



The University of Texas at Austin
UT Health Austin

EMERGENCY PROCEDURES & HAZMAT & ATHENA DOWNTIME

Quick Reference Guide



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Call for 1st Responder - Police, Fire, Haz Mat Team

For any event that a 1st responder is needed

- **Call 911** – Give location and issue at hand
- When/if you can safely do so, call building security
(512) 202-8978

Fire Alarm**RACEE****Staff Members Response at the Area of Fire is RACEE:**

R – Rescue people from the fire room or area. Remove the people from any room where a fire, smoke, or strong smoke smell exists. Close the door after everyone is out. Do not put yourself at risk during the rescue.

A – Activate the alarm. The verbal alarm is “Code RED”. Avoid the use of the word fire, as it may cause unnecessary panic. If fire alarms are available in the building, pull the nearest fire alarm pull station. This activates the audible alarm; and indicates the location of the fire automatically.

Call 911 to report fire incident on the university campus.

C – Confine the Fire Closing all doors is a critical step to prevent additional deaths or illness. All clinical facility doors should be closed as quickly as practical, even if no smoke is seen. This is a primary task of all staff in all areas of clinical facilities during a fire emergency.

E – Extinguish the fire if it is reasonably safe to do so. In many cases, the fire can be extinguished quickly by a fire extinguisher with little risk.

E – Evacuate the fire/smoke location by moving vertically. All persons that are able to evacuate without assistance will evacuate the building utilizing the nearest exit/stairwells by following the evacuation signs. Move patients/family/visitors with need of ambulatory assistance to the stairwell until directed by staff that the drill or actual event has been cleared. Identified staff will remain with individuals sheltering in the stairwell as well as notify the fire department representatives of their location and number patients/family/visitors sheltering. If further movement is needed, then evacuate the stairwell

Fire Alarm

Staff Members Response Away From the Fire Zone:

Close doors: This is a critical step in all areas to minimize the spread of smoke. Even if there is no smoke visible or no smoke odor, doors must be closed until the drill or activation is over. This includes all clinic room doors. Some smoke and fire doors are on magnetic holdback devices that release automatically when the fire alarm systems goes into alarm.

Check Equipment: Check fire extinguishers, and other fire response equipment to ensure it is available and accessible.

Discuss a relocation plan: This includes considering evacuation of all ambulatory patients, family and visitors while considering moving patients/family with ambulatory issues to the stairwell.

4. Note: All non-essential patient care staff are to evacuate the building upon notification or activation of the fire alarm.



Fire Alarm

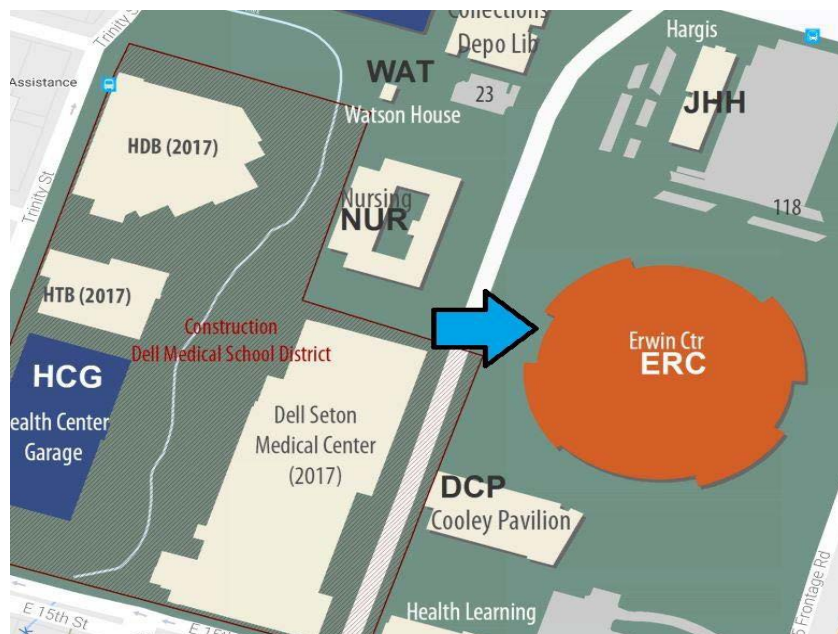
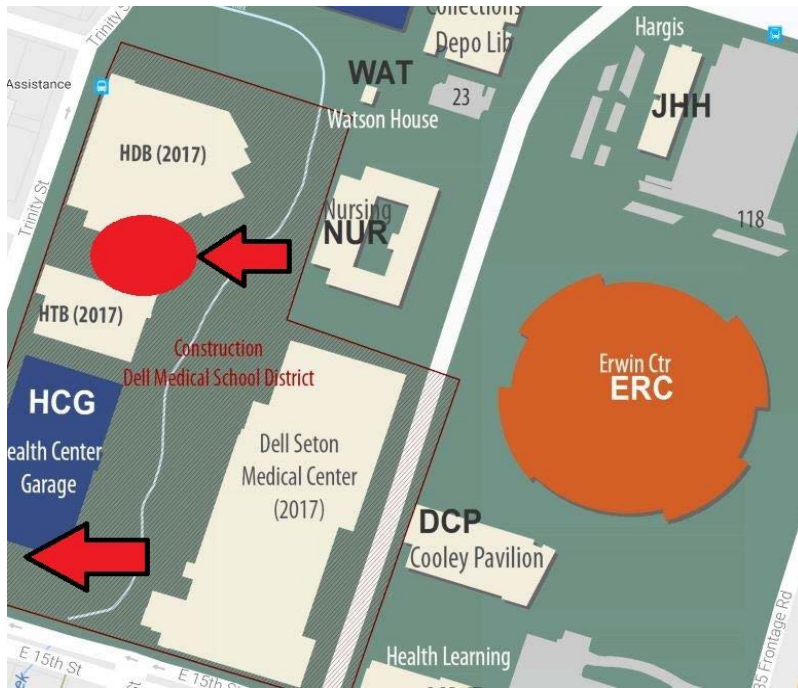
Building Floor Managers Responsibilities

- Ensure all occupants of the floor are notified and are aware of the alarm condition
- Initiate an evacuation of the designated floor or space and direct occupants to the designated primary assembly point
- Assign personnel to monitor elevator lobby(s) as applicable to safeguard against elevator use and to direct occupants to egress routes
- Provide necessary support to all identified occupants who require evacuation assistance
- Conduct a primary floor inspection to ensure that all occupants of the floor or space have safely evacuated
- Account for occupants at the primary assembly area
- Provide a floor status report to the Building Emergency Manager or designee once safely outside of the structure
- In the event of a shelter in place condition relating to weather, direct building occupants to centralized areas of the structure, away from windows and doors and remain with occupants until an “all clear” status is announced

Call 911 to notify of fire if building alarm not yet activated
Once can safely do so, notify building security at **(512) -202-8978**



HTB Evacuation Assembly Points



Emergency Procedures: HEALTH TRANSFORMATION BUILDING (HTB)

Evacuation

Evacuate when prompted by continually sounding fire alarms or by an official announcement.

Evacuate the building using the nearest exit (or alternate if nearest exit is blocked).

Do Not use the elevator!

Clinical Areas, see Appendix IX of the Building Emergency Plan for evacuation procedures

Leave the building in an orderly manner without rushing or crowding. Take personal belongings (keys, purses, wallets, jackets, etc.) only if time and safety permit without delay.

Secure any hazardous materials or equipment before leaving. Close classroom or office doors as you leave.

Follow directions given by evacuation personnel.

Go to Evacuation Assembly Point indicated on building emergency evacuation signs:

Primary **North Stairwell:**

Courtyard/footpath between HTB

and NUR. South Stairwell:

Walkway south of HCG by 15th St.

Secondary **Frank Erwin Center**

Assist persons with disabilities or special needs.

When an alarm sounds, evacuate. Never second-guess or assume the alarm is false.

Medical Emergencies

Look for a Medic Alert bracelet or necklace. Have someone call 9-1-1. If you are alone, yell for help. If you are unable to summon help, call 9-1-1, then return and assist the person.

Give the 9-1-1 operator as much information as possible: type of emergency, what help is needed, exact address, building name, room number, telephone number, information from Medic Alert bracelet or necklace, and victim information.

Don't hang up until you are told to by the 9-1-1 operator. Don't move the victim. Give first aid until emergency personnel arrive.

Severe Weather

Tornado

If you spot a tornado near the university and you have time, dial 9-1-1 from a campus phone or 512-471-4441 to report tornado sightings to the UTPD dispatcher. You should always seek shelter immediately.

When you sight a tornado or receive notification of a tornado nearby:

If you're inside a building or can get into one quickly...

- Put as many walls between you and the tornado as you can by going to an interior hallway on the lowest level of the building, if possible.
- Avoid all windows and other glassed areas.
- If possible, close doors to nearby rooms with exterior windows.
- Protect yourself by going into a "drop and tuck" position using jackets, caps, backpacks or similar items to protect your face and eyes.

If there is no time to get inside...

- Lie in a ditch or low-lying area away from vehicles and objects easily tossed by winds.
- Be aware of potential flooding in ditches and low lying areas.
- Protect yourself by going into a "drop and tuck" position using jackets, caps, backpacks or similar items to protect your face and eyes.

Shelter in Place

Sheltering-in-place is the use of any classroom, office, or building for the purpose of providing temporary shelter.

Shelter-in-place procedures may be in effect for any of the reasons: a chemical truck overturning, tornado, chemical train derailment, chemical facility accident, pipeline rupture, terrorist attack, release of biological agents, release of chemical agents, drilling accident, hazardous material release, or radiological release.

Suspicious Objects

Do not touch or disturb object. Call 9-1-1. Notify your supervisor and HTB Security 512-202-8978.

Be prepared to evacuate.

Fire

Activate the nearest fire alarm pull station immediately if you see fire or smoke. When a fire alarm is activated, the Fire Department is automatically notified. Building personnel will respond to assist as needed.

Evacuate the building immediately, following the guidelines for the Emergency Evacuation Plan. **Clinical Areas, see Appendix IX of the Building Emergency Plan for evacuation procedures**

Call 9-1-1 from a safe location.

Do not enter building until the "All Clear" is announced by emergency personnel.

Hazardous Materials

Do Not attempt to clean up spills.

Cleanup procedures will be determined by emergency personnel.

If anyone is injured, call 9-1-1 immediately!

Move away from the site of the hazard to a safe location. Follow the instructions of emergency personnel.

Alert others to stay clear of the area.

Notify emergency personnel if you have been exposed or have information about the release.

Notify Environmental Health & Safety Hotline: 512-471-3511

Or Campus Police: 512-471-4441 or 9-1-1

Important Numbers

For All Emergencies: 9-1-1

For hazardous materials emergencies:

EH&S Hotline: 512-471-3511 (business hours)

Campus Police: 512-471-4441 or 9-1-1

For facilities emergencies:

Facilities Services Hotline: 512-471-2020

Remember to have your name, number, location, and any other pertinent information available when calling emergency services.

Building Name: Health Transformation Building

Physical address: 1601 Trinity St. Austin, Texas 78712

Suspicious Person

Ask if you can help with directions. Do not confront the person.

Do not let anyone into a locked building/office.

Do not block the person's access to an exit.

Call 9-1-1. Provide information about the person and their Direction of travel.

Notify: HTB Security 512-202-8978

SAFETY PROTOCOL: Armed Subjects

1. If you witness any armed individual on campus at any time or if an individual is acting in a hostile or belligerent manner, immediately call 911.
2. If the armed subject is outside the building:
 - Turn off all the lights and close and lock all windows and doors.
 - If you can do so safely, get all students on the floor and out of the line of fire.
 - Move to a core area of the building if safe to do so and remain there until an "all clear" instruction is given by an authorized known voice.
 - If the staff or students do not recognize the voice that is giving instruction, they should not change their status.
 - Unknown or unfamiliar voices may be misleading and designed to give false assurances.
3. If the armed subject is inside the building:
 - If it is possible to flee the area safely and avoid danger, do so.
 - Call 911 with your location if possible.
 - If flight is impossible, lock all doors and secure yourself in your space.
 - Get down on the floor or under a desk and remain silent.
 - Get students on the floor and out of the line of fire.
 - Wait for the "all clear" instruction.
4. If the armed subject comes into your class or office:
 - There is no one procedure the authorities can recommend in this situation.
 - Attempt to get the word out to other staff if possible, and call 911 if that seems practical.
 - Use common sense. If hiding or fleeing is impossible, attempt to negotiate with the individual.
 - Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances.
 - Remember, there may be more than one active armed subject.
 - Wait for the "all clear" instruction.
 - Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.
 - In case you must flee, do not go to the normal gathering site for your building. Get as far away from the shooting scene as possible and then contact authorities.

SAFETY PROTOCOL: Disruptive Individuals

1. Who is a disruptive individual?

- An individual who makes threats of physical harm to you, others, or themselves.
- An individual who has a weapon. Refer to **armed subjects protocol**.
- An individual who behaves in a bizarre manner or exhibits unstable behavior patterns.
- The individual who appears to be intoxicated or under the influence of a controlled substance.

2. What action should I take?

- A. Call 911.
- B. Give your name and campus location with a brief explanation of the situation.
- C. Take note of the individual's age, personal appearance, clothing, vehicle or any other information that would help identify the individual.

3. Express your authority with non-verbal cues:

- Sit or stand erect
- Square your shoulders
- Smile and make eye contact
- Speak clearly and distinctly
- Maintain a constant voice volume— not too loud

4. Cues to avoid:

- Do not touch your face
- Observe the individual's personal space— do not stand too close
- Do not touch the person
- Do not slouch, glare or sigh at the individual

5. Anger management tactics:

- Get their attention: Use their name, ask them to sit down
- Acknowledge their feelings: Paraphrase what they say so they will know you are listening
- Get them moving: Offer a chair, move them to a private area if possible
- Offer assistance: Use the word "we" to include them in the solution process
- Tell them exactly what you can do for them and when
- Offer an alternative if appropriate
- Advise co-workers of the potential problem if possible
- Call for aid immediately if you sense the situation is getting out of hand



Contact
The University of Texas at Austin
Police Department
at 512.471.4441 or visit
www.utexas.edu/admin/utpd



ECS Employee and
Campus Services
What starts here changes the world



APPENDIX A: UTPD BOMB THREAT CHECK LIST

Time call received

Exact words of caller

Questions to Ask Caller

1. When is the bomb going to explode?

2. Where is the bomb?

3. What kind of bomb is it?

4. What does it look like?

5. What will cause it to explode?

6. Did you place the bomb?

7. Why?

8. Where are you calling from?

9. What is your address?

10. What is your name?

Caller's Voice (check all that apply)

☐ male

☐ female

☐ young

☐ middle-aged

☐ old

☐ calm

☐ disguised

☐ nasal

☐ angry

☐ broken

☐ stutter

☐ slow

☐ sincere

☐ lisp

☐ rapid

☐ giggling

☐ deep

☐ crying

☐ squeaky

☐ excited

☐ stressed

☐ accent

☐ loud

☐ slurred

☐ normal

If the voice is familiar, whom did it sound like?

Were there any background noises?

Person receiving call:

Telephone number call received at:

Date:

Remarks:

ACTIVE SHOOTER RESPONSE GUIDE

BE SAFE

RUN

If you determine that you can reach an escape path to a safer area, then get out.

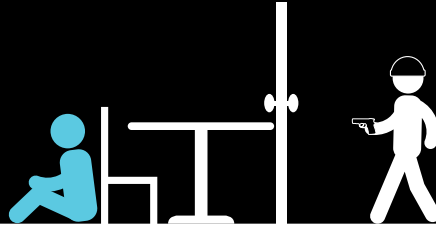
1. Be aware of your surroundings.
2. Have an exit plan.
3. Move away from the threat as quickly as possible.
4. Create as much distance between you and the threat as possible.



HIDE

If you can't evacuate, find a secure place to hide out.

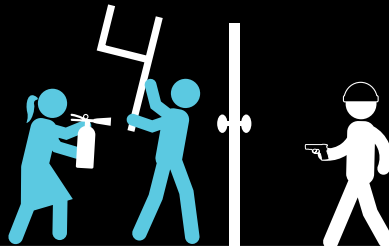
1. Create distance between you and the threat.
2. Find barriers to prevent or slow down the shooter from getting to you.
3. Turn off the lights and silence your phones
4. Remain out of sight by hiding behind large objects.
5. Be quiet



FIGHT

As a last resort, if you can't hide out and if you have absolutely no other option, confront the active shooter.

1. Be aggressive, yell, and commit to your actions.
2. Do not fight fairly - Throw items and use improvised weapons
3. Survive by any means necessary



Encountering an active shooter in your place of work or study is unlikely, but it never hurts to prepare for the unthinkable.

An active shooter is an individual, or multiple individuals, actively engaged in killing or attempting to kill people in a confined space or highly populated area.

In most cases, active shooters use firearms and choose their victims at random with the objective of killing as many people as possible.

Active shooter situations can change quickly and unfold rapidly. In order to stop a shooter and minimize harm to a community, an immediate response by members of that community and deployment of law enforcement resources is critical.

In the instance of an active shooter, every second counts. So, remember these three key steps: RUN, HIDE, and FIGHT.

WHAT TO EXPECT FROM RESPONDING POLICE OFFICERS

When officers arrive, be prepared to calmly, quickly, and accurately tell them what they need to know:

1. Location of the shooter
2. Number of the shooters, if there's more than one
3. Description of the shooter
4. Number and kinds of weapons they have

Follow the officers' instructions. Officers will take command of the situation by shouting orders and/or physically directing individuals to a safe place or the ground.

The first responding officers' main objective is to stop the active shooter and create a safe environment for medical help for the injured. Officers who arrive later will help identify victims that need medical care and conduct interviews and counseling.

NOTICE CONCERNING BEHAVIOR?

It is the university's goal to prevent any unsafe situations before they happen, so we encourage you to report all suspicious behavior and concerns as soon as you notice them.

If you experience any immediate threats to your safety or the safety of others, call 911.

If you notice concerning behaviors in a friend, coworker, or classmate, call the university's anonymous Behavior Concerns Advice Line at 512-232-5050. You can learn more about BCAL at besafe.utexas.edu/behavior-concerns-advice-line.

CALL 911 WHEN IT IS SAFE TO DO SO

EMERGENCY TERMS



CAMPUS SAFETY & SECURITY

BE SAFE

SIREN **OUTDOOR WARNING SYSTEM**

One of the ways campus will be notified of an emergency is the Outdoor Warning System (siren). If you hear the siren at a time other than the scheduled monthly test (11:50 a.m. on the first Wednesday of each month), you should immediately seek cover in the closest building or facility. Wait for further instructions through other communication systems. The siren is NOT used to signal that all is clear.

LOCKDOWN

The directive “Lockdown” is used to protect occupants in proximity of an immediate threat by limiting access to buildings and rooms. If no specific locations are given, all buildings should initiate lockdown procedures.

If you discover there is a violent or potentially violent person in your building or area, **DO NOT CONFRONT THE PERSON UNLESS THERE IS NO OTHER OPTION TO SAVE YOUR LIFE.**

If YOU ARE OUTSIDE a building in lockdown:

1. DO NOT ENTER THE BUILDING. Move as far away as possible from the building under lockdown.
2. Await further instructions from law enforcement.
3. Check the university's website and university social media sites for updates and further information as it becomes available.
4. DO NOT CALL THE LOCATION THAT IS IN LOCKDOWN. Phone calls to anyone inside the building that is in lockdown may endanger them.
5. DO NOT LEAVE YOUR SAFE AREA until law enforcement has opened the door.

If the THREAT IS OUTSIDE your building:

1. If the exterior doors are not electronic and it is safe to reach them, lock them.
2. If safe, leave a person at the door to let others (non-threatening) coming from outside into the building.
3. Close interior doors. Lock doors, if possible. Barricade the doors.

If the THREAT IS INSIDE your building:

RUN: If you determine that you can reach an escape path to a safer area, then get out.

1. Be aware of your surroundings
2. Have an exit plan
3. Move away from the threat as quickly as possible
4. Create as much distance between you and the threat as possible

HIDE: If you can't evacuate, find a secure place to hide out.

1. Create distance between you and the threat
2. Find barriers to prevent or slow down the shooter from getting to you
3. Turn off the lights and silence your phones
4. Remain out of sight by hiding behind large objects
5. Be quiet

FIGHT: As a last resort, if you can't hide out and if you have absolutely no other option, confront the threat.

1. Be aggressive, yell, and commit to your actions
2. Do not fight fairly – throw items and use improvised weapons
3. Survive by any means necessary

SHELTER IN PLACE

For weather:

1. Go to the lowest level of the building if possible.
2. Stay away from the windows.
3. Go to interior hallways and rooms.
4. Use arms to protect head and neck in a “drop and tuck” position.
5. Monitor emergency communications for specific instructions at utexas.edu/emergency.

For environmental incidents (chemical, biological, or radiological releases):

1. Go inside the nearest building.
2. Close all doors, windows, and other inlets from the outside.
3. Shut down the fresh air intake or HVAC system if possible.
4. Monitor emergency communications for specific instructions at utexas.edu/emergency.

CALL 911 WHEN IT IS SAFE TO DO SO

EVACUATION

All occupants of university buildings are required to evacuate a building when a fire alarm and/or an official announcement is made indicating a potentially dangerous situation within the building.

Classroom Evacuation for STUDENTS

All occupants of university buildings are required to evacuate a building when a fire alarm and/or an official announcement is made indicating a potentially dangerous situation within the building.

Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.

If you require assistance in evacuation, inform your instructor in writing during the first week of class.

For evacuation in your classroom or building:

1. Follow the instructions of faculty and teaching staff
2. Exit in an orderly fashion and assemble outside
3. Do not re-enter a building unless given instructions by emergency personnel

Classroom Evacuation for FACULTY AND TEACHING STAFF

University faculty and teaching staff are responsible for implementing university emergency policies and procedures, and for informing students of their classrooms' building emergency evacuation routes, exit doors, and emergency procedures at the beginning of each semester.

Each university faculty and teaching staff member should provide the information listed in "Classroom Evacuation for Students" to students at the beginning of each semester through instruction and/or syllabus information. Emergency evacuation route information and emergency procedures may be found at utexas.edu/emergency.

Students requiring assistance in evacuation should inform their instructors in writing during the first week of class. Instructors must provide this information to the Fire Prevention Services Office by email:

admin.fireprevention@austin.utexas.edu.

For evacuation in your classroom or building:

1. In the event of a fire or other emergency, it may be necessary to evacuate a building rapidly. Upon the activation of a fire alarm or the announcement of an emergency in a university building, all occupants must evacuate and assemble outside.
2. If a "Lockdown" is announced, implement lockdown procedures as listed (see reverse side for more info).
3. Once evacuated, no one may re-enter the building without instruction to do so from the Austin Fire Department, University of Texas at Austin Police Department (UTPD) or the Fire Prevention Services Office.
4. Ensure other occupants of university buildings are aware of emergencies and help anyone requiring assistance in evacuation as long as it is safe to do so.

Building Evacuation

Evacuate the facility upon hearing the alarm or official announcement.

1. Close office doors and turn off lights and computers.
2. Use designated corridors and fire exit stairs that lead to ground level. Leave the building in an orderly manner. Do not use elevators.
3. Assemble in designated areas per the Building Emergency Plan. Upon reaching the ground level, stay at least 300 feet (1 block) from the building.
4. Follow instructions of emergency personnel. Report any individuals left in the building to them.
5. Do not re-enter the building until an "All Clear" announcement is given by emergency personnel.



Remember 5

And Stay Alive



CAMPUS SAFETY & SECURITY

BE SAFE

Severe Weather

1

GET LOW

Go to the lowest level of the building, if possible

2

AVOID WINDOWS

Stay away from the windows

3

GO TO INTERIOR

Go to interior rooms and hallways

4

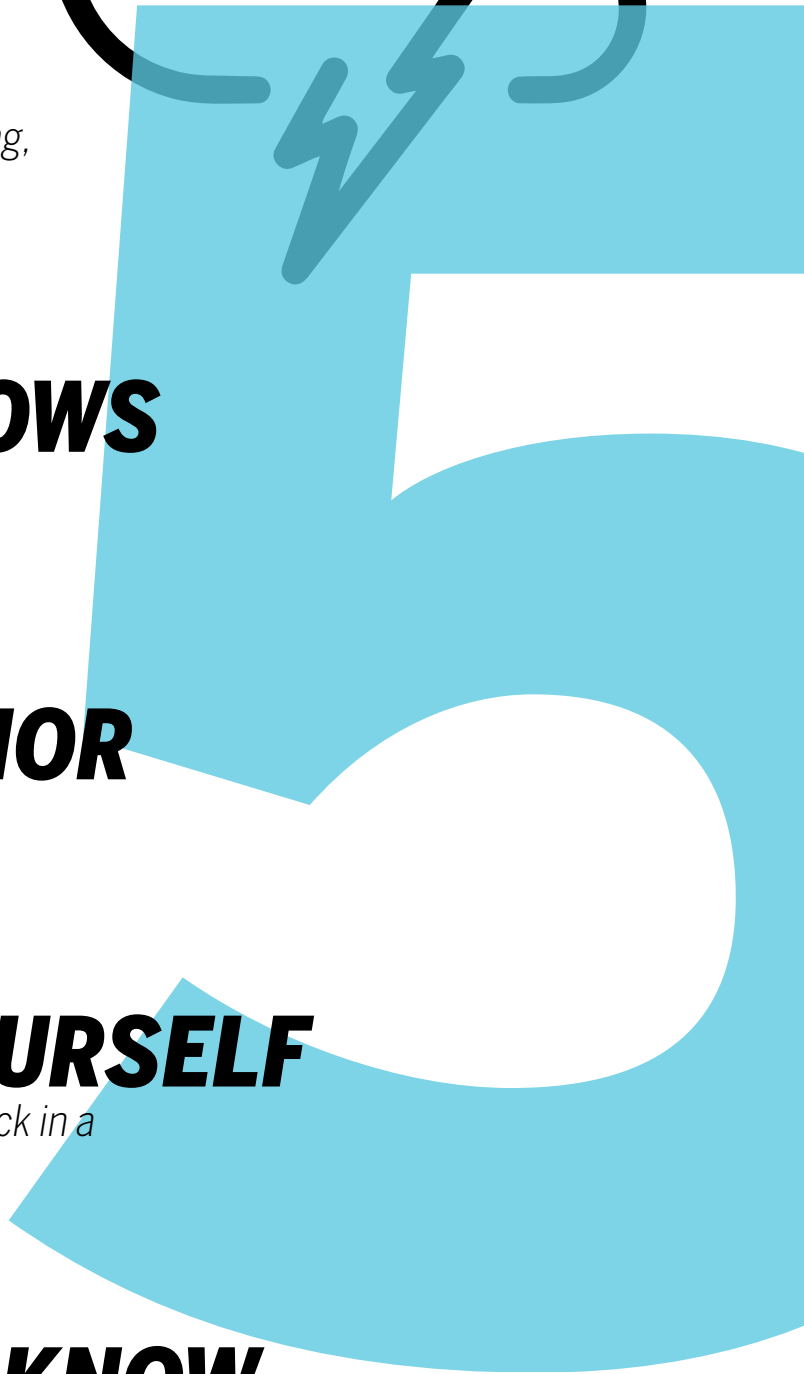
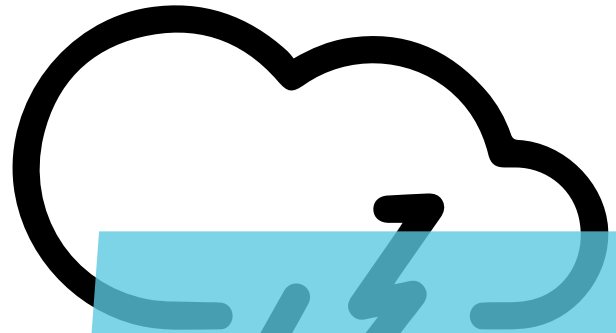
PROTECT YOURSELF

Use arms to protect head and neck in a "drop and tuck" position

5

STAY IN THE KNOW

Monitor emergency communications for specific instructions: utexas.edu/emergency





Safe Handling and Disposal of Sharps

HANDLING OF SHARPS

Needles should not be bent, sheared, broken, recapped, removed from disposable syringes, or otherwise manipulated

Do not pick up broken glass by hand. Mechanical aids should be utilized – ex. Dustpan and brush

Razorblades and disposable scalpels should not be reused and discarded immediately after use

Sharps must be placed in a rigid, puncture-resistant containers

Sharp containers are removed from service when they become $\frac{3}{4}$ full and taken to the solid utility

The size and shape of the sharp container should allow the sharp to freely and completely enter the container

Close and seal the top of the sharp container before placing into a larger biohazardous container

NEVER ATTEMPT TO RETRIEVE ANY ITEM ONCE PLACED IN THE SHARP CONTAINER

SHARPS INJURY

- Thoroughly wash the injured area with soap and water
- Contact WorkWell and seek medical evaluation and treatment for potential exposure
- Report the injury to your immediate supervisor and EHS (512) 471-3511
- Fill out an Event Report



Biohazardous Waste

Biohazardous Waste includes:

- Microbiological Waste – cultures, lab specimens
- Pathological Waste – human tissue
- Sharps – needles, razors, biopsy forceps
- High Risk Fluids – blood or blood products, secretions, saliva

Dressings and isolation waste are NOT considered biohazardous waste UNLESS they contain body fluids that puddle, pool, or ooze under pressure.

Always don appropriate personal protective equipment when handling biohazardous waste

Place all Biohazardous waste in a red bag at point of use. Remove red bag from patient care area and dispose of in the red plastic bin container located in the soiled utility room.

Minor spills are managed by trained staff using a spill kit. All spills including small/minor spills must be reported to UT EHS (512) 471-3511.

For large spills unmanageable by a small spill kit, or if a small spill represents the potential for danger, notify UT EHS by dialing 911.

Hazardous Waste

Hazardous Waste includes:

- Products and chemicals which can cause injury to people or the environment
- Sharps – needles, razors, biopsy forceps
- Gasses and Vapors

Sharps must be placed in a rigid, puncture-resistant containers

Sharp containers are removed from service when they become $\frac{3}{4}$ full and taken to the solid utility

Always don appropriate personal protective equipment when handling hazardous waste

Each department is required to maintain an electronic inventory of all chemicals and products in their department that contain hazardous materials.

Minor spills are managed by trained staff using a spill kit. All spills including small/minor spills must be reported to UT EHS (512) 471-3511

For large spills unmanageable by a small spill kit, or if a small spill represents the potential for danger, notify UT EHS by dialing 911.



Emergency Preparedness Quick Reference Guide

Athena Downtime Procedure V1.0

Downtime Category	Phones & Printing?	Internet Access?	IPU Contact Method	Access to Athena
1	Yes	Yes	Phone back line	Backup.AthenaHealth.com
2	Yes	limited	Phone back line	Paper
3	Yes	No	Phone back line	Paper
4	No	No	Radio	Paper

A. IPU Downtime Responsibility Summary

- i. Assign a team member to be THE communication liaison with the AOC and the Concierge Desk. Use the backline phone first, and if not available use a Motorola radio delivered to you.
- ii. Category 1: Access backup.athenahealth.com for read-only access to Athena
 - i. View the schedules
 - ii. Print Encounter forms (from Quickview)
 - iii. Document clinical encounters on paper forms
 - iv. Call the AOC with questions, and to book future appointments
- iii. Category 2-4: Access paper forms stored in local "Downtime" cabinet under the printer
 - i. AOC staff will deliver patient schedules to you
 - ii. Document clinical encounters on paper forms
 - iii. Call the AOC with questions, and to book future appointments
 1. Category 4: Record the need for future appointments in a log book by hand. Use a Motorola Radio to communicate with Concierge staff.
- iv. Post-Downtime
 - i. Hand enter encounters into Athena
 - ii. FAX hand written forms to Athena using the phone number assigned to you (see below)
 - iii. Give appointment log book and Billing slips to AOC

Athena Downtime Recovery

<i>Fax Phone Number</i>	<i>IPU</i>
844-289-8346	Mulva Fax
844-289-8241	Collaborative Care
TBD	Psychiatry
TBD	BiPolar
844-259-7589	Women's Health
844-259-7265	MS
TBD	Cognitive Impairment
844-289-8345	HTB Imaging
844-259-7150	Employee Wellness
844-259-7563	MSK Fax