Warm Springs Medical Center Environment of Care/ Emergency Management

OVERVIEW

Elements of WSMC's Environment of Care/Emergency Management Include:

- Emergency Operations and Safety Committee
- Safety
- Security
- Hazardous Materials and Waste
- Emergency Codes
- Fire Safety
- Medical Equipment
- Utility Systems

Emergency Operations and Safety Committee

- The committee that oversees WSMC's Environment of Care, Safety, and Emergency Management programs is the Emergency Operations and Safety Committee (EOSC)
- The EOSC consists of a multi-discipline team including representatives from maintenance, housekeeping, nursing, pharmacy, nursing home, safety, and compliance
- The EOSC suggests changes, approves policies and forms, and enforces procedures throughout WSMC as it relates to the Environment of Care and Emergency Operations
- EOSC findings and recommendations are then communicated to the Board QA/PI Committee each quarter

SAFETY

- Milo Varnadoe, Director of Information Technology, is WSMC's Safety Officer and Emergency Preparedness Coordinator . Phone – 706-655-9354
- Everyone is ultimately responsible for their own safety
- WSMC takes measures to ensure controls are in place to provide a safe work environment
- Safety should be a foremost thought in daily activities, right behind quality patient care
- Anyone can report conditions that are unsafe to the Safety Officer or anyone in a leadership role
- Back Injuries and Slips/Falls are our #1 workplace injury. Be mindful of your lifting technique (use your legs!) and surroundings (wet floor signs) at all times.

SAFETY

- Any injuries to staff, patients, residents, or visitors should be reported immediately to someone in a leadership role
- REMEMBER: any staff member that is injured on the job will have to submit to a drug screening
- Failure to submit to a drug screen could mean termination

OTHER SAFETY ITEMS TO CONSIDER

- Remember to wipe your feet on the provided rugs when coming in from wet weather.
- If you see any liquid on the floor, place a visual indicator over the liquid (paper towels, wet floor sign) and notify someone immediately so that it can be mopped.
- Never store anything (other than cleaning supplies) below sinks. Leaky faucets could cause mildew and thus endanger patient safety.
- “Crocs” type shoes are not acceptable to wear by anyone in any department per Dress Code Policy.

SECURITY

- ID Badges are to be worn at all times while on duty and never leave ID Badges in work area. During a disaster, your ID Badge will be the only way you are allowed in the facility
- WSMC does not have full-time security staff
- WSMC is monitored by security cameras, and anyone attempting to disable or alter their operation will be terminated.
- Code Grey is used when the Security Team is needed (Fights, disruptive visitors/patients)
- 911 is always available to be used during normal hours or after-hours
- Employees should NEVER leave personal belongings in plain sight
- Suspicious activity should always be reported to the Safety Officer or anyone in a leadership role

HAZARDOUS MATERIALS & WASTE

- ***Know the chemicals in your Workplace***!!
- **Safety Data Sheets (SDS formerly MSDS)** contain the following information:
  - Substance Name
  - Hazardous Ingredients
  - Precautions and Personal Protective Equipment
  - First-aid /Treatment Procedures
  - Spill and Disposal Procedures
- There should be a copy of each chemical's SDS:
  - In the department where the chemical is being used
  - In the ER in case you need to be treated from exposure
  - In housekeeping/maintenance so they know how to contain and dispose from a spill

HAZARDOUS MATERIALS & WASTE

Stericycle
Protecting People. Reducing Risk.

This poster is intended to identify hazardous chemicals that are present in your workplace, as well as the measures you may employ to protect yourself from such hazards. Each pictogram depicts a type of hazard. The blue section refers to a type of personal protective equipment that *might* be appropriate to protect against the hazards. For more details on the OSHA requirements for the Hazard Communication Program, please consult MyStericycle.com.

STERI Vantage

HAZARD COMMUNICATION STANDARD PICTOGRAM

HCS Pictograms and Hazards

Health Hazard
- Carcinogen
- Mutagenicity
- Reproductive Toxicity
- Respiratory Sensitizer
- Target Organ Toxicity
- Aspiration Toxicity

Flame
- Flammables
- Pyrophorics
- Self-Heating
- Emits Flammable Gas
- Self Reactives
- Organic Peroxides

Exclamation Mark
- Irritant (skin and eye)
- Skin Sensitizer
- Acute Toxicity
- Narcotic Effects
- Respiratory Tract Irritant
- Hazardous to Ozone Layer (Non-Mandatory)

Gas Cylinder
- Gases Under Pressure

Corrosion
- Skin Corrosion/Burns
- Eye Damage
- Corrosive to Metals

Exploding Bomb
- Explosives
- Self Reactives
- Organic Peroxides

Flame Over Circle
- Oxidizers

Environment (Non-Mandatory)
- Aquatic Toxicity

Skull and Crossbones
- Acute Toxicity (fatal or toxic)

PERSONAL PROTECTIVE EQUIPMENT

Protective Gloves:
Gloves are used to protect the hands from temperature extremes, cuts, abrasions, burns, chemical exposure and biohazards. Gloves occur in many different materials, and the proper glove must be selected for the task and hazard.

Lab Coat:
This type of lab coat acts as a protective barrier between your body and hazardous materials. A splash apron or other protective clothing may be used instead of an impermeable lab coat if the task being performed so indicates.

Safety Glasses:
ANSI-Z87.1 approved glasses with side-shields are standard, but they are not the only type of eye and face protection available. Proper eyewear must be selected based upon the task and hazard.

Surgical Mask or Respirator:
Surgical masks are primarily designed for patient protection. For protection against TB or toxic chemicals (vapor or dusts) a NIOSH approved particulate or organic vapor respirator specifically designed for your protection is needed. The respirator selected must be chosen based on the degree of protection required and on the specific hazard to be protected against. Never substitute a full-face shield as a replacement for a surgical mask or respirator, as it will allow passage of airborne pathogens and chemicals to your breathing zone.

GENERAL OSHA COMPLIANCE GUIDELINES

Required OSHA Posting

OSHA requires all workplaces to post the OSHA workplace poster in order to inform your employees of their rights under the OSH Act. An OSHA poster is available on MyStericycle.com.

Required OSHA Programs & Recordkeeping

Written Programs and Training – OSHA requires written programs and training sessions, including a Bloodborne Pathogens Exposure Control Plan and a written Hazard Communication Program. Forms and instructions for creating these programs are available on MyStericycle.com.

Recordkeeping – OSHA requires non-exempt employers who employ 11 or more employees to maintain the OSHA 300 Recordkeeping logs. OSHA also requires certain employers covered by their Bloodborne Pathogens Standard to maintain a separate sharps injury log. Forms and instructions for the OSHA 300 records and sharps injury log are available on MyStericycle.com.

Emergency Contacts

Fire, Police, Medical: _____

Gas Leak: _____

For Issues With Our Building Call: _____

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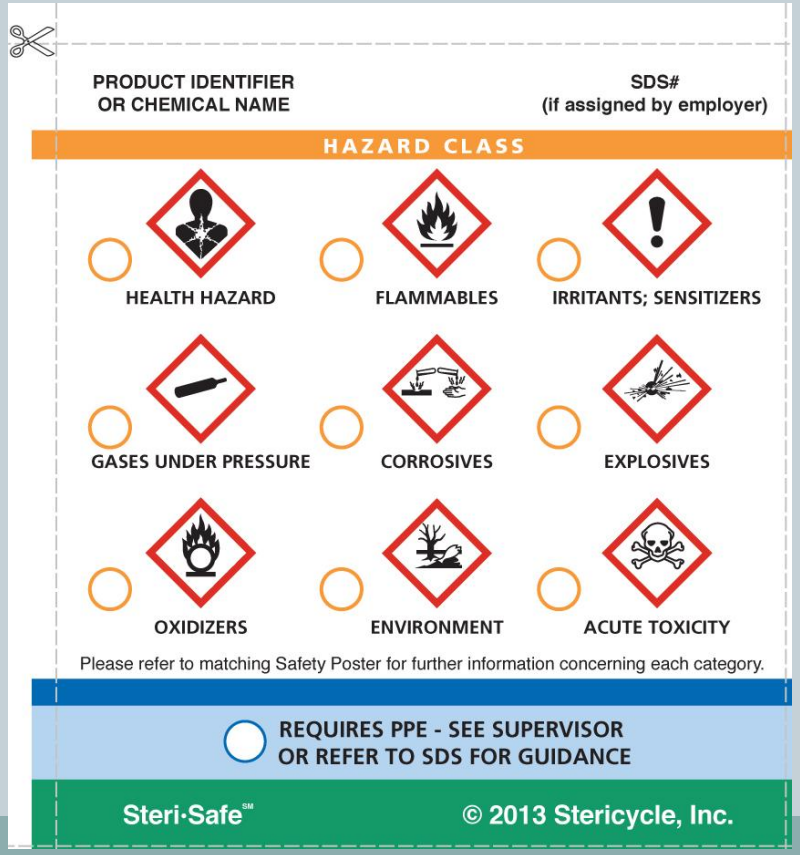
HAZARDOUS MATERIALS & WASTE

- ***LABELING***
- All containers should be **LABELED** properly
- *The Chemical Name
- *Proper Pictogram
- *If it requires PPE



HAZARDOUS MATERIALS & WASTE

SPILL PROCEDURES

- Code Orange (Internal)
- Follow the spill procedures in the Emergency Operations Plan (EOP)
- *Identify the spill
- *Evacuate Area
- *Obtain the SDS
- *If the spill, can be handled departmentally, obtain appropriate PPE follow procedures.

HAZARDOUS MATERIALS & WASTE

For a CODE ORANGE

- Remember "C.L.E.A.N." (on back of badge)
  - "**C**"ontain Spill – Stop it from spreading
  - "**L**"eave the area – danger may be from fumes
  - "**E**"mergency Eyewash/Shower
  - "**A**"ccess the SDS
  - "**N**"otify a manager, housekeeping, and Risk Management

HAZARDOUS MATERIALS & WASTE

- Required Department of Transportation (D.O.T.) Training
  - Only personnel that have completed the required D.O.T. training are authorized to prepare Hazardous Waste for pick-up by Stericycle, and sign Hazardous Waste Manifests
  - The current list of personnel authorized to sign the Manifest is:
    - Alan James
    - Any housekeeping floor tech
    - Milo Varnadoe
    - Anyone from the pharmacy

HAZARDOUS MATERIALS & WASTE

Red Bag Waste:

- Visible Bloody Gloves
- Visibly Bloody Tubing
- Contaminated PPE
- Saturated Gauze
- Saturated Bandages
- Blood Saturated Items
- Closed Disposable Sharps Containers

EMERGENCY MANAGEMENT

Summary of Emergency Codes (back of badge)

Code Pink	Missing Child (age 16 or younger)
Code Purple	Missing Adult (age 17 or older)
Code Red	Fire (R.A.C.E./P.A.S.S.)
Code Blue	Cardiac Arrest (Rapid Response Team)
Code Orange	Chemical Spill (Internal or External)
Code Triage	Activate Incident Command
Code Grey	Security Needed (no weapon)
Code Silver	Hostile with weapon/Bomb Threat

CODE PINK

- Any Missing Child (age 16 or younger)
- Proper procedure for a Code Pink
  - Call the nearest nurse's station (access to the PA system) to issue a code pink
  - Give the Security Team a description of the child
  - Limit traffic in your department, as well as assign someone to secure an external exit. DO NOT LET ANYONE LEAVE THE BUILDING!
  - All internal movement of people should cease. FREEZE!
  - If the child is spotted, do NOT approach, and notify the security team
  - ONLY the security team can clear a Code Pink

CODE PURPLE

- Any Missing Adult (age 17 or older)
- Proper procedure for a Code Purple
  - Call the nearest nurse's station (access to the PA system) to issue a Code Purple
  - Give the Security Team a description of the adult
  - Limit traffic in your department, as well as assign someone to secure an external exit. DO NOT LET ANYONE LEAVE THE BUILDING!
  - All internal movement of people should cease. FREEZE!
  - If the adult is spotted, do NOT approach, and notify the security team
  - ONLY the security team can clear a Code Purple

FIRE SAFETY

- CODE RED is the universal code for fire
- EVERYONE should know R.A.C.E./P.A.S.S.
- EVERYONE should participate in fire drills
- EVERYONE should be familiar with the locations of fire extinguishers, alarm pull stations (by an exit), and evacuation routes throughout WSMC
- The only personnel authorized to shut off medical gas valves during an emergency are:
    - Charge Nurse
    - Respiratory Therapist
    - Maintenance
    - Fire Department
- Kitchen Staff should know how to activate the fire suppression system on the kitchen hood for grease fires

FIRE SAFETY

- When discovering a fire
  - R – Rescue anyone in immediate danger
  - A – Activate the alarm
  - C – Contain the blaze by closing doors and windows
  - E – Extinguish a small fire using an extinguisher (P.A.S.S.)

    OR
  - E – Evacuate the area

- When using a fire extinguisher
  - P – Pull the pin of the fire extinguisher
  - A – Aim the nozzle at the base of the fire
  - S – Squeeze the handle of the fire extinguisher
  - S- Sweep the nozzle from side to side at the base of the flames

FIRE SAFETY

- If you are away from the fire:
  - **Close all doors**
  - **Clear the halls of any unnecessary equipment**
  - **Instruct patients/visitors about the alarm**
  - **Review fire exits and evacuation routes**
  - **Account for all staff, patients/residents**
  - **After “All Clear”, complete Fire Drill Evaluation form and submit to Safety Officer (whether a drill or actual event)**

CODE BLUE

- Cardiac Arrest
- Only personnel qualified and trained to respond to a Code Blue should respond (Rapid Response Team)

CODE ORANGE

- Remember “C.L.E.A.N.” (on back of badge)
  - “**C**”ontain Spill – Stop it from spreading
  - “**L**”eave the area – danger may be from fumes
  - “**E**”mergency Eyewash/Shower
  - “**A**”ccess the SDS
  - “**N**”otify a manager, housekeeping, and Risk Management

CODE TRIAGE

- **WSMC uses the Hospital Incident Command System during any emergency/disaster (Code Triage)**
- **The Administration Conference Room is the designated Emergency Operations Center (EOC)**
- **The downstairs conference room is the backup EOC**
- **Should a Code Triage be called, each department should poll staff for availability using call-trees**
- **Each department has a specific role during a Code Triage**

CODE GREY

- Security Needed
- Hostile Patient/Visitor/Employee without weapons
- Only personnel capable of responding to a Code Grey should respond.
- Onlookers are not welcome!!!!
- Depending on situation, after-hours Code Grey's may be followed by call to 911.

CODE SILVER

Hostile person with a weapon OR Bomb Threat

- Run/Hide/Fight – An active shooter video by Homeland Security
  http://www.youtube.com/watch?v=p4IJA5Zpzz4

- **At the Scene**
  - Clear the hall of patients, staff and visitors if possible.
  - Take cover in a safe location behind closed doors and away from window views.
  - Call Security on radio. Provide the following information if possible:
    - your name
    - location (be as specific as possible)
    - number of hostile individuals and type of weapon (if known)
    - identification or description of hostile individuals (if known)
    - number of persons involved
  - Remain out of view until the all clear has been announced

CODE SILVER

- **Away from the Scene**

  - Stay in your current location. Limit all travel in public corridors.
  - Secure entrances to the area by closing the doors to public corridors.
  - Clear all visitors, patients and staff from the halls.
  - Seek shelter behind closed doors and away from window views.
  - **Do not attempt to go to the location of the event**.
  - **Remain in a sheltered place until all clear is announced.**
  - Report the following information to the security team on the radio if any suspects are encountered:

    Location of the encounter and if the perpetrator is still on the scene, the number of perpetrators, victims, and/or hostage's

    Type of weapon's involved

    PLEASE REMEMBER……..RUN….HIDE….FIGHT

CODE SILVER

- BOMB THREAT
  - Write down exact words of caller
  - Notice characteristic of voice and background noises.
  - Keep caller on the line.
  - On a different phone, call or get someone to call 911
  - Notify the security team and administration
  - Follow the evacuation procedures (if necessary) in the Emergency Operations Manual

SEVERE WEATHER

- Codes are no longer used. Announcement will be made in plain English so that employees, patients, residents, and visitors are all informed of conditions and can take appropriate action
- A “WATCH” means that conditions are favorable for severe weather to occur.
- A “WARNING” means that severe weather has been spotted and actions should be taken to protect people and property

SEVERE WEATHER

For any Severe Weather WARNING

- Move to an interior area of the facility
- Move patients into hall
- Close doors
- Stay away from windows
- Remain sheltered until “All Clear”
- All severe weather warnings will be cleared once the weather system has passed

MEDICAL EQUIPMENT

- Vision Biomedical manages our medical equipment program and repairs
- Any medical equipment in need of repair should be removed from service, labeled with detailed issue, and work order submitted to the biomed department
- Treat the equipment as if it belonged to you. Repairs of equipment due to abuse are quite costly.
- Rental equipment can be requested through the purchasing department

UTILITY SYSTEMS

- The Maintenance Department can be reached at 706-655-9270
- Work Orders should always be submitted in lieu of a verbal request, unless it is an emergency
- Maintenance is on-call after-hours, but only for emergencies. A locked office is not an emergency.
- Critical systems that should be reported when not functioning properly include:

  Call lights, medical gas, medical vacuum, HVAC, power, water

UTILITY SYSTEMS

- Current utility systems that have a backup include:
  - Power – We have a generator for the hospital and one for the nursing home. To find outlets connected to the generator, look for a "RED OUTLET"
  - Water – If the city of Warm Springs loses water pressure, we can switch over to Roosevelt's water system
  - Communications – If the telephones are inoperable, personal cell phones can be used for external communications. VHF and FRS radios are available for internal communications. The State of Georgia provides a Southern Linc radio in the ER for emergency department communications. This the case for all hospitals.

SUMMARY

- WSMC has an Emergency Operations and Safety Committee (EOSC) that oversees the Safety/Emergency Management Programs
- WSMC has controls in place to ensure each employee, patient, resident, and visitor is safe, secure, and comfortable while at WSMC
- Each employee should take initiative in familiarizing themselves with WSMC's Environment of Care/Emergency Management policies and procedures
- Each employee should promote a culture of safety!!

Environment of Care/Emergency Management

Thank you for your time!

ANY QUESTIONS?