

Shawnee Family Health Center,
Inc.

**HEALTH & SAFETY
TRAINING**

Training Objectives

Participants will be able to:

- Define “Emergency Action Plan”
- Identify emergency codes and procedures
- Describe evacuation procedures
- Identify unsafe environmental factors
- Describe ways to reduce physical risks

Emergency Action Plan

Emergency Action Plan

- SFHC has an emergency action plan that outlines what to do during various types of emergencies.
- Regardless of the emergency, primary consideration shall be for the safety of clients, visitors and employees.
- Secondary consideration shall be for security of client records, financial records and personnel records.
- Third consideration is given to the building and the contents of the building.

Emergency Action Plan Administration

- The Facilities and Property Manager is primarily responsible for implementing the emergency action plan.
- But all staff are responsible for safety at SFHC

Emergency Action Plan

Plan Includes:

- Codes used to announce types of emergency situations
- Location of Shelter Areas
- Location of Assembly Areas

Emergency Codes

- Code Red = Fire
- Code Gray = Severe Weather/Tornado
- Code Orange = Bomb
- Code Blue = Medical Emergency
- Code Dr. Armstrong = Person out of control
- Code Active Attack = Person with a weapon

We will review each of these codes and corresponding procedure in this training module.

Code Red Fire

- Employees are alerted to a fire by the activation of the internal fire alarm system and Code Red is announced over the public address system.
- Regularly conducted fire drills are announced via the public address system except Scioto County which is announced via the fire alarm system.

Code Red Fire (continued)

- Fire indicators “will be used to involve staff in conduction of fire drills.” A “Fire indicator” is a red cloth with the word “fire” on it.
- If you encounter a red “fire indicator” you are responsible for announcing the drill.

(Health and Safety Committee members will be near by to assist you.)

Code Red Fire (continued)

- The sound of the fire alarm or code red announcement means staff are to evacuate the building and go to the assembly area.
- Staff are asked to give directions to clients and visitors and assist them with evacuation.
- The **assembly area** is the front parking lot for all clinics.

Code Red Fire (continued)

- Fire Drills - remain at the assembly area until an all clear is given.
- Actual Fire - Do not re-enter the building until instructed to do so by the local fire department and SFHC management.

BOMB THREATS - Code Orange

Code Orange - Bomb Threats

- All bomb threats are to be treated as real threats and the facility will be evacuated.
- Management or designee initiates evacuation by announcing Code Orange over the public address system.
- Everyone is to evacuate and proceed to the designated assembly area.
- Assembly area is the front parking lot for all clinics.
- Remain at the assembly area as far away from the building as possible until an all clear is given.

Code Orange - Bomb Threat

- SFHC regularly conducts bomb threat evacuation drills.
- Anyone receiving a bomb threat should notify their supervisor or senior management.

Code Orange - Bomb Threat

If you receive a call about a bomb, you should try to:

- Remain calm
- Listen to the caller
- Take notes if you can
- Any identifying back ground noise
- Obtain as much information as possible
- Contact your supervisor or senior management who will contact 911

Code Blue - Medical Emergencies

Code Blue - Medical Emergencies

Upon hearing a code blue all medical staff should proceed to the location announced and be available to provide assistance. This may include:

- Basic First Aid
- Contact 911

Code Blue - Medical Emergencies

- **No medical personnel in the facility?**
 - **Then supervisors are to respond.**
- **Note: In smaller satellite clinics all available personnel should respond to a code blue.**

MEDICATION MANAGEMENT

Medication Management

Consumer's prescription medications and samples are stored in locked cabinets in the nurses' treatment rooms.

Only medical personnel have access to these Medications.

These rooms are kept locked when not in use.

Medication Management (continued)

If a consumer drops off medication to be given to medical personnel, the staff receiving the medication must immediately give the medications to medical personnel.

In the event there are no medical personnel available, staff should inform their supervisor and keep the medication in a secure area until medical personnel are available.

Utility Failure

Utility Failure

SFHC has procedures for responding to the following types of utility failure:

- Power
- Water
- Heating and Air Conditioning
- Telephones

In the next slides, we will review each of these.

Power Failure

- In the event of Power Failure, the Clinic Director or designate is to notify the power company.
- Battery operated exit signs help provide for safe evacuation. Clinics also maintain battery-operated lanterns/flashlights if needed.

Power Failure

- If the power fails - turn off the power to your computer.
- **PLEASE NOTE!**
 - Telephone systems and distress buttons become dysfunctional when the power is out

Water Failure

- If our water is off, maintenance staff or safety committee members should place an “out of order” sign on bathrooms and water fountains.
- Drinking water can be purchased for each site in gallon jugs.
- Additional water should be purchased if needed for use in toilets.

Water Failure

Management will be consulted for disposition if the water will be off for an extended time.

Water Failure

If there is a “boil water” advisory, maintenance staff or safety committee members (or designate) will place a sign on water fountains and sinks.

“Do Not Drink the Water - Boil Advisory in Effect”

These signs are to remain until the advisory is lifted.

Drinking water will be made available in gallon jugs at all sites.

Heating and/or Air Conditioning Failure

If the heating and/or cooling system fails, staff should immediately contact the Property and Facilities Manager.

He/she will assess the situation and if needed call in a service technician.

Management will be consulted for disposition in the event of an extended outage or if the outage coupled with weather conditions creates unsafe environment

Telephone Failure

A temporary telephone is available at each clinic for emergency use if telephones fail due to power outage.

If the telephone system failure is not due to power outage, then the Property Manager or the IT Department should be contacted and alerted to the problem.

Cellular telephones have been assigned to some staff at each location (e.g., supervisors) and can be used as needed.

Violence in the Workplace

**Code: Dr. Armstrong
and**

Code: Active Attack

Violence in the Workplace

- SFHC is committed to maintaining a workplace that is free from violence or threat of violence both on-site and off-site.
- Our violence in the workplace policy and procedure outlines how we address violence and threats of violence.
- Staff should be familiar with this policy and procedure.

Violence in the Workplace

General practices:

- Do not hesitate to ask for back-up
- Do not try to restrain or physically remove a violent person - Call the police
- Always report violent, threatening, or, harassing behavior to your supervisor (Verbally, then via an incident report.)

(There is a separate training module for incident reporting which all employees must complete that explains purpose and content of incident forms.)

Violence in the Workplace

Things To Do:

- Stay calm
- Listen attentively
- Maintain eye contact
- Be courteous and patient
- Leave situation if needed to remain safe
- If person has weapon, do not try to grab weapon

Violence in the Workplace

Things to do (continued)

- If off site leave as soon as behavior escalates
- Use distress button* in your office if available
- If no distress button, either excuse self or use telephone.

Distress buttons are available in most individual offices where clinical work occurs - check your work site to see if you have a distress button.

Violence in the Workplace

Distress Buttons:

Activating a distress button sends a signal to a person within the clinic.

When this person sees your signal, he/she will call your extension number.

Violence in the Workplace

- If you do not answer within 3 rings, then Dr. Armstrong will be announced to your location. The situation will be assessed and 911 will be called if needed.
- If the extension is answered within 3 rings, staff attending the panel will say, “Your distress signal sounded” and do you need Dr. Armstrong?
- If you need Dr. Armstrong, say yes. Dr. Armstrong will be announced to your location.

Code Dr. Armstrong

- Dr. Armstrong drills are regularly conducted at all clinic sites.
- The Dr. Armstrong code is a confidential code that should not be shared with clients, visitors or family members.

Code Active Attacker/Shooter

- If you push your distress button because there is a weapon involved, you need to answer “NO” to the Dr. Armstrong question. If the answer “no” is given, the staff member attending the panel will ask a follow up question. “Is there a weapon involved?” If the answer is “yes” 911 will be called immediately and “Active Attacker (Location) with a gun/knife- this is not a drill” will be announced.

Code Gray - Weather Related Emergency

Code Gray - Weather Related Emergency

- Weather emergencies can strike at any time.
- When weather conditions warrant, a radio in the office area will be tuned to a local radio station to monitor the weather situation.
- If a severe weather warning is issued, agency operations will be evaluated by senior management to determine whether anything needs to be cancelled until the severe weather passes.

Code Gray - Severe Weather Emergency

- If a tornado warning is issued support staff will announce a **Code Gray** over the public address system.
- All operations will be shut down immediately and employees within the clinic or parking lot will proceed to the shelter area.
- Employees are to direct clients and visitors to the shelter area as well.

Code Gray - Severe Weather Emergency

Shelter areas:

- Adams County - Employee lunch area
- Annex – Interior area and hallway center of building
- Carlton Davidson Lane - Employee lunch area
- Scioto - First floor interior hallway

Code Gray - Severe Weather Emergencies

- In the event a tornado strikes without adequate warning, employees are to take immediate cover wherever possible, preferably in interior hallways, rooms or under heavy furniture.
- After tornado passes go to **assembly** area so you can be accounted for.

Code Gray - Severe Weather Emergencies

- Code Gray drills are regularly conducted.
- Whenever a **Code gray** is announced, you should proceed to the shelter area as quickly as possible.

**Environmental Factors
&
Hazard Communication**

Environmental Factors

- SFHC does not manufacture or import chemicals; therefore, hazard determination is performed by the suppliers of the products we use within the facilities.
- Since SFHC does provide health care there is always a risk of contact with bloodborne pathogens. Given the complexity of this issue a separate training has been developed to address this topic. All staff are required to complete the Bloodborne Pathogens training module when it is assigned.

Environmental Factors

- A list of all hazardous materials/chemicals that are present in this facility is kept in a Material Safety Data Sheet (or MSDS) Manual.
- There is a Material Safety Data Sheet for every hazardous material/chemical stored in the facility.

Environmental Factors

Material Safety Data Sheets are usually one or two pages long about a chemical found in the workplace such as toner, or a cleaning supply.

Environmental Factors

These information sheets explain:

- What the chemical is
- Why the chemical is hazardous
- How you can be exposed to it
- How to safely handle the substance
- What to do if exposed to the chemical
- What to do if there is a spill or emergency

Environmental Factors

MSDS Manuals are located in the Exam Rooms and Maintenance Department. They are maintained by the Facilities Manager

Environmental Factors

- Containers of hazardous chemicals/materials at SFHC are labeled. The manufacturer's label will be used whenever possible.
- If a substance is transferred to a container without a label then facilities staff must immediately label the contents with the same information on the manufacturer's label.

Health & Safety Practices

- This agency intends to provide a healthy and safe working environment.
- Employee cooperation in detecting hazards and help with controlling them is a condition of employment.
- Everyone is expected to follow general health and safety practices.

General Health & Safety Practices

- Seat belts will be worn by all occupants of vehicles when employees are engaged in work related activities.
- Car seats/restraining devices must be used when transporting infants and small children.
- If a task requires personal protective equipment (such as goggles, latex gloves, etc.) they must be used while performing those tasks.
- Everyone is responsible for keeping their work area free of trip hazards.
- Extension cords are not to be used for permanent wiring.

Safe & Health Workplace

Although SFHC has designated the Facilities
and Property Manager,

Rock Keaton,

as the Safety Officer, creating a safe and
healthy workplace is the responsibility of
every employee.

This means **YOU** too!

Take the Test

You've reached the end of the slides.
Please click the button below to take the exam.

