Providence Regional Medical Center Everett

Safety & Emergency Preparedness

The following is an excerpt from the employee online annual course. Questions and slides not specific to Northwest WA have been omitted, so slide numbers may not be consistent.

Please review all of the slides.

Thank you
We'll begin with equipment malfunction reporting. There are a few steps associated with the process.
Reporting an Incident or Safety Concern

Reporting an Equipment Malfunction

1) Take the equipment out of service

2) Tag the equipment, including:
   - Your name and extensions
   - Full description of the issue
Reporting an Incident or Safety Concern

Reporting an Equipment Malfunction

3) Contact your local Biomedical or Clinical Engineering Department to report the problem.

Reporting an Incident or Safety Concern

Reporting an Equipment Malfunction

4) Complete an online report regardless of patient impact. Names of links and online reports vary by location. Choose your specific link on your intranet home page or...
Reporting Patient Incident or General Concern

For a patient incident or any safety concern, report incidents to your safety manager or submit an online report using the specific Intranet link for your location, then complete an online report regardless of patient impact.

Choose your specific link on your intranet home page or Employee Health web page (Oregon):

- Unusual Occurrence Report (UOR)
- Electronic Quality Review Report (QRR)

---

Employee Injury / Workplace Violence

An Employee Injury Report Must Be Completed for Every Employee Work-Related Injury/Incident
Escalating a Safety Concern / Issue

Escalating a Safety Concern or Issue
Your Rights to a Resolution Are Important to Us!

Any employee with an unresolved administrative, clinical, or other patient safety or service concern, such as:
- Any harm to a person (actual or potential)
- Any patient incident
- Any equipment malfunction

...has the right to escalate their area of concern up the organization's leadership levels until a resolution is reached.

If no resolution is reached within our organization, staff and patients have the right to contact the Joint Commission or your State Department of Health directly without fear of retaliation.
### Emergency Codes

**Your Rights to a Resolution Are Important to Us!**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLUE</td>
<td>Heart or Respiration Stops</td>
</tr>
<tr>
<td>RED</td>
<td>Fire</td>
</tr>
<tr>
<td>ORANGE</td>
<td>Hazardous Spill</td>
</tr>
<tr>
<td>SILVER</td>
<td>Weapon or Hostage Situation</td>
</tr>
<tr>
<td>INTERNAL TRIAGE</td>
<td>Internal Emergency</td>
</tr>
<tr>
<td>EXTERNAL TRIAGE</td>
<td>External Emergency</td>
</tr>
<tr>
<td>GRAY</td>
<td>Combative Person</td>
</tr>
<tr>
<td>AMBER ALERT</td>
<td>Infants/Child Abduction</td>
</tr>
<tr>
<td>CLEAR</td>
<td>Emergency is Over</td>
</tr>
<tr>
<td>RAPID RESPONSE TEAM</td>
<td>Medical Team Needed at Bedside</td>
</tr>
</tbody>
</table>

**Providence WA caregivers, click the image below to enlarge.**

**Kadlec caregivers, click the image below to enlarge.**

---

Published by Articulate® Storyline  www.articulate.com
Know how to Prevent and Respond to emergencies

Hazardous Materials

Remember, being prepared means knowing how to PREVENT AND HOW TO RESPOND TO EMERGENCIES.

NOTICE
Emergency Preparedness

Haz Mat Classifications

Hazardous Materials Classifications

It's a good idea to familiarize yourself with these four classifications of hazardous materials:

- Health Hazard
- Fire Hazard
- Specific Hazard
- Instability

Understanding the classifications can help you respond quickly in an emergency.
Storage and Labeling

Store chemicals sealed in a secure area. Product labels include a variety of warning symbols on them. Major warning symbols you will encounter include the ones shown here.

Labeling Secondar Containers

Storage and Labeling – Secondary Container

If you use a secondary container, such as a spray bottle, include the following information on it:

- The name of the product or chemical
- A warning symbol or written hazard warning statement such as 'irritant', 'corrosive', or 'non-toxic'
Safety Data Sheets

Know Where to Locate the SDS (formerly MSDS)

All SDS sheets must be maintained in a secondary location in case the intranet is not available. This is sometimes a service provided by your vendor.

Chemical Emergency Response

Chemical Emergency Response

All our preparations can reduce but not eliminate emergencies.

Response to a Chemical Emergency

Small spills: Use department's spill kit (call a Code Orange and call Facilities for assistance, if needed)

Large spills: Call a Code Orange immediately (if you do not use a Code Orange, contact Facilities immediately)
Chemical Spill Response

Chemical Spill Response

Remember S.R.I.L. when responding to a chemical emergency

S = Secure the area
   Make sure everyone leaves and door is locked

P = Protect persons
   Evacuate area and prevent others from entering

I = Inform
   Report the emergency

L = Leave the area
   If spill is greater than what you have been trained
   is safe to clean up, retreat to a safe location
Electrical Safety

Use Cords and Outlets Properly and Be Observant!

- A hot outlet can be an indication of unsafe wiring
  - Unplug cords from the outlet
  - Report the hazard
- Do not use outlets or cords with exposed wiring
- Report damaged outlets or cords

Use Cords and Outlets properly

Electrical Safety

Use Cords and Outlets Properly

- Do not bend, stretch, or kink power cords excessively
- Do not jerk cords from outlets
  - Pull on the plug
- Do not rest equipment on power cords
- Do not use tape on power cords or plug outlets
- All multi-plugs must be approved by Engineering
- Use only power cords with three-prong plugs, never use:
  - Adapters
  - Two-prong plugs
  - Broken three-prong plugs
Magnetic Resonance Imaging (MRI)

- Magnet Always On
- DANGER
- STRONG MAGNETIC FIELD
- Keep away from pacemakers, implanted defibrillators, and other electronic devices
- Do not enter if you have any metal implants

Radiation Safety

Protect Yourself with Time, Distance & Shielding

- Minimize the time you spend near radiation
- Maximize your distance from the source
- Use lead shielding such as aprons or walls
- Wear a dosimeter badge if required when working around radiation

Library

PREVIOUS   Currently Disabled
Radiation Policy - ALARA

It is the policy of the Providence Health & Services to maintain occupational radiation exposure levels As Low As Reasonably Achievable (ALARA).

Do Not Enter any area with these signs posted, unless authorized by the Department or Area Manager.

These signs and labels warn of potential radiation exposure in the area.

Protect Others

Radiation Policy – Protect Others

* Don't fold or crumple lead aprons (causing cracks)
* Alert others to radiation exposure
* Shield
* Use appropriate signage
Medical Gas Safety

Physical Placement of Cylinders

Do not allow cylinders to be stored loosely on the floor. Cylinders are not to be laid down at any time when in use or during storage unless in a holder made for this position.

Check to see that the medical gas cylinders are:

- Secured in place
- In an upright position
- In a well-ventilated area

Medical Gas Usage

Medical Gas Usage

Always READ the label on each cylinder before using a medical gas, in addition to checking the tank color.

Emergency Medical gases have a variety of uses and include:

- Oxygen
- Compressed Air
- Carbon Dioxide
- Helium, Nitrogen
- Nitrous Oxide
Medical Gas Safety Usage

Usage
- Never use an adapter to make a connection
- Always check to be sure the cylinder has adequate gas supply prior to transporting a patient and never lay cylinders on the patient’s bed
- Never move a cylinder by rolling it across the floor. Cylinders should be moved via appropriate carriers or carts
Storage

Medical Gas Safety - Usage

- FULL OXYGEN CYLINDERS READY FOR USE
- EMPTY OXYGEN CYLINDERS DO NOT USE

Storage
- Store empty or in-use cylinders separate from unopened (full) cylinders areas
- OXYGEN is limited to the quantity that can be stored in any individual fire compartment
- No more than 12 unopened “E” cylinders and/or “grab-n-go” cylinders are allowed at any given time
- All large H cylinders must be double chained to the wall when not in use.

Emergency Preparedness Roles & Responsibilities

Emergency Preparedness – Roles & Responsibilities
Emergency Preparedness is Everyone’s Responsibility!

Ever observe a planned fire drill? Everyone calmly evacuates, stays together and meets in the designated area?
Ever seen a news report of a fire where everyone is running from the building, screaming?
In any emergency, muscle memory takes over and we respond the way we’ve trained. So, practice safety procedures frequently.

Know Your Roles and Responsibilities...
... BEFORE, DURING and AFTER an Event!
Before an Emergency

Emergency Preparedness – How Can You Help?

Know Your Roles and Responsibilities...

... BEFORE, DURING and AFTER an Event!

BEFORE an Emergency

• Be familiar with the Hospital Incident Command System (HICS)
• Know your unit's specific disaster plan, and the Facility's Overall Disaster Plan
• Know your escape routes, gathering place and patient evacuation priorities
• Know the location of your department's disaster equipment and supplies

Before and Emergency

Emergency Preparedness – How Can You Help?

Know Your Roles and Responsibilities...

... BEFORE, DURING and AFTER an Event!

BEFORE an Emergency

• Be prepared! Have emergency kits at home, work, and in your car
• Make a plan for those you love including children, the elderly, and your pets
• Get first aid/safety training (refer to your previous safety training for the specifics)
Fire Preparedness – How Can You Help?

Know Your Roles and Responsibilities...

... BEFORE, DURING and AFTER an Event!

BEFORE an Emergency - Common Causes:

Smoking
  • Adhere to the PHS Policy which states:
    "The use of tobacco, in any form, is prohibited in or on any property owned or leased by Providence."

Electrical Malfunction
  • Remove damaged or faulty equipment from service
  • Tag and submit malfunctioning equipment for repair

Equipment Misuse
  • Do not use any piece of equipment that you have not been trained to use

Fire Preparedness – How Can You Help?

In Case of Fire...
STAY CALM
During a Fire

Response – How Can You Help?

DURING a Fire Alarm,
Remember RACE, RACEE,
RACER, or RESCUE

Response – How Can You Help?

Remember R.A.C.E.

RACE Fire Protocol:
- If you see a fire, contain the fire and evacuate horizontally to the next uninvolved smoke compartment and set up patient care.
- If no smoke compartment is available, evacuate vertically down the stairwell to the next floor and set up patient care.
- Evacuate patients outside as a last resort.

Published by Articulate® Storyline   www.articulate.com
During an Earthquake

Earthquake Safety
Know Your Roles and Responsibilities...

...BEFORE, DURING and AFTER an Event!

DURING an Earthquake
- Protect yourself: Drop, Cover and Hold On
- Use your voice to direct others
- Use your voice to instruct patients to remain where they are and protect their heads

After an Earthquake

Earthquake Safety

AFTER an Earthquake
- Check yourself and your co-workers
- Check your patients
- Check your immediate work/patient care area
- Send the report with unit status to the Hospital Incident Command System (HICS) or other location as directed
Evacuation Routes

Proceed to next available smoke compartment (first point of refuge)
- Horizontally (new smoke compartment)
- OR
- Vertically (down to next floor and new smoke compartment)

Proceed  Outside  Staging Area

Outside

Evacuation Routes

Outside is the last resort (second point of refuge)
Least desirable, least controllable environment.

Proceed  Outside  Staging Area
Staging

Evacuation Routes

Know Your Staging / Assembly Areas

- Primary and Secondary
- If you do not have pre-determined areas, listen to your Incident Commander for directions

Proceed  Outside  Staging Area

After an Evacuation

After an Evacuation

AFTER an Emergency

- Account for all evacuated staff and patients
- If you have time and it is safe to do so, return and collect any missing patient or needed medical equipment