

## SIGNATURE PAGE FOR STUDENT/CONTRACTOR/VENDOR PACKET

***PLACE THIS SIGNATURE PAGE in the Student / Contractor / Vendor's DEPARTMENT FILE***

I have received the Orientation Packet. This packet includes safety information as well as information concerning the Corporate Compliance Program.

\_\_\_\_\_  
Student/ Contractor's Name (Printed)

\_\_\_\_\_  
Student/ Contractor's Signature

\_\_\_\_\_  
Date

The above referenced student/contractor/vendor has received HIPAA training appropriate to their role in my department.

\_\_\_\_\_ HIPAA – Fundamentals (enclosed in packet)

- or -

\_\_\_\_\_ HIPAA - Core Course

\_\_\_\_\_ HIPAA – Clinical

\_\_\_\_\_ HIPAA – Medical Records

\_\_\_\_\_ HIPAA – Registration

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date

**VISION:** To be the choice for care and careers in the communities we serve

**MISSION:** To provide high quality care and coordinated services that improve the health of our communities

**VALUES:**

- Safety** Eliminate or minimize potential harm to our patients, visitors, physicians and employees.
- Compassion** Be aware of the needs of others.
- Integrity** Be consistent, honest, and fair in everything we do.
- Excellence** Exceed the standards in service, clinical and financial performance.
- Innovation** Promote creativity to enhance patient care and organization performance through a team environment.
- Accountability** Take responsibility and ownership for our actions and their outcomes.
- Diversity, Equity, & Inclusion** The guarantee of fair treatment, access, opportunity, and advancement for all races, nationalities, religions, gender or age, while striving to identify and eliminate barriers that have prevented the full participation of some groups by bringing historically excluded individuals and/or groups into Huntsville Hospital Health System processes.

**Privacy Policy**

We will ensure our patients’ right to privacy and modesty by treating and maintaining a secure and trusting environment. When entrusted with a patient’s care, we will treat all information as confidential.

Discussion of these matters will be restricted to situations where the information is necessary and appropriate to meet the patient’s health needs. Our concern for privacy will help promote peace of mind and reduce anxiety.

**Confidentiality**

- ▶ Information about all patients is strictly confidential. Every employee is responsible for ensuring that confidentiality is not compromised. Follow the federally-mandated Health Insurance Portability and Accountability Act (HIPAA) guidelines at all times.
- ▶ Information about patients and their care must never be discussed in public areas such as elevators, lobbies, the cafeteria, or waiting rooms. Likewise, hospital and employee business must be kept confidential.
- ▶ Interview patients in private. Close doors or curtains if available.
- ▶ Communicate with patients’ families and significant others in private.
- ▶ Respect co-workers’ privacy by eliminating gossip. Our patients and customers should not hear unprofessional conversations.
- ▶ Telephone conversations between employees and customers should be conducted with discretion

**Corporate Compliance**

Our Corporate Compliance program was established to ensure that we comply with Federal, State, and our own rules and policies. Each employee has the opportunity AND the responsibility to report unethical and illegal practices in the Hospital. This ensures that we maintain the highest level of quality, integrity and standards. **To report a concern**, you may contact our Corporate Department at **256-265-9951**, or you may **call the toll-free Call Line at 1-800-442-0959**.

**Infection Prevention and Control**

Everyone can take precautions to prevent the spread of infection. The most effective way to prevent the spread of infection is to wash/sanitize your hands.



**Follow these hand hygiene guidelines:**

- Use alcohol-based hand sanitizer to clean hands unless hands are visibly dirty or the patient has Clostridioides difficile (C diff).
- Use hand sanitizer before and after patient contact, and occasionally in non-patient care areas.
- Wear the proper personal protective equipment when you anticipate having contact with blood or body fluids.
- Follow all posted isolation signs.
- It is recommended to receive the flu shot each year, especially those in direct contact with patients.
- Do not come to work if you are sick. Please report your illness to Employee Health.

**Keeping high-touch office areas clean is another precaution that prevents the spread of infection.**

The Environmental Services staff members that serve your area can assist in utilizing the proper cleaning products.

**If you have been exposed to blood or body fluids:**

1. Don't panic
2. Wash exposed skin surface immediately and thoroughly with soap and water
3. Identify the source of the exposure and place a lab order for "Employee Exposure Profile (Patient)"
4. Complete an Employee Blood/Body Fluid Exposure Report with your supervisor
5. Report exposure within two hours to 4HELP (44357) in the hospital exchange or 256-265-HELP (256-265-4357)
6. Based on the assessment of source patient testing, care of the employee is initiated at no individual cost

## Exhibiting Signs of Illness

In regards to exhibiting signs of illness: those that have a fever of  $\pm 100^{\circ}\text{F}$ , have a positive COVID-19 test, have an upper-respiratory infection, exhibit diarrhea or vomiting; will not clock in. All employees with any of these symptoms will report to Employee Health for testing and guidance, or consult their personal physician. Employee Health will accept testing and excuses from a physician office or clinic, but home COVID test are not accepted.

### IMMEDIATE RESPONSE TO FIRE

- R = RESCUE** persons in Immediate Danger
- A = ALERT** others, pull fire Alarm Box & dial x-45555
- C = CONFINE** close doors to limit oxygen
- E = EXTINGUISH OR EVACUATE**  
determined by person discovering the fire

### USING A FIRE EXTINGUISHER

- P = PULL** the pin
- A = AIM** at the base of the fire
- S = SQUEEZE** the handle
- S = SWEEP** the fire side-to-side



## Campus Security Measures

Security is maintained by electronic monitoring systems and security officer patrols. All employees are issued badges and are responsible for wearing them appropriately. Security is reinforced by limiting access to certain areas of our hospital. To report suspicious activity, contact Security at (256) 265-6660. Describe specifically what you observed, including: Who or What you saw; When you saw it; Where it occurred and Why it's suspicious.

Other steps that every employee can take to ensure their own security include:

- Bring a minimum of valuables to work and keep them locked up.
- Be alert. Observe your surroundings and report suspicious persons.
- Don't walk to or in buildings by yourself at night. Security will escort you.
- Lock your car.
- Park in employee-designated parking areas. Employees found parking in patient-designated parking areas will be subject to a \$50 fine and a wheel lock on their vehicle.
- Trust your feelings. It's always better to be safe than sorry. If you feel uncomfortable, walk away and call security.

## Workplace Violence

HH Health System is committed to the safety and security of all employees, and has a zero-tolerance policy for weapons, violence, verbal and non-verbal threats, and related actions in the workplace. This zero-tolerance policy extends to threatening behavior or acts of violence committed by or against its employees. This zero-tolerance policy applies to all employees, contractors, physicians, vendors, patients, family members, and visitors. Violence by anyone directed against healthcare workers or others in the workplace compromises our culture of safety. Workplace violence should be reported immediately. For more information: go to the PULSE intranet Hotlist, then choose Policies and Procedures, then select HH Health System policy on Workplace Violence. The organization also encourages each of us can best avoid being drawn into workplace violence by being **HH A.W.A.R.E.**



- |          |                  |   |
|----------|------------------|---|
| <b>A</b> | <b>AWARENESS</b> | Be aware of your surroundings at all times.   |
| <b>W</b> | <b>WATCHFUL</b>  | Be watchful for the body language of those we are interacting with; 90% of communication is non-verbal.                         |
| <b>A</b> | <b>ALERT</b>     | Alert Help at the first signs of danger! Do not deal with or go into potentially dangerous situations alone, get help.          |
| <b>R</b> | <b>REACT</b>     | React with a plan. Plans help guide you through stressful and potentially dangerous situations. Always think about your safety! |
| <b>E</b> | <b>ESCAPE</b>    | Know your escape routes and where the exits are located.  |

## Recognizing Abuse and Neglect

It is the responsibility of all Huntsville Hospital personnel to assist in the identification of possible victims of abuse or neglect. Known or suspected abuse or neglect identified by hospital staff is immediately reported to Case Management.

Abuse takes many forms and affects many more children and elders than even the best statistics indicate. Types of abuse include rape, sexual molestation, domestic, elder neglect/abuse, physical assault, psychological & emotional and child neglect/abuse.

Abuse can encompass all ages, genders, races, cultures, socio-economic groups and religious groups. The most common abusers of children are parents.

Things to consider (not all-inclusive): unreported or unexplained injuries or injuries not consistent with medical history, burns, bruises, fear of family member or caregiver, failure to thrive (weight loss), dehydration, and unexplained death. If abuse/neglect is suspected, notify your supervisor and/or social worker (Case Management).

## HIPAA FUNDAMENTALS TRAINING

### Introduction

- At Huntsville Hospital, privacy of patient information has always been considered a basic right.
- What can happen when protected health information is inadvertently exposed? Personal harm to individuals, embarrassment, community mistrust, lawsuits, etc...

### What is HIPAA

- HIPAA stands for Health Insurance Portability and Accountability Act. HIPAA is a federal law that protects Protected Health Information, or PHI.
- The law allows for penalties such as fines and/or prison for people caught violating patient privacy.
- Part of our compliance with the HIPAA law is to provide the required awareness training for employees and workforce members.

### Protected Health Information

- Protected Health Information (PHI) is about patient information – whether it is spoken, written, or on the computer. It includes health information about our patients. It can be information as simple as their name.
- Certainly we can share PHI when it is part of our job to do so, but beyond that you may have broken the law if you share patient information.

### Need to Know

- A good way to determine if you should share patient data is to ask yourself... “Do I or others need this information to do the job?” Use this little test before you look at patient information or share it with others.
- Sometimes you may inadvertently hear or see information that you don’t need to know. If so, just keep it to yourself.

### Dispose of PHI Properly

- Trash and garbage bins are another place that might contain PHI. Be sure to dispose of patient lists and other documents that contain PHI in non-public areas.
- If you see PHI in the trash in public areas, notify the supervisor immediately.
- If you transport PHI, make sure it is secure when not in your sight, such as a locked vehicle.

### The Privacy Officer

- At HH we have a responsibility for insuring that privacy is maintained.
- Each of us must do our part to protect patient information. You should always report possible privacy problems to the manager in your area or to the Corporate Compliance Department, (256) 265-9951.

### Co-Workers, Friends, and Family

Situation: *You hear about a friend that has had surgery, so you call a nurse on that floor to find out the details.*

- Friends and co-workers deserve the right to privacy just like any other patient. You cannot seek or share patient information for personal reasons. You may only obtain/share information that you need to know to do your job.
- You may personally ask the individual you know about their condition, and it is their choice what to share with you.
- You may also ask their permission to share their information with a common friend, but you should never do this without their permission.

### “Don’t be Curious”

Situation: *You like to look at the patient directory or surgery schedule daily to see if you know anyone.*

- This is not within the scope of your job at this hospital.
- You are in violation of HIPAA laws and Huntsville Hospital policies.

### Respect the Privacy of Patients

Situation: *You are working in an area where caregivers are discussing health information with a patient, a family member, or another caregiver.*

- You can ask if you need to leave the area.
- You may quickly finish your task and leave.
- You must keep any health information you overhear to yourself.

### Protect information in your Possession

Situation: *In the process of doing your job, you use a list that contains patient names and possibly other patient information.*

- You should keep the information in your possession at all times.
- You should make sure that it is protected from others who would not need the information.
- You can turn it over so the information can’t be viewed.
- You should make sure when you are finished with the information that you have disposed of it properly.
- Your supervisor may give you instructions for disposal of PHI.

### HIPAA Fundamentals Test

You now know and are responsible for what is required of you as an employee of Huntsville Hospital.

- HIPAA laws also require that we keep a record to show that you have been trained in patient privacy. You should now take the HIPAA FUNDAMENTALS TEST.

## HIPAA FUNDAMENTALS TEST

Name \_\_\_\_\_ Date \_\_\_\_\_

- \_\_\_ 1. HIPAA stands for:
  - a. Health Information Protection Agency Association
  - b. Human Instinct Protection Association Awareness
  - c. Health Insurance Portability and Accountability Act
  
- \_\_\_ 2. PHI stands for:
  - a. Patient Health Initiatives
  - b. Personal Health Institute
  - c. Protected Health Information
  
- \_\_\_ 3. Patient Information is protected when it is:
  - a. Spoken
  - b. Written
  - c. On the computer
  - d. All of the above
  
- \_\_\_ 4. If you are in a public area and you see PHI in the trash, you should:
  - a. Report this to a supervisor
  - b. Dispose of it properly
  - c. Show it to a friend
  - d. Both a. & b.
  
- \_\_\_ 5. The Corporate Compliance Department is responsible for:
  - a. Checking the trash
  - b. Pulling medical records of patients
  - c. Making sure Huntsville Hospital protects patient information
  
- \_\_\_ 6. You should ask yourself before you view or share patient information:
  - a. Is this a personal friend or a relative not under my care?
  - b. Will anyone see me reading this?
  - c. Do I need this to do my job at Huntsville Hospital?
  
- \_\_\_ 7. Patient information that I use for my job:
  - a. Isn't important to anyone else
  - b. Should be protected until I have disposed of it properly
  - c. Is the responsibility of my manager
  
- \_\_\_ 8. If I want to know about a friend that I see in the hospital, I should:
  - a. Look at their medical record
  - b. Ask the nurse
  - c. Ask the individual
  
- \_\_\_ 9. If you see another person violating the HIPAA Privacy Laws or the HH Policies:
  - a. You should ask them to stop
  - b. Ignore it and mind your own business
  - c. Report it to the manager in the area or the Corporate Compliance Department (256-265-9951)

## HIPAA Fundamentals

HIPAA stands for Health Insurance Portability and Accountability Act. HIPAA is a federal law that was enacted in 2003, which protects Protected Health Information or PHI for patients. The law allows for penalties such as fines and/or prison for people caught violating patient privacy.

Protected Health Information, or PHI, is any patient information – whether it is spoken, written, or on the computer. PHI includes health information about patients in the hospital, and it can be as simple as their name. PHI cannot be shared outside of the hospital, even if you see the information in a public area like the trash. If witness PHI being shared, it needs to be reported to Huntsville Hospital’s Compliance Office at 256-265-9951.

## Affirmation Statement

I, the undersigned, have read and understand the Huntsville Hospital policy on confidentiality of protected health information as described in the HIPAA Fundamentals Policy, which is in accordance with applicable state or federal law.

I also acknowledge that I am aware of and understand the policies of Huntsville Hospital regarding the security of protected health information including the policies relating to the use, collection, disclosure, storage and destruction of protected health information. This protection includes proprietary information.

In consideration of my employment or association with Huntsville Hospital, and as an integral part of the terms and conditions of my employment or association, I hereby agree, pledge and undertake that I will not at any time, during my employment or association with Huntsville Hospital, or after my employment or association ends, access or use protected health information, or reveal or disclose to any persons within or outside Huntsville Hospital, any protected health information except as may be required in the course of my duties and responsibilities and in accordance with applicable legislation and policies governing proper release of information.

I understand that user identification codes and passwords are not to be disclosed (or shared), nor should any attempt be made to learn or use another employee’s code.

If I am an instructor, I understand that I assume responsibility for the actions of the students under my supervision to comply with the Security and Privacy of Information Policy.

If I am an employer, I understand that I assume responsibility for the actions of my employees to comply with the Security and Privacy of Information Policy.

Training: Members of the workforce receive required education concerning security and privacy during new Employee Orientation and during annual required training or upon commencement of the association. Any updates or changes to policies will be communicated via staff meetings, intranet and/or mandatory requirements tests.

Corporate Compliance: It is the responsibility of all employees and those associated with Huntsville Hospital to uphold all applicable laws and regulations. All employees must develop an awareness of the legal requirements and restrictions applicable to their respective positions and duties. The hospital has a corporate compliance program to further such awareness and to monitor and promote compliance with such laws and regulations. I am not aware of any violations of applicable laws or regulations and agree to report any violations to the Corporate Compliance Officer. Any questions about the legality or propriety of actions undertaken on or behalf of the Hospital should be referred immediately to the appropriate supervisory personnel, or to the Corporate Compliance Officer.

Excluded Party Status: I affirm that I am not an excluded party from participating in Federal health programs, nor am I under investigation which may lead to such sanctions.

Computer Applications: I further understand that I may be provided access to certain hardware and software applications, some of which may be proprietary to their respective vendors. I agree to keep the hardware and software applications confidential, to not disclose to third parties, and to use such hardware and software applications only for the benefit of Huntsville Hospital.

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I understand that violation of this affirmation statement could result in disciplinary action up to and including termination of employment/contract/ association/appointment, the imposition of fines pursuant to HIPAA, and a report to my professional regulatory body.

PRINT NAME: \_\_\_\_\_

AFFILIATION: \_\_\_\_\_

SIGNATURE: X \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESS SIGNATURE: X \_\_\_\_\_ DATE: \_\_\_\_\_

04/02, 12/04 Form # NS 286320

# HUNTSVILLE HOSPITAL HEALTH SYSTEM

## HUNTSVILLE HOSPITAL SAFETY MATRIX

Revision Date: 10/05/2020

TO REPORT EMERGENCIES, DIAL 4-5555 on site, 911 off site					
Hsv. Fire Dept: 256-722-7120 Hsv. Police Dept: 256-722-7100 HEMSI: 256-722-7158 Madison Co. Sheriff's Dept: 256-722-7181 Alabama State Troopers: 256-533-4202					
Huntsville Hospital Health System Safety Officer: CHAD RIDINGS Call 256-265-2745 (Office) or 256-656-8018 (Cell).					
PROBLEM	INITIAL RESPONSE	SECONDARY RESPONSE	FOLLOW-UP		
<b>GENERAL CODES and EMERGENCIES</b>	<b>Fire "Code Red"</b>	Rescue those in immediate danger. Alert - Activate fire alarm and call 4-5555 on site or 911 off site. Close doors to contain the fire. Extinguish fire or Evacuate.	- If small fire, use fire extinguisher. Pull pin on fire extinguisher. Aim hose at base of fire. Squeeze the extinguisher handle. Sweep from side to side.	Evacuate if necessary - horizontally first, then vertically. Page "Code Red - All Clear" when the fire emergency is over.	
	<b>Medical Emergency "Code Blue"</b>	A medical emergency is an acute injury or illness that poses an immediate risk to a person's life or long-term health.	- Code team responds to a patient requiring resuscitation or otherwise in need of immediate medical attention. <u>Code Blue is most often the result of respiratory or cardiac arrest.</u>	Medical team documents event using the Code Blue Flow Sheet and other documents (including the appropriate EKG records). Crash Cart and other supplies used are restocked.	
	<b>Infant Abduction "Code Pink"</b>	An infant is missing and/or the infant protection alarm has been activated.	Security will respond to monitor entrances to hospital - Employees should check their areas for anyone with an infant or package large enough to hold an infant.	- Stop person(s) with infant and ask to verify infant's identity. If they run, follow and call out for other staff to alert security at 4-5555. - Detain subject(s) & call security.	If following, maintain a safe distance. Call out to other staff for assistance. Once infant is safe, assist with security and police incident reports.
	<b>Missing Person "Code Amber"</b>	A person (patient or non-patient) is missing. "Code Amber M8 P" is a male 8 year old patient; "Code Amber F81" is a female 61 yr old non-patient.	Security will respond to monitor entrances to hospital - Employees should check their areas for children or special needs patients.	- Stop person(s) with child and ask to verify child's identity. If they run, follow and call out for other staff to alert security at 4-5555. - Detain subject(s) & call security.	If following, maintain a safe distance. Call out to other staff for assistance. Once child/patient is safe, assist with security and police incident reports as needed.
	<b>Disaster "Code Green Alert"</b>	Disaster Plan standby alert. "Code Green Alert" means a potential disaster situation exists.	- Department Heads check status of unit/staff to receive patients/assist in disaster. Update Aionex Focus, Update Bed Briefing (Real Time Demand Capacity) - Employees report to their units and review unit plan.	Response will be determined by nature of disaster and number of victims. - HH Incident Command Center is located in Administration, 1st Floor, Blackwell. (256-265-1001) - The Labor Pool will be located in the HH-Blackwell Twr Bridge Classroom (256-265-2201, Fax: 256-265-2768) - Direct families of victims at Main to ICU Overflow Waiting. (Gnd near ER) - Families of victims at W/C Hospital should be directed to W/C Cafeteria. - Direct Media to the Plaza Resource Center Lobby.	Refer to individual unit/department Emergency Operations Sub-Plans to determine unit's/department's role in the disaster
	<b>Disaster "Code Green Activate"</b>	Activation of the Disaster Plan. "Code Green Activate" means the plan has been activated.	- Department Heads report to Administrative Board Room, 1st Floor Blackwell Tower for instructions. - Employees report to their units and implement their unit sub-plan.	- Direct families of victims at Main to ICU Overflow Waiting. (Gnd near ER) - Families of victims at W/C Hospital should be directed to W/C Cafeteria. - Direct Media to the Plaza Resource Center Lobby.	Staff may be assigned alternate duties such as traffic control, patient transport, public relations, security, etc. for the duration of the event
	<b>Bomb Threat "Code Black"</b>	Notification that a bomb has been placed within the facility, usually by an outside telephone call.	Do not hang up! Have a co-worker call security. Ask for information: - What type of bomb is it? - When is it set to go off? - Where is it? - Why?, etc.	Avoid using switches, cell phones, or other devices that might trigger an explosion. All employees should search the area for unusual objects/packages. - IF FOUND, DO NOT TOUCH!	Dept. Heads oversee inspections of their areas and report results to Admin. Further response will be determined based upon inspection results and the nature of the threat.
	<b>Severe Weather or Tornado Watch</b>	A severe weather or tornado watch has been issued for the county.	- Close curtains or blinds. - Move well-babies to their mother's rooms. - Ensure Life Support is plugged into red emergency outlets. - Check flashlights, emergency phones, etc. - Secure any potentially dangerous moveable items.		If the warning is canceled with no damage to the building, return all patients to their rooms and resume normal activities.
	<b>Tornado Warning</b>	A tornado warning has been issued for the immediate area and the building is in or near the tornado's path.	- Move patients to halls, bathrooms or areas in the core of the building which do not have windows. - Cover patients unable to be moved with bed linens. - Close all doors and station staff throughout work area. - Designated staff respond according to department plan.		If tornado hits the building, triage/evacuate patients and others as needed. Survey and report damage. If building is severely damaged, prepare to evacuate or otherwise assist where needed.
	<b>SECURITY and POLICE EMERGENCIES</b>	<b>Active Shooter or an Armed Assault</b>	One or more assailants has brandished or discharged a weapon on Huntsville Hospital property.	<b>If in immediate danger:</b> - Avoid shooter, seek cover/protection. - Evacuate everyone from area or lock doors and "Shelter in Place". - Call 4-5555 on site or 911 off-site - Report description and location of assailant, type of weapon, casualties, and any other helpful information.  <b>If not in immediate danger:</b> - Stay calm, listen for additional information/instructions, and react accordingly.	<b>If in immediate danger:</b> - Security/HPD will respond. - As situation develops, continue to avoid contact with assailant(s) while protecting yourself and others. - If possible, continue to update security/HPD of current situation. - HPD will take charge upon arrival.
<b>"Code Gray"</b>		<b>Hostage Situation</b> - Individual or group being held against their will by armed perpetrator	- Evacuate area and take others. - Prevent others from entering area. - Call 4-5555 on site or 911 off site and report situation.	- Security will respond according to current policy. - Report all information to security. - HPD will take charge upon arrival.	
		<b>Assaultive Behavior</b> - violent physical or verbal attack on a person by one or more <u>unarmed</u> assailants	- Keep exit available - Maintain distance from assailant - Protect/defend self as necessary - Call 4-5555 on site or 911 off site and report situation.	- Attempt to calm the individual(s) - Avoid threatening subject(s). - Security will respond, assess the situation & take appropriate action.	
		<b>Civil Disturbance</b> - External forces threaten or disrupt facility services.	Check with Supervisor or Department Head on the expected impact that the event will have on the facility and in your work area.	Adjust work routine or provide assistance as needed.	
	<b>Trespass Violation</b> - An individual that has had a trespass warning issued against him/her enters facility property.	- Call 4-5555 and report situation. - Do not confront individual but if possible, keep track of his/her location until Security arrives.	- Security will respond as soon as possible. - If individual does not have a valid reason for being on hospital property, he/she will be arrested.		

NTH: Original: VISIO- 2/10

For corrections & revisions, contact Tom Hudson -tom.hudson@nhhs.org-, Plant Operations Dept. 256-265-6759



# HUNTSVILLE HOSPITAL HEALTH SYSTEM HUNTSVILLE HOSPITAL SAFETY MATRIX

Revision Date: 10/05/2020

TO REPORT EMERGENCIES, DIAL 4-5555 on site, 911 off site					
Huntsville Hospital Health System Safety Officer: CHAD RIDINGS Call 256-265-2745 (Office) or 256-656-8018 (Cell).					
	PROBLEM	INITIAL RESPONSE	SECONDARY RESPONSE	FOLLOW-UP	
<b>HAZMAT EMERGENCIES</b>	<b>Major Hazardous Material Spill</b>	Any Spill or Release that might present a hazard to people or the environment, OR the effects of exposure are unknown.	<b>Chemical S.P.I.L. procedure:</b> <b>S</b> ecure area around the spill. <b>P</b> rotect persons from contact. <b>I</b> nforn others - Call 5-2700 to report type & location of spill. <b>L</b> eave clean-up to spill clean-up team.	- Security, Environmental Services will aid in evacuation & isolation of the area. - The Spill Team will insure that the spill is contained, neutralized, cleaned up, & disposed of.	- After Spill Team has determined that the area can be safely reoccupied, resume normal activities. - Complete incident report.
	<b>Radioactive Material Spill</b>	Any Spill or Release of a radioactive substance.	<b>Chemical S.P.I.L. procedure:</b> <b>S</b> ecure area around the spill. <b>P</b> rotect persons from contact. <b>I</b> nforn others - Call 5-2700 to report type & location of spill. <b>L</b> eave clean-up to spill clean-up team.	- Security, Environmental Services will aid in evacuation & isolation of the area. - Nuclear Medicine Staff/Tech, on Call will insure that spill is contained, neutralized, cleaned up, and disposed of in the proper manner.	- After Nuclear Medicine Staff/Tech, on Call has determined that the area can be safely reoccupied, resume normal activities. - Complete incident report.
	<b>Minor Hazardous Material Spill</b>	Any small spill which presents NO hazard to trained employees or the environment.	<b>Chemical S.P.I.L. procedure:</b> <b>S</b> ecure area around the spill. <b>P</b> rotect persons from contact. <b>I</b> nforn others - Call Env. Svcs. at 5-2700. Report type/location of spill. <b>L</b> eave clean-up to spill clean-up team.	- Environmental Services will contain, neutralize, clean up, and dispose of the spilled material in a safe and appropriate manner.	- Complete incident report.
	<b>Spill inside Tube System</b>	Liquid being transported in a tube system carrier leaks into tube system.	- Immediately shut down the tube system. - Call the Plant Operations Call Center at 5-2700 to report the spill.	- Do not use the tube system until it has been cleaned. Continuing to use the system will spread contamination to other parts of the system.	- Plant operations will run a cleaner tube throughout the system until it is determined that the spilled material has been removed.
<b>GENERAL RESPONSE to UTILITY SYSTEM FAILURES</b>	<b>Electrical Power ALL</b>	Loss of both NORMAL and EMERGENCY power.	Call 4-5555 and report situation. Plant Operations & Respiratory Services will respond as needed.	Utilize flashlights and lanterns if needed for lighting. Hand ventilate patients on respirators and manually regulate IV's.	<b>Unplug all NON-CRITICAL loads from Emergency (Red) receptacles.</b> Call 4-5555 for additional help and resources if needed.
	<b>Electrical Power Normal Only</b>	Loss of Normal Electrical Power but Emergency Power is still available.	Call 4-5555 and report situation. Plant Operations & Respiratory Services will respond as needed.	Insure that all Life Support equipment is plugged into Emergency (Red) receptacles and is operating properly.	<b>Unplug all NON-CRITICAL loads from Emergency (Red) receptacles.</b> Call 4-5555 for additional help and resources if needed.
	<b>Medical Oxygen and Air</b>	Loss of both Primary and Backup Medical Oxygen and/or Medical Air Systems	Call 4-5555 and report situation. Plant Operations & Respiratory Services will respond as needed.	Hand ventilate patients. Activate Emergency Oxygen and/or Medical Air supplies.	Replace Oxygen and/or Medical Air cylinders as needed. If necessary, call 4-5555 to have additional cylinders delivered.
	<b>Medical Vacuum</b>	Loss of both Primary and Backup Medical Vacuum Systems	Call 4-5555 and report situation. Plant Operations & Central Services will respond as needed.	Central Services will provide portable vacuum pumps. Plant Operations will check main vacuum pumps	Re-distribute portable vacuum pumps based on need.
	<b>Other Medical Gas</b>	Loss of both Primary and Backup Nitrous Oxide or Nitrogen Systems	Call 4-5555 and report situation. Plant Operations will respond. as needed.	Use portable cylinders. Replace cylinders as needed.	Order additional cylinders as needed.
	<b>Natural Gas</b>	Loss of Natural Gas Supply to Power Plant Boilers	Plant Ops will place boilers on Fuel Oil. (With a total loss of Natural Gas pressure, pilots will require being switched to LP Gas).	Plant Ops will monitor Fuel Oil and LP Gas supplies. Boiler air compressor oil level will also require monitoring.	Plant Ops will order additional Fuel Oil and LP Gas as needed.
	<b>Steam</b>	Loss of Steam supply.	Loss of Steam supply will lead to a secondary loss of hospital sterilizers, domestic hot water and building heating capabilities.	Call 4-5555 to report problem. Plant Operations will respond immediately to place back-up boiler(s) on line.	Until steam pressure is restored, conserve sterile supplies and linens. Heat water and warm patients by alternate (safe) methods.
	<b>Domestic Cold Water</b>	Loss of Domestic Cold Water Supply	Call 4-5555 and report situation. Plant Operations will respond.	Conserve water until normal supply is restored. Save dirty water to flush commodes.	Huntsville Utilities can re-route the water supply from the Dallas Street Well to supply only the Medical District.
	<b>Domestic Hot Water</b>	Loss of Domestic Hot Water Supply	Call 4-5555 and report situation. Plant Operations will respond.	Heat water by whatever alternate (safe) methods are available.	If required, tanker trucks from Emergency Management can deliver potable water to hospitals.
	<b>Telephones</b>	Loss of Normal Telephone Service	Utilize the "Power Failure" phones and contact Information Technologies computer room (24/7) at 256-704-0660.	Call 256-704-0660 using a direct line or cell telephone. The IT Department and/or AT&T will respond to restore service.	Use messengers, radios, e-mail, life-com and any other methods available to communicate until normal service is restored.
<b>Medical Information System</b>	Loss of (Computerized) Medical Information System Network	Call Information Technologies Help Desk at 5-7777 to report problem(s).	Follow Manual procedures.	Follow manual procedures until Medical Information System operation is restored. Update files once back on line.	
<b>Aionex Patient Call System</b>	Loss of Aionex Patient Response computer system.	Call Information Technologies Help Desk at 5-7777 to report problem(s).	- Log patient calls by hand. - Telephone the various departments for services that patients require.	An overhead page will announce when the system is restored to normal service.	

**For questions or problems relating to MEDICAL EQUIPMENT, contact the BIOMED DEPARTMENT (Medical Equipment Management) at 256-265-8893. After Hours, call the OPERATOR (0) and the operator will contact the on-call Biomed Tech.**

NTH: Original: VISIO- 2/10

For corrections & revisions, contact Tom Hudson -tom.hudson@nhsys.org, Plant Operations Dept. 256-265-6759

# HUNTSVILLE HOSPITAL HEALTH SYSTEM HUNTSVILLE HOSPITAL SAFETY MATRIX

Revision Date: 10/05/2020

TO REPORT EMERGENCIES, DIAL 4-5555 on site, 911 off site			
Huntsville Hospital Health System Safety Officer: CHAD RIDINGS Call 256-265-2745 (Office) or 256-656-8018 (Cell).			
	PROBLEM	INITIAL RESPONSE	SECONDARY RESPONSE
MEDICAL CODES	<p style="text-align: center;"><b>Malignant Hyperthermia</b></p> <p style="text-align: center;">"Code MH"</p>	<p>Life threatening complication of surgical/critical care patient that may be triggered by drugs commonly used in anesthesia.</p>	<p>- <b>MH Crisis</b> (Operating Room and Procedural Areas): Code MH is initiated by the anesthesia provider. The circulating nurse, under the direction of the Anesthesia provider, calls an OR Rapid Response and room number (Internal paging system). A multidisciplinary response team including anesthesiologist, CRNA, anesthesia tech and staff will respond to the code.</p> <p>- <b>MH Crisis Housewide</b> (Outside the OR and Procedural Areas): Code MH is initiated by the staff nurse, charge nurse, or respiratory therapist by calling the patient response center (PRC) 4-5555. A multidisciplinary response team including anesthesiologist, CRNA, anesthesia tech, respiratory therapy and a backup physician will respond to the code.</p> <p>- <b>MH Emergency</b>: 24 hour MH hotline at 800-644-9737. An anesthesiologist on call 24hr/ 7 days a week will serve as a resource.</p>
	<p>An action or thing that can, or does, cause illness, injury, or impairment to a person and/or damage to property.</p> <p>"An accident or an accident waiting to happen".</p>	<p>- Correct the problem or report it IMMEDIATELY!</p> <p>- Remove dangerous equipment from service</p> <p>- If an injury has occurred, seek or provide first aid, OR request <b>Med Alert</b>. For <u>uncontrolled bleeding</u>, request <b>Med Alert Trauma</b>.</p>	<p>- Suggest corrective action to Supervisor or Safety Officer.</p> <p>- Keep people and equipment involved available for investigation.</p> <p>- Report incident to supervision.</p> <p>- Prepare accident or incident reports as needed.</p>
FIRE SAFETY			
<p>Fire Safety is of paramount importance in hospitals, nursing homes, and other settings containing individuals who are unable to escape from a fire without assistance from others. For that reason, the codes and standards governing facilities with non-ambulatory populations are much higher than other places, with far more attention given to fire suppression and maintaining unobstructed, instantly recognizable evacuation routes.</p> <p>All employees of Huntsville Hospital Health System are responsible for learning how to fight or contain fires and evacuate patients in a hospital setting. All employees should know the location of the closest fire extinguisher and fire alarm pull box. In a fire emergency, area staff have about 3 minutes to perform the proper steps before the fire becomes uncontrollable. (Area staff members are also given three minutes to successfully pass a fire drill.)</p>			
<p><b>EVACUATE HORIZONTALLY</b>, then vertically, if necessary.</p> <p>An <b>EXIT SIGN</b> above a door indicates a fire door and a barrier providing one or more hours of protection from a fire.</p>			
<p><b>OXYGEN &amp; MEDICAL GAS SHUTOFF DURING A FIRE</b></p>			
<p>It is the responsibility of all staff to know the location of the medical gas zone valve boxes that supply oxygen to the area(s) they are assigned to work. In the event of a fire, area staff members are the first to respond following the R.A.C.E. plan and shutting off oxygen is an integral part of containing a fire.</p> <p><b>CLOSE</b> the OXYGEN and other medical gas valves, paying close attention to the room numbers that each zone valve controls. (All zone valve boxes have a label identifying which rooms the valves supply).</p> <p>Respiratory Therapy, Plant Operations, and the Clinical Management/Charge Nurse will respond to all fires and are also authorized to cut off oxygen and other medical gases during a fire.</p> <p>Patients are evacuated following the R.A.C.E. plan and special attention is to be given to all patients requiring supplemental oxygen.</p>			
<p>From the National Fire Code:</p> <p><i>NFPA 101 - Code for Safety to Life from Fire in (Hospital) Buildings and Structures, Section 5-1.9: Means of Egress Reliability</i></p>			
<p><b>"Means of egress shall be continuously maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency."</b></p>			
<p>The <u>minimum</u> width for hospital corridors used for emergency exits is eight feet. It is a fire code violation to park or store items there if doing so leaves less than 8'0" free area. Items such as food delivery, maintenance and housekeeping carts may be <u>temporarily</u> (30 minutes max.) parked in a corridor IF they are under constant supervision and will be instantly removed from the evacuation route in the event of a fire or other emergency.</p>			
Smoking/Tobacco Use is Permitted <i>Only</i> in Designated Areas			
<p>Huntsville Hospital Health Systems is committed to providing a safe and healthy workplace and promoting the health and well-being of its employees, patients and visitors. In accordance with <u>the Alabama Clean Indoor Air Act</u>, smoking or using any type of tobacco products (including tobacco-less electronic cigarettes) by anyone is prohibited EXCEPT within DESIGNATED SMOKING AREAS, which are the <u>ED Parking Deck</u> at <u>Huntsville Hospital Main</u> and the <u>East side Parking Lot</u> at <u>Huntsville Hospital for Women &amp; Children</u>. Additionally, smoking materials are removed from patients receiving respiratory therapy and no sources of ignition are allowed near patients being administered Oxygen.</p>			

# HUNTSVILLE HOSPITAL HEALTH SYSTEM

## Quick Response Guide for Clinical Staff

Revision Date: 10/05/2020

TO REPORT EMERGENCIES, DIAL 4-5555 on site, 911 off site			
Huntsville Hospital Health System Safety Officer: CHAD RIDINGS Call 256-265-2745 (Office) or 256-656-8018 (Cell).			
ITEM	PRIMARY SYSTEM	SECONDARY SYSTEM	ADDITIONAL BACKUP
<b>Lighting</b>	- Some lighting is powered only by only Normal Power circuits but much is powered by both Normal and Emergency Power.	- Backup Emergency Lighting is sometimes provided by battery-powered devices that automatically come on any time electrical power to the device is interrupted	- Flashlights & batteries are maintained on unit. - Plant Operations has added additional lights on each floor that come on during an electric power outage.
<b>Respiratory Backup</b>	- Medical Oxygen is received in liquid form, evaporated, then fed by its own pressure to oxygen outlets. - Medical Air is supplied by electric compressors and electric powered dryer/purifier. These devices are equipped to run under both normal and emergency electrical power.	- Ventilators can be plugged in to either normal or emergency (red) outlets, but should be plugged into emergency outlets to insure that they will continue to run during a loss of normal electric power. - Medical Air can be affected by a power loss, but not oxygen.	In the event of a power loss, verify that: - Servo I ventilators automatically switch to battery power & operate. (Approx. 100 minutes) - LTV ventilators automatically switch to battery power & operate (Approx. 30 minutes power.) (LTV ventilators also have an external battery that can be used for up to 4 hours.) - Use Pneumatic ventilators (which require no power or battery) & Ambu bags as needed.
<b>IV Pumps</b>	- IV Pumps are normally powered by 120 volt alternating current fed from wall-mounted electrical outlets.	- Upon a loss of AC power, IV Pumps will continue to run under battery power. - In order to maintain a fully-charged Backup Battery, make sure that all IV pumps are plugged into wall outlets.	- Orders sent to Pharmacy - runners used. - Prioritize Patients that are receiving IV fluids. - Patients that are on KVO IV Fluids - Triage patient and consider changing to NS Lock. - Patients on IV Fluids - Manually regulate flow once battery power is expended.
<b>Medication &amp; IV Fluids</b>	- Medication and IV Fluids are normally sent to units via the tube system from the Pharmacy. - Electrically-powered IV pumps regulate the flow of IV fluids given patients.	- Upon a loss of the tube system, designate a "runner" to pick up and deliver medication and IV fluids from the Pharmacy. - Upon a loss of AC power, IV Pumps will continue to run under battery power.	- A fully-charged Backup Battery will supply power to an IV Pump for 90 minutes. - When battery power is no long available, regulate IV flow manually.
<b>Pyxis System</b>	- The Pyxis System is an electrically powered automated medication management system fed by an emergency power circuit.	- In the event of a loss of normal electric power, the Pyxis System will continue to operate on UPS system and emergency power.	- In case of an emergency power failure, designated Pharmacy personnel will open Pyxis and manually dispense medication.
<b>Tube System</b>	- Huntsville Hospital's Pneumatic Tube System is electrically powered and computer operated. It functions to send medications, laboratory samples, and other items from station to station throughout the campus.	- All operating components of Huntsville Hospital's Pneumatic Tube System are on Emergency Power and should continue to run during Normal Power outages.	- In the event of a tube system failure, items will have to be hand-delivered by runners. - Items already in route when the system shuts down will need to be recovered from the system.
<b>Elevator Service</b>	- Elevator Service is dependant upon electricity. - Elevators use a lot of power, so emergency elevator service must be managed in a way that does not overload the emergency generators.	- In the event of a Normal Power Interruption, one elevator in every bank of elevators should continue to function. - The others should return to the main floor, open their doors, and remain there.	- In the event no elevators can be used, stairways provide access to other floors and the roof. - Patients, food, supplies, and materials can be transported manually up and down the stairs.
<b>Moving Patients</b>	- All non-ambulatory patients & most ambulatory patients are normally moved using beds, stretchers, wheelchairs or Medsleds (one kept on each unit). - Elevators are used to move patients vertically.	- In the event that elevator service is unavailable, move ambulatory patients via stairways first. - Determine if visitors are able to assist. - Move sickest patients last or shelter in place.	- In the event that elevator service is unavailable, move non-ambulatory patients down stairways by utilizing Medsleds (one kept on each unit) and maxi-slides, then transfer patients to beds, stretchers or wheelchairs.
<b>Moving Food &amp; Supplies</b>	- Elevators are normally used to move food and supplies from floor to floor throughout the hospital. Elevators consume a lot of electrical power, so not all are available when Normal Electric Power is lost.	- In the event of a Normal Power Interruption, some elevators should continue to function. - In the event no elevators can be used, food and supplies can be transported manually up and down stairways.	- Designate a "runner" to deliver food between units. - Runners can meet food delivery staff at entrance to stairwells. - Runners can get supplies and deliver to unit.
<b>Potable Water</b>	- Potable Water is normally supplied via the City Water Supply and is used for drinking, bathing, cooking, cleaning, and countless other purposes.	- Use ice in ice machines to make water. - Use bottles of sterile water. - Logistics has pallets of bottled water. - Drain water pipes to fill up sinks with water. - Use "dirty" water to flush commodes.	- Plant Operations will provide additional water for flushing commodes.
<b>Medical Oxygen</b>	- Medical Oxygen is supplied from a primary liquid oxygen tank and vaporizer coil set. Both main system and local area alarms provide continuous monitoring of the system.	- Backup Medical Oxygen is supplied from a second, smaller liquid oxygen tank and vaporizer coil set. Upon sensing a loss of the primary oxygen supply, the backup system will automatically alarm and start.	- Emergency Oxygen / Medical Air Cabinets are installed in critical care locations. - All locations can be supplied by utilizing portable Oxygen cylinders. - Respiratory Therapy maintains a supply of Oxygen Cylinders.
<b>Medical Air</b>	- Medical Air is supplied by the lead compressor, receiver, dryer/purifier, and filter/regulator set. Both main system and local area alarms provide continuous monitoring of the system.	- Backup Medical Air is supplied by a redundant compressor, receiver, dryer/purifier, and filter/regulator set. In the event of lead set failure, the lag set is designed to automatically alarm and start.	- Emergency Oxygen / Medical Air Cabinets are installed in selected critical care locations. - All locations can be supplied by utilizing portable Medical Air cylinders. - Respiratory Therapy maintains a supply of Medical Air Cylinders.
<b>Medical Vacuum/Suction</b>	- Medical Vacuum is supplied via the lead vacuum pump and receiver tank set. Both main system and local area alarms provide continuous monitoring of the system.	- Backup Medical Vacuum is supplied via a redundant vacuum pump and receiver tank set. - In the event of lead set failure, the lag set is designed to automatically alarm and start.	- Additional Medical Vacuum/Suction can be supplied via small, portable vacuum/suction pumps. Contact Central Services 5-2730 or 5-2731. - Asepto/Toomey syringes can also be used to suction patients.
<b>Telephones (land-line)</b>	- Huntsville Hospital Health System utilizes several types of communication systems for a multitude of medical and non-medical purposes. - These include land-line and wireless telephone communication systems, radio communication systems, public address systems, and web-based communication systems.	- Contact Information Technologies 24/7 at 256-704-0660 (IT Computer Room). - Communicate in-house using nextel, radios, e-mail, and Aionex pagers, if possible. - Utilize the "Power Failure" phones (Power failure telephone numbers are posted on PULSE.)	- Unit Manager is responsible for communicating with Incident Command for updates pertaining to the incident. - Limit use of phone to business purposes only. - Employees may communicate using personal cell phones, if necessary.
<b>Patient Call System</b>	- Emergency Telephone Numbers can be found on the PULSE page under General Info / Emergency Phone Numbers.	- Call the Plant Operations Call Center at 5-2700 to report any problems.	- Make rounds on patients routinely. - Move patients closer to nurses station, if possible.

**NOTE: EACH DEPARTMENT/UNIT HAS A WRITTEN SUB-PLAN DESCRIBING HOW IT WILL RESPOND TO EMERGENCIES, BOTH WITH AND WITHOUT THE AVAILABILITY OF EMERGENCY POWER.**

# **HS** HUNTSVILLE HOSPITAL HEALTH SYSTEM

## Earthquake and Electrical Safety Guidelines

Revision Date: 10/05/2020

### TO REPORT EMERGENCIES, DIAL 4-5555 on site, 911 off site

Huntsville Hospital Health System Safety Officer: CHAD RIDINGS Call 256-265-2745 (Office) or 256-656-8018 (Cell).

### Protecting Yourself During An Earthquake

Rescue teams who have been dispatched to the scene of earthquakes and other disasters around the world continue to advocate use of the internationally recognized "Drop, Cover and Hold On" protocol to protect lives during earthquakes:

- **DROP to the ground** (before the earthquake drops you!),
- **Take COVER** by getting under a sturdy desk or table, and
- **HOLD ON to it until the shaking stops.**

If there isn't a table or desk near you, drop to the ground in an inside corner of the building and cover your head and neck with your hands and arms. Do not try to run to another room just to get under a table.

These are general guidelines for most situations. Depending on where you are (in bed, driving, in a theater, etc.), you might take other actions, such as:

- a. **Indoors:** Drop, cover and hold on
- b. **Outdoors:** Move clear of buildings, power lines and trees
- c. **Driving:** Pull over to a safe spot away from structures
- d. **Stadiums:** Stay in your seat

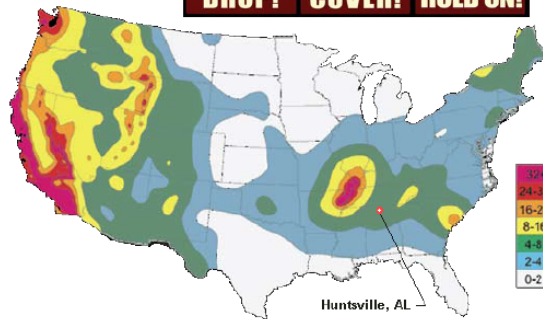
The main point is to not try to move but to immediately protect yourself as best as possible where you are. Earthquakes occur without any warning and may be so violent that you cannot run or crawl; you therefore will most likely be knocked to the ground where you happen to be. You will never know if the initial jolt will turn out to be the start of a mild tremor or a major earthquake. You should Drop, Cover, and Hold On immediately!

In addition, studies of injuries and deaths caused by earthquakes in the U.S. over the last several decades indicate that you are much more likely to be injured by falling or flying objects (TVs, lamps, glass, bookcases, etc.) than to die in a collapsed building. Drop, Cover, and Hold On offers the best overall level of protection in most situations.

What NOT to do:

**DO NOT get in a doorway!** In modern houses and buildings, doorways can be no safer, and they may not protect you from flying or falling objects. Get under a table instead!

**DO NOT run outside!** Trying to run in an earthquake is dangerous, as the ground is moving and you can easily fall or be injured. Running outside is especially dangerous, as glass, bricks, or other building components may be falling. You are much safer to stay inside and get under a table.



### Electrical Safety

#### Electrical Safety in the Healthcare Industry

Electricity presents a serious hazard in the healthcare industry. The hospital environment is filled with portable electrical devices, electrical equipment and machines, and electrical distribution systems which are utilized for the comfort, safety, diagnosis and treatment of patients.

Electrical accidents generally go unreported and although it is not possible to determine the total number of hospital electrical accidents in the US, estimates vary from 1200-1500 annually.

#### Electrical Safety Guidelines

Damaged electrical cords can lead to possible shocks or electrocutions. A flexible electrical cord may be damaged by door or window edges, by staples or fastenings, by equipment rolling over it, or simply by aging. Electrical cords should be placed in dry areas, out of traffic areas and should hang freely and away from equipment which could accidentally cut them.

- Before each use, inspect electrical cords and immediately remove from service any that are damaged or defective.
- Call the Plant Operations Call Center at 256-265-2700 for further instructions if you are uncertain what to do or have questions regarding the specific equipment or device.

Electrocution or electric shock can result from contact with faulty electrical equipment and wiring for a number of other reasons. To prevent this from occurring:

- Always use safeguards for personal protection.
- Never plug or unplug energized equipment. Always shut off the power before you plug or unplug something. This is especially important if your hands are wet.
- When plugging in or unplugging electrical equipment, adjusting instrument controls, checking electrode attachments, handling the patient, adjusting the bed,

ER's, OR's and ICU's present a higher risk of injury from electricity due to:

- The number of electrically powered machines.
- The number of conductors in, on, and around patients.
- Times when unsafe conditions are present: blood or fluid on the floor, bed, or on other equipment.

Healthcare workers must have knowledge of electrical safety to protect the patient, themselves, and others. In addition, they should always be alert for electrical hazards, including electric shock, electrocution, fire and explosions.

Immediately call the Plant Operations Call Center at 265-2700 to report any suspected electrical hazards.

etc., it is good practice not to touch electrical devices or metal surfaces with the other hand.

- Use electrical protective equipment to insure your safety when working near potential electrical hazards.
- Electrical equipment must remain free from recognized hazards. Immediately remove defective or hazardous electrical equipment from service and call the Plant Operations Call Center at 265-2700 for further instructions.
- Tag out all damaged receptacles and remove all defective portable electrical equipment from service.
- Insure all damaged receptacles and portable electrical equipment are in proper order before placing them back into service.
- Ensure that all electrical services near sources of water and other conductive liquids is properly grounded. -This is especially important in emergency, intensive care and surgical areas.
- Sufficient access and working space must be provided and maintained around all electric equipment to permit ready and safe operation and maintenance of the equipment.
- Electrical equipment must be installed and used in accordance with any instructions included in the listing or labeling to assure safety.

#### Emergency Power

All electrical equipment critical to patient care must be plugged into red emergency power outlets; not normal power outlets.

Emergency power availability is limited to how long the emergency generators can

run before running out of fuel. For that reason, non-critical electrical devices (especially high-amp devices such as coffee pots) should never be plugged into red emergency power outlets. Having non-critical devices plugged into emergency circuits increases both the load and the rate of fuel consumption on our emergency generators.

**Have a Safety Concern?** - Access the Pulse Page "Hotlist", go to Safety Concerns, and complete the pop-up form to send your comments and/or concerns about safety at Huntsville Hospital to Quality Management.

# HUNTSVILLE HOSPITAL HEALTH SYSTEM

## Oxygen and Hospital Environment Safety Guidelines

Revision Date: 10/05/2020

### TO REPORT EMERGENCIES, DIAL 4-5555 on site, 911 off site

Huntsville Hospital Health System Safety Officer: CHAD RIDINGS Call 256-265-2745 (Office) or 256-656-8018 (Cell).

### Oxygen Safety

#### General Reminders

- The universal color code for OXYGEN is GREEN.
- Use only GREEN flow-meters when administering Oxygen.
- YELLOW flow-meters deliver MEDICAL AIR only and are only used by Respiratory Therapy for specific purposes.
- Oxygen supports combustion - Use with CAUTION:
  - Never use petroleum-based products (including Chap-Stick).
  - Smoking is not permitted when oxygen is in use.
  - Oxygen is to be stored away from both heat and electrical outlets.
- In the event of a main oxygen system failure, emergency oxygen is available via compressed oxygen cylinders. If our oxygen system fails, an alarm will sound when pressures drop below 40 psi. An alarm will also sound if pressure exceeds 60 psi.
- In the event of a fire or disaster, Plant Operations, Respiratory Therapy, and other competently trained individuals are authorized to shut off the oxygen zone valve in each area as needed.
- All departments are to coordinate their emergency plans with all patient care providers involved.
- Our main oxygen systems are bulk liquid systems in which liquid oxygen is converted to a gas and allowed to warm up to room temperature.

#### Oxygen Tank Safety

- Oxygen cylinders are to be secured at all times using the appropriate carriers, carts, or bracket holders. If you need order information call the Respiratory Therapy Department at 5-8032.
- Never place a cylinder in the bed with a patient or transport a tank by hanging it on the handles of a wheelchair.
- Oxygen cylinders are to be turned off when not in use and returned to their designated storage area.
- Full tanks are to be kept separate from empty tanks.
- No more than 300 cu ft of gas (12 E-cylinders) can be stored in one area at a time.
- A designated tank storage area is available for storage of greater than 300 cu ft. of gas if needed.
- Oxygen cylinders located on crash carts are designated for emergency use only and are not to be used for routine patient transports.
- Never take an oxygen cylinder into an MRI room.

#### Compressed Oxygen (Tanks)

- Compressed Oxygen (E-cylinders):
  - Are Color Coded as Green
    - Aluminum tanks are green and silver.
    - Cast iron tanks are solid green and are heavier.
  - Are pressurized up to 2200 PSI.
- Storage of multiple tanks are limited and controlled by the National Fire Code and other Safety Guidelines.
- Other types of compressed gas must comply the same guidelines for safe storage.

#### Tank Oxygen Supply Duration

Tank duration of a full (2200 psi) Oxygen E-cylinder:

Liters Flow per Minute	E-cylinder
2	5 hours
6	1 hour 45 minutes
10	1 hour
15	30 minutes

#### Oxygen System Failure - Response Guideline

##### Priority

##### Level: What to Use:

- Ventilator
- Non re-breather or other device providing greater than 60% oxygen.
- Re-breather or other mask providing greater than 50% oxygen.
- Venturi-mask
- Nasal cannula

#### Emergency Contacts for Medical Gas

Linde  
Bulk oxygen system  
1-800-232-4726

### Hospital Environment Safety

#### Employee Safety

Every employee has a role in creating a safe working environment. Each department has specific safety procedures. Everyone in the department is to know and follow them. Emergencies and hazards should be reported to the supervisor and/or department head. If you need the services provided by Plant Operations or Environmental Services, please call 52700.

In addition to department-specific procedures, there are house-wide safety procedures. Some of these include:

- Using proper lifting mechanics;
- Helping to prevent falls by picking up trash and wiping up spills;
- Keeping hallways and walk areas clear of equipment and other hazards.
- Securing oxygen cylinders.

All employees are to be familiar with various emergency functions. These functions are located in the hospital's *Safety Manual*, which is located on the PULSE "Hot List".

Your Departmental Safety Manual also provides a resource for safety information. You should know where this manual is maintained in your department.

#### Back Safety

- Lift equipment is to be used to protect an employee from injury and a possibly career-ending accident.
  - Maxislide sheets are available to assist staff in turning, pulling a patient up in bed, re-positioning and lateral transfer.
- Guide to Safe Lifting and Moving:**
- Assume the safe lifting position. Squat by bending at hips and knees; your ears, shoulders and hips form a straight line.
  - Keep your feet shoulder-width apart and slightly turned out. This helps center your weight.
  - Maintain your back's natural curves - don't bend it.
  - Bring the load close to your body. Keep your arms and elbows tucked in close for more power.
  - Let Your Legs Do the Lifting! Tighten your stomach muscles and use your legs to push your body up slowly and smoothly.
  - Don't twist your body - this is an easy way to get hurt.
  - When moving with a load, move as one unit. Do not twist at the waist. Instead, turn your whole body together as you move your feet.

#### Elevator Safety

In the event the elevator doors are closing as you approach the elevator, wait and take the next one rather than sticking your shoulder, arm, or leg into the elevator in order to try and prevent the doors from closing. Injuries and deaths have occurred as a result of people trying to stop an elevator in this manner.

#### Tram Safety

- Place all wheeled vehicles against the forward (the direction the tram is traveling) tram wall. No one is to stand between wheeled equipment and the forward wall.
- DO NOT place any wheeled equipment in front of, or in contact with, the sliding emergency door on the forward wall.
- Wheelchairs are to ALWAYS be placed facing Governors Drive, against the forward wall of the tram, with the brakes locked.
- Stretchers and beds are to be placed with the patient's feet first, up against the forward wall, with the brakes locked.
- Stretchers, beds, and load hauling equipment should enter the tram car from the rear door for correct positioning. This will also help prevent damaging tram doors and walls.
- Passengers should always use handrails when the tram car is moving.

#### Personal Injuries and Hospital Safety Monitoring

If you are injured on the job:

- Report to your supervisor
  - Complete an Employee Accident Report with your supervisor
  - Call **CompOne** at 256-532-2777
  - CompOne will direct your care
- If you should simply need first aid, report to your supervisor and then go to Employee Health.

The Huntsville Hospital Health System **Safety Officer** is Chad Ridings. He is responsible for the oversight, development, implementation and monitoring of safety. He is supported by the **Environment of Care Committee** that meets on a monthly basis. He can be contacted at 256-265-2745 (Office) or 256-656-8018 (Cell)

Huntsville Hospital Health System **Patient Safety Manager** is Brynnetta Gaddis. She can be contacted at 256-265-6682.