Medical Center Hospital Plain Language

Plain Language

- Medical Center Hospital has a system for responding to the following events:
  - Evacuation
  - Fire
  - Hazardous Spill
  - Emergency Plan Activation
  - Team Assist
  - Severe Weather
  - Missing Infant/Child/Person
  - Active Shooter
  - Bomb Threat
  - Combative Person
  - Medical Emergency
  - Medical Decontamination
  - Rapid Response

FACILITY ALERT

○ Evacuation
  ▪ Each department has a specific evacuation plan for their area. Each employee should review the department specific evacuation plan and become familiar with exit routes and fire exits. To prevent blockage of corridors during evacuation procedures, patients should be evacuated in the following order:
  ▪ Patients in immediate danger
  ▪ Ambulatory patients under supervision
  ▪ Bed patients or wheelchair patients who cannot ambulate
  ▪ Patients on life-support equipment

  ▪ Who is authorized to give an order to evacuate an area or the hospital?
    ▪ Administration
    ▪ Fire Chief
    ▪ Law Enforcement
    ▪ Safety Officer

Facility Alert

- **Fire Alarm Activation**
  - Know the floor plan of your dept. & the hospital as a whole
  - Pay attention to exit routes
  - Know the exact location of fire alarms and fire extinguishers
  - Dial 2000/pull alarm (Rescue, Alert, Confine, Extinguish)

Facility Alert

- **Hazardous Spill**
  - Any spill which could present a hazard to people, the environment, or effects unknown.
  - Contact PBX
  - Isolate spill area
  - Deny any entry to area

Facility Alert

Emergency Plan Activation

A disaster is any incident or event that disrupts the normal operation of Medical Center. To assist in a quick and efficient transition from normal to disaster operation, the hospital has developed a disaster plan which outlines general guidelines and department functions during emergency operations. The administrator (or designated representative) makes the decision to implement the disaster plan and is responsible for managing disaster operations.

In the event that a disaster happens within Medical Center Health system or in the community the announcement "Emergency Plan Activation" along with the type of disaster will be called overhead. All staff will return to their departments and await instructions from the supervisors. Disasters may include but not limited to: fire, bomb threat, loss of a major utility system, plane crashes, natural disasters (flood, earthquake, tornado, etc.), civil disturbances, and bioterrorism.

Emergency Operations Plan can be found on the intranet home page as well as the policy manager. It is included as a part of the Environment of Care Plan. All employees are required to become familiar with the contents of the plan and understand their role in a disaster situation, and should be able to locate this document for reference.

Facility Alert

- **<u>Team Assist</u>**

- <u>What is it?</u> Team assist is a team of nurses who respond to units that are experiencing acute workload issues, such as multiple admissions or discharges all at once.

◦ <u>How does it work?</u>   The charge nurse will notify the house supervisor when a team assist is needed. The house supervisor will then notify the team and direct them to the unit in need. The charge nurse should be ready to "direct traffic" as each team member will report directly to the charge nurse to identify immediate needs.

MCH Team Assist

◦ <u>Why are we doing this?</u> We are doing this because patient care and safety is a priority. We know that sometimes staff can be overwhelmed with multiple admissions and/or discharges and assistance is needed immediately.

◦

◦ <u>What if this happens after business hours?</u>   After normal business hours, the house supervisor will call each unit's charge nurses and ask if there are staff members available to help. Any available staff will report to the affected unit's charge nurse, help out and perform their tasks, and be dismissed back to their unit of origin as soon as possible.

**Note: Team is intended to be a short-term and quick solution to an immediate need. The team should be dismissed <u>as soon as possible</u>.

MCH Team Assist

<u>VERY IMPORTANT</u>: Team assist is a solution for workload issues, not for patients with changes in acuity or a change in clinical factors affecting workload. RAPID RESPONSE TEAM remains the appropriate method for resolving these types of problems.

Team Assist Members:
- *Educators
- *Directors

Weather Alert

◦ Severe Weather

  ◦ Close all doors, curtains, & blinds

  ◦ Don't tie up the telephone lines

  ◦ Unplug nonessential electrical equipment

  ◦ Remain in assigned dept.

  ◦ Prepare for evacuation

  ◦ Move to central hallway

Security Alert

- **Missing Infant/Child/Person**
  - Go to closest exit and watch for anyone with an infant or with a bag that could hold an infant.
  - Get a good description of the person
  - Report information to security

Security Alert

- Active Shooter
  - Active Shooter
  - **Avoid**-Exit the area quickly if it's safe to do so and notify 2000/911
  - **Deny-**Be prepared to take cover and deny entry, Notify 2000/911
  - **Defend**-As a last resort use anything necessary as a weapon to survive and protect.
  - ECHD police will respond. Wait for their instructions.

Security Alert

- **Bomb Threat**
  - This is the notification of a bomb threat (usually made by a caller)
  - Try to keep the caller on the phone. Obtain as much info. as possible.
  - Report information to supervisor
 - Report anything suspicious

Security Alert

- **Combative Person**
  - Called when someone is about to cause harm to themselves, the staff or the hospital property

  - Dial 2000

  - The team & security will respond to the location

  - The team will assume control of the situation and direct team members as n
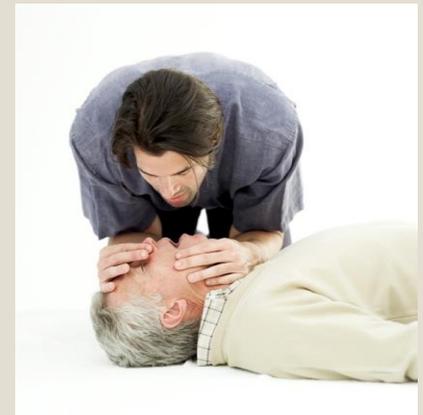
Medical Alert

- **Medical Emergency - Code BLUE**
  - Cardiac and/or Respiratory Arrest

  - Dial 2000 and give patient's name and room
    number, location, and doctor's name

  - The code will be announced overhe

  - The code team will respond
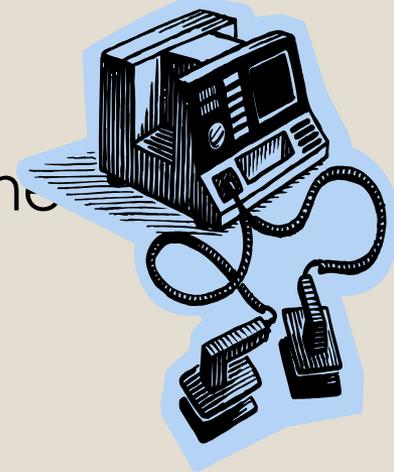
Medical Alert

- **Rapid Response**
  - Person is in distress. Precursor to Code Blue if the situation escalates
  - Dial 2000
  - The Rapid Response Team will arrive to assess and stabilize the situation

  - Families and visitors CAN call a rapid response. They dial 777 from the patient room if they or their family member needs assistance.

Medical Alert

- Medical Decontamination
  - In the event that an individual having a contaminant on their person comes to the hospital or is contaminated on the hospital grounds, the patient should be taken to the emergency department decontamination room.

  - Contact PBX to alert the MCHS medical decontamination team, they will respond by washing the patient prior to the patient entering the facility. This will protect our staff as well as our facility.

  - When contacting PBX, please give as much information as possible, to include the possible contaminate on the patient.