



SAFETY AND DISASTER PLANNING

Self-Study Guide

SAFETY

In general, safety first is a common phrase. In healthcare, we know that patient care is our first concern. Safety and patient care can work together. If you work safe and have a safe working environment, you are accomplishing both safety and patient care.

We do this in several ways:

- Health and Safety Fairs
- Code Violet training for those who respond to violent behavior incidents
- Routine drills
- Patient safety posters
- Safety newsletters
- New employee training
- Annual training
- Building inspections
- Fire Alarm and Fire Safety inspections
- Fire Extinguisher inspections
- Security inspections

WHAT CAN YOU DO?

1. Know where safety information is kept in your area.
2. Review the policies.
3. Know what your duties are in an emergency.
4. Reduce clutter in your area.
5. Do not block hallways or exits.
6. Watch for safety hazards.
7. Report safety-related problems.

The Hospital has an active Safety Committee consisting of fifteen (15) members from various areas of the Hospital. The Committee meets monthly with sub-committee meetings throughout the month. The responsibility of the Safety Committee is to review and act on various topics such as:

- Patient safety
- Patient falls
- Medication management
- Security
- Emergency management
- Infection control

When it comes to Safety, the most important part is YOU. No one can do more to keep you and our clients safe better than you.

SECURITY

Security Officers are available at the Hospital during the evening and nighttime hours. If security is needed at night, they can be reached by radio by calling extension 360 (Med/Surg) or by paging them on the overhead paging system.

If security is needed during the day, they can be reached by paging them on the overhead paging system and saying “Security to (give your location)”. Specific employees are trained to respond when a call for security happens during daytime hours. If it becomes necessary for law enforcement, call 911.

If the need for security involves a violent or potentially violent individual, you should call a Code Violet. See the Code Violet Policy in the Safety Manual or use the Emergency Preparedness Quick Reference Manual for details.

REPORTING SAFETY-RELATED PROBLEMS

You can report safety hazards or unsafe conditions to your supervisor, a member of the Safety Committee, or directly to the Safety Officer. Do not think that by reporting a problem, you are telling on someone or that you will get into trouble for doing it. Reporting problems is a way of getting hazards and unsafe conditions fixed, and by doing so, you may just save someone from serious injury or death.

EMERGENCY PREPAREDNESS

Emergency Preparedness is a nine (9) member sub-committee that reports to the Safety Committee. The sub-committee plans for disasters and emergency situations so the Hospital can be prepared if these happen. They plan and execute disaster drills, write and update disaster policies, and purchase and maintain disaster equipment and supplies.

Pike Community Hospital is not alone in disaster situations. We are one of twenty-one (21) hospitals in our region that combine resources for disaster preparation. We work with the Pike County Emergency Management Agency. We have formed a Community Healthcare Coalition consisting of local healthcare agencies, businesses, community leaders, and emergency responders.

DISASTER (EMERGENCY) CODES

The Hospital uses fourteen (14) emergency codes. These codes are state recommended or standardized codes and are used by many hospitals in Ohio. The policies for all of the codes can be found in the Safety Manual. In an emergency, it is easier to use the Emergency Preparedness Quick Reference Manual. This manual gives you the steps to take to call a Code or the actions to take if you hear a Code called on the overhead paging system. The Emergency Preparedness

Quick Reference Manual is a “memory jogger.” All employees should still read the Code policies.

WHO CAN CALL A CODE?

There are two (2) types of codes. The following seven (7) Codes can only be called by the CEO or their designee or the Supervisor-in-Charge:

- Code Black = Bomb/Bomb Threat
- Code Grey = Severe Weather
- Code Yellow = Disaster – Receiving patients in excess of normal
- Code Brown = Missing Adult Patient
- Code Light = Planned Electrical Outage
- Code Zebra = Bioterrorism Alert
- Code Green = Evacuation

The following seven (7) Codes require immediate attention by staff and can be called by any staff member:

- Code Adam = Infant/Child Abduction
- Code Orange = Hazardous Material Spill
- Code Blue = Medical Emergency Adult
- Code Pink = Medical Emergency Child
- Code Silver = Person with a Weapon
- Code Violet = Violent Person
- Code Red = Fire or Smoke

If you encounter a situation and you are not sure if you should call a Code, then you should probably call the Code. It is better to have the help and not need it rather than need the help and not have it.

HOW TO CALL A CODE

Dial 77 from most phones in the Hospital to get the overhead paging system. Start out by saying “May I have your attention please.” This lets people know that an important message will follow. State the Code name and the location three times. This will assure that most people in the Hospital will hear the information. Use the Emergency Preparedness Quick Reference Manual for assistance and additional information.

WHAT DO YOU DO IN A CODE?

First, STAY CALM. Each department or area you work in will have different functions during a Code. Talk to your supervisor to see what your function is.