub in” on a case, touch a patient, manipulate a device while on a patient, operate any equipment during a procedure, or open sterile packages in the sterile field. However, a vendor’s representative who must be present intra-procedurally in order to adjust, program, or test a medical device, that is on a patient may do so only when the manufacturer’s product instructions specifically state that such services must be performed by a trained representative of the manufacturer. The representative’s company will provide documentation detailing the scope of the representative’s capabilities and training to provide specific services during a procedure.

The Sterile Field:

To maintain sterile technique, nothing in a sterile field can be touched by those who are not scrubbed, gowned and gloved. The sterile area usually includes the draped patient, all gowned and gloved personnel, a mayo stand, back table, basins, all of which will be covered by sterile drapes. Please ask if you have any questions.

Where to stand:

If you are in the operating room or a procedure suite during the “set up’ of the case, the best position to select is one near the wall, away from the cabinets, out of the way of the traffic flow of the room. There is much preparation necessary before an operation; the staff is busy, so it is wise to stay back from those who are setting up currently.

Conduct, Conversation and Colds:

Engage in minimum conversation in the operating room or procedure suite. Do not go into the operating room or procedure suite when you have a cold or any infectious disease because the patient must be protected from unnecessary exposure to bacteria. If you should begin to feel faint or nauseated during the procedure, sit down immediately away from the sterile field on a stool or even on the floor, until you regain your composure. This should not be an embarrassment for you, in fact it happens often. To help eliminate this possibility we suggest you eat breakfast or lunch prior to entering an operating room or procedure suite, especially foods with high protein content.

Emergency

Should any type of emergency arise, take your direction from the patient care staff in your room. Emergency codes are posted in the department for your perusal.

Your responsibility as a Vendor in any procedure over and above your support of the physician and the staff with your equipment includes maintaining aseptic conditions, not touching the sterile areas and keeping conversation to a minimum. You facilitate the work of our health care personnel by taking an observational position, which does not interfere with the flow of traffic in the room.

I understand that I must provide documentation on radiation safety if I am in procedures where fluoroscopy or other radiographic equipment is in use. I also understand that I must NEVER touch, manipulate or operate any radiographic equipment. Doing so is a violation of the RRA (Radiation Regulatory Agency). (initial here).

I understand that I must provide documentation on laser safety if I am in procedures where laser equipment is in use. I also understand that I must NEVER touch, manipulate or operate any laser equipment, unless I have been contracted to do so and have proof of such. (initial here).

Vaccination Requirements:

Flu Vaccination-proof of flu vaccination or exemption must be submitted by December 1st each year.

All vendors must be vaccinated or wear a mask while at Banner Health facilities during the flu season. Masking is currently required for all vendors due to COVID-19.

COVID 19 Vaccination-

With safety Banner's top priority, it's our responsibility to reduce risk for those we serve, and one another. We care for some of the most vulnerable people in our communities and owe it to them to take every measure possible to offer the safest care environment possible.

With that guiding priority – Banner implemented a COVID-19 vaccination mandate for its team members effective Nov. 1, 2021. By taking this important step, we're protecting our team members and patients from a disease causing significant morbidity and mortality. On Nov. 1, 2021, we'll begin our facility screener verification process. That means prior to or upon arrival at one of our facilities, the majority of our vendors and contractors will need to complete a COVID-19 vaccine status mobile attestation. Additional details can be provided by your Banner point of contact.

To ensure this level of safety, Banner is requiring all vendors who come in contact with patient care areas or our team members to be compliant with our vaccination mandate effective Nov. 1, 2021. This is in addition to continuous masking, regardless of vaccination status.

By January 1, 2022 all EBP must be fully vaccinated or follow the exemption process approved and filed with their employer.

****This will be a phased implementation; non-vaccinated or non-exempt individuals will still be allowed entry Nov. 1 – Dec. 31, 2021.**

Nov. 1, 2021

Begin screener verification process.
Non-compliant still allowed entry.

Dec. 1, 2021

Vaccination Vendor Policy begins.
Non-compliant are tracked but still allowed entry.

Jan. 1, 2022

Non-compliant not allowed entry unless
emergency exception granted.



EMERGENCY SITUATION EXCEPTIONS

Vendors (vaccinated and non-vaccinated) may enter the facility WITHOUT COMPLETING attestation for critical interruption of services or immediate health/safety issues. These vendors must be approved by the AOC/Security director. All exceptions sent to the COO for tracking and trend analysis.

Example: Immediate equipment repairs (elevator, imaging equipment, flooding)

Other Vaccinations- Please check those that have been received. It is the responsibility of the EBP employer to maintain these records.

TB

2 Doses MMR

3 series HEP B

2 Doses Varicella

Existing Business Partner BH Policy Requirements

Please review all, acknowledge that you have read and understand each of the ones listed below.

<https://www.bannerhealth.com/about/vendors>.

Vendor Notices:

- COVID-19 Vendor Visitation Restrictions (May 2020)
- Positive COVID-19 Test Results
- Vendor Visitation Guidelines (August 2021)
- Vendor Visitor Dress Code

Compliance Policies:

- Code of Conduct
- Compliance: 60 Day Report/Repay Overpayments
- Compliance: Acceptance of Items from Outside Business Associates
- Compliance: Basic Requirements for Third Party Billing; Prohibited Billing Practices
- Compliance: Comply Line
- Compliance: Corporate Integrity Agreement (CIA) Notification Requirements
- Compliance: Federal and State Exclusion Review
- Compliance: Mandatory Compliance Training and Education
- Compliance: Reporting and Investigating Potential Compliance Issues
- Prohibition Against Retaliation for Protected Activities

**I have read and agree to abide by all of the above.
(please initial in the box).**

Existing Business Partner (Vendor) Visitation Policies

Until further notice, all vendors must refrain from visiting Banner Health facilities for non-essential business purposes. Sales activities are prohibited. Routine business meetings should be conducted via telephone or video conferencing technology. Vendors should only be in the facility if they have been specifically requested by the physician to be present in a surgical or procedural case.



To: All Supply Vendor Representatives
From: Doug Bowen, Vice President Supply Chain Services
Date: August 2, 2021
Subject: Guidelines for Vendor Visits to Banner Health's Facilities

During the pandemic, Banner Health Vendor policy was modified to align with the COVID-19 gating restriction guidelines, with Vendor presence limited, only to when presence was essential.

This enabled Banner Health to ensure the safety of all our patients, staff, and other essential personnel. We have seen a recent increase in vendor traffic into our facilities that does not support our current gating criteria guidelines, putting further strain on our PPE and Surgical Scrub supply. We have seen a drift in compliance with our policy as we have emerged from our last surge. As we strive to maintain continuous readiness for potential future surges, it is imperative that all Vendor Representatives adhere to our current policy.

Existing Policy and Procedure

Definition of a Vendor: Any non-Banner provider of goods or services, also known as a "supplier", which will expect payment for supplies delivered or services rendered.

Banner Health Vendor Qualifications Policy 5908 requires all vendor organizations, and their representatives, to be screened for compliance with federal regulations before doing business with Banner Health.

Vendor representatives are prohibited from entering Banner Health facilities unless they have been specifically authorized and are enrolled in the Vendor Management System (Vendormate). Vendor representatives visiting Banner Health facilities must display a temporary badge printed from the Vendormate system at the time of arrival. Any non-compliant vendor representative should be asked to leave the facility immediately.

Vendors interested in doing business with Banner Health may reach Supply Chain Services via Banner Health's [webpage](#). Until further notice, and subject to the policies and guidelines indicated above, vendor representatives

- SHOULD ONLY BE IN THE FACILITY IF SPECIFICALLY REQUESTED AS THEIR PRESENCE IS DEEMED ESSENTIAL AND APPROVED FOR PROCEDURES. ONCE THE PROCEDURE IS CONCLUDED, YOU ARE TO LEAVE THE FACILITY IMMEDIATELY.
- NO IN-PERSON VISITS FOR ANY OTHER PURPOSE WILL BE APPROVED.
- VENDOR REQUESTS TO VISIT WITH LEADERSHIP, STAFF, PHYSICIANS OR SUPPLY CHAIN SHOULD BE DENIED.
- NO PRODUCT SAMPLES OR PRODUCTS SHOULD BE ACCEPTED OR USED.
- ALL VENDORS MUST SIGN IN THROUGH VENDORMATE PRIOR TO ENTERING ANY DEPARTMENT. IF YOU DO NOT HAVE A PICTURE VENDORMATE ID BADGE, YOU WILL BE ASKED TO LEAVE THE DEPARTMENT IMMEDIATELY.
- ISSUES OF NONCOMPLIANCE WILL BE DOCUMENTED AND MAY JEOPARDIZE YOUR ABILITY TO CONDUCT BUSINESS IN ANY BANNER FACILITY.
- ANY EXCEPTIONS TO THE ABOVE SUCH AS FOR NEW EQUIPMENT PURCHASES, AUTHORIZED EVALUATIONS, NEW PRODUCTS APPROVED NEED TO BE COORDINATED THROUGH SUPPLY CHAIN AND CLINICAL EDUCATION.
- ALL VENDORS WILL BE SUBJECT TO THE MANDATORY VACCINATION POLICY AND CURRENT SYSTEM PPE REQUIREMENTS.
- ROUTINE BUSINESS SHOULD BE CONDUCTED VIA TELEPHONE OR VIDEO CONFERENCE USING TOOLS SUCH AS MICROSOFT TEAMS.

Existing Business Partner (Vendor) Visitation Policies cont.

At this time, we cannot accommodate the training of new vendor representatives, observation by managers or others from your company. Only essential personnel may enter the surgical suite or procedural areas and must receive prior approval from the clinician in-charge.

Vendors who perform a service function necessary for the operations of the facility may continue services as normal. (Delivery vendors, maintenance personnel, medical gas distribution, office supply delivery, waste removal, inventory replenishment, etc.)

If you test positive for the COVID 19 virus, you must follow the CDC Guidelines and remain sequestered for a period of 2 weeks. If at the end of those two weeks you are asymptomatic, you may resume activities within Banner. You will need to follow the preestablished screening requirements at the facility and be masked when you enter. You will need to follow all the requirements set forth by your company in order to return to work as well.

Rules of Conduct

While in a Banner Facility, the Business Partner must:

- Provide ONLY VERBAL consultative services to physicians and health care providers during surgical, interventional and diagnostic procedures.
- Follow requirements set forth by any regulatory agencies.
- Not view any scheduled procedure without authorization from the Department Director. This helps to ensure the privacy of BH patients and to be compliant with HIPAA regulations.
- Not have access to patient medical records or surgery schedules without authorization.
- Not go into any department lounge or changing areas without prior authorization. Business is NOT to be conducted in any waiting rooms, or other public areas.
- NOT go into any supply areas unless escorted by a Banner employee and are not to remove any supplies without the written authorization of the Department Director or his/her designee. Unauthorized removal of supplies may be considered theft and appropriate action may be taken.
- Comply with all BH policies and procedures and/or instructions from the physician and/or health care provider. Be knowledgeable of, and practice aseptic principles and techniques always.
- Wear appropriate business attire. Scrubs, even those issued by the Vendor's Company, ARE NOT to be worn into the hospital. You must change out of your street clothes and into hospital issued scrubs before proceeding into any sterile procedure areas. You must change back into your clothes before leaving the facility.
- Limit the use of perfumes, colognes, and aftershave products. Some patients are hyper-sensitive to scents.

The use of electronic devices (cell phones, lap top computers, IPADS etc.) within a Banner facility must be limited to approved areas and should not be used in any areas where patients or visitors are present. All electronic devices must be turned off prior to entering any procedural areas. Vendors are not to conduct business in any public areas such as facility main lobbies, waiting rooms, cafeterias or cafes.

Any attempts to solicit pricing information from any Banner Employee will be considered a breach of ethics and may result in the immediate removal of the EBP representative.

INTRODUCTION OF PRODUCTS

Banner is continuing to blend the current policies at WyMC with Banner's policies and procedures. During this transition phase, products and technology should continue to be introduced at the department level unless otherwise directed.

Initial conversations should occur only after the Dept. Director and Supply Chain Director have approved. No onsite visits should occur. Communication should be conducted via telephone, email, or virtual meetings.

If there is interest in proceeding, the Dept Director and or Supply Chain Director will refer you to the appropriate Corporate Clinical and Contracting Team. All product information is reviewed by one of the CSPD's (RN Clinical Supply Product Directors) and all pricing and contracting negotiations are performed by the CA (Contract Administrator).

As of December 2021-

- No new products are being considered unless they bring value from a strategic perspective.
- COVID and the unprecedented Supply Chain Disruption has required Banner to shift its focus from new products to fulfilling the needs for existing ones.
- Product Evaluations are suspended at this time except under very limited circumstances and can only occur after you have received authorization from the CSPD, and the details of the evaluation have been determined.
- Educational Sessions, In-services and/or product demonstration should be conducted using virtual modalities. If in-person sessions are needed, they are to be conducted with the guidance of the Clinical Education Team and under the current gating status criteria.

Free product is never accepted for any evaluation and samples are not to be left in any patient care areas or given to staff, physicians or other health care providers.

Banner Health does not support the use of "trunk stock" on patients, except in emergency situations as the integrity and sterility of the product cannot be guaranteed.

Under no circumstances are products to be used on patients without the proper in-servicing to Medical Staff and Health Care Providers. Failure to comply will jeopardize the Business Partner's ability to conduct future business with Banner Health.

Banner takes our patient's safety seriously. BANNER WILL NOT PAY invoices for new products that have not followed the process unless you obtain approval in writing from the Department Director prior to the case. Agreements made with physicians in their offices are not binding with Banner Health.

Contract Awards

- **Contracts will be awarded based on criteria established by Banner Health. Criteria include, but are not limited to product specifications and quality, service specifications and quality, total delivered costs and logistics, breadth of product line.**
- **The Contracting Department will be responsible for ensuring that potential contracts do not conflict with existing Banner and/or Group Purchasing Organization commitments.**
- **Prior to any award of business, Banner may at its' discretion request sample products for analysis and evaluation. Banner may also request references from existing customers of the Business Partner.**
- **Banner reserves the right to accept or reject any or all proposals based on criteria established by Banner Health.**
- **Contract terms and pricing are applicable to all Banner Facilities unless otherwise noted in the agreement. Individual departments/facilities are not authorized to negotiate or set the terms of a Corporate Contract.**
- **Any offers for bulk purchases or price reduction of products must be made available to all Banner facilities and submitted to the appropriate Contract Administrator for approval. Banner does not support any kind of facility-based offers and facility personnel are not authorized to approve any kind of pricing agreement**

EMERGENCY CODES AND STAFF RESPONSE
CALL 3333 ON CAMPUS
FOR SECURITY CALL (307) 577-2757

NON-ACUTE SETTINGS DIAL 911 FOR ANY EMERGENCY

CODE	DESCRIPTION	INITIAL RESPONDOR	SECONDARY RESPONDOR
RED	FIRE, smoke or smell of something burning	THE ACRONYM RACE IS USED TO DEFINE THE PROCESS FOR WORKING THROUGH A FIRE---- R ESCUE, those in immediate danger. A LARM by activating the nearest pull station and dialing your emergency number. C ONTAIN the fire by closing doors. E XTINGUISH if safe to do so.	Evacuate if directed to do so.
BLUE	Adult medical emergency "CODE BLUE ADULT". Pediatric medical emergency "CODE BLUE PEDS".	Assess patient for CPR needs. CALL FOR HELP. If trained, initiate CPR.	Code Team(s) report to scene.
PINK	INFANT/CHILD ABDUCTION	Dial emergency number immediately. Monitor all exits, stairwells, hallways, etc.	Report suspicious persons or activities to Security.
BLACK	BOMB THREAT may be written or verbal.	Get as much information as possible. Dial the emergency number immediately. Assist in search if assistance is requested .	If a suspect device is located contact Security.
ORANGE	DISASTER	Refer to Policy in Safety Manual. Key operational areas will be established depending on the nature of the emergency.	Refer to department specific plans
GRAY	BEHAVIORAL EMERGENCY	Dial emergency number immediately. Security will respond. Assist victim/others if safe to do so.	Contact local Police Dept.
YELLOW	HOSTAGE SITUATION		
TAN	STAFF CRISIS		
GREEN	PHYSICIAN NOT IN ATTENDANCE AT DELIVERY		
SILVER	ACTIVE SHOOTER		

Packet Review Acknowledgement

I HAVE READ AND UNDERSTAND ALL PAGES OF THE BANNER BUSINESS PARTNER PROTOCOL PACKET AND ACKNOWLEDGE THAT IT IS MY RESPONSIBILITY TO BE FAMILIAR WITH THE CONTENTS AND COMPLY WITH ALL THE REQUIREMENTS OUTLINED.

Name (printed)

Signature

Company

Date