



Environment of Care

Introduction

Safety

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Module Navigation

At the bottom of the slides you will notice that there are four (4) Navigation buttons. Below is a description of each button.

Next	Takes you to the next slide in the module
Back	Takes you back one slide in the module
Home	Takes you to the beginning of the module
Exit	Will exit you out of the module upon completion, or by bookmarking where you exited.

Upon completion of the module click **EXIT**. You will then be taken out of the module and back to your Healthstream page.

You may then complete the post test.

NOTE: If you are having issues viewing this module you may need to disable your pop-up blockers. Call Service Desk at 44121 or if at home call your Internet provider.

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Introduction

As your partner, HealthStream strives to provide its customers with excellence in regulatory learning solutions. As new guidelines are continually issued by regulatory agencies, we work to update courses, as needed, in a timely manner. Since responsibility for complying with new guidelines remains with your organization, HealthStream encourages you to routinely check all relevant regulatory agencies directly for the latest updates for clinical/organizational guidelines.

If you have concerns about any aspect of the safety or quality of patient care in your organization, be aware that you may report these concerns directly to The Joint Commission.

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Rationale

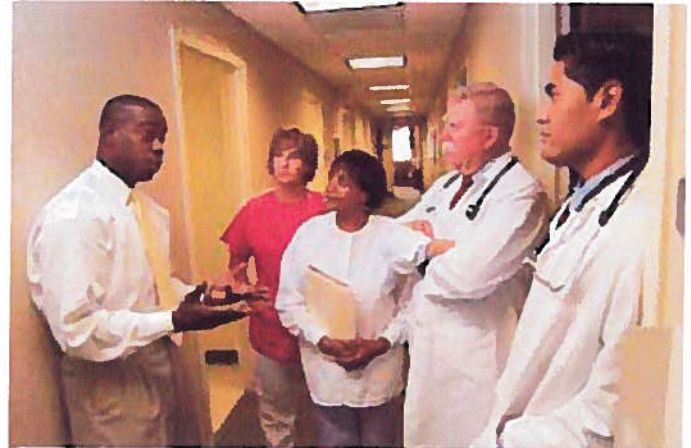
Introduction

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This course has been designed to rapidly review and update your knowledge of:

- Safety
- Emergency preparedness

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Introduction

This introductory lesson gave the course rationale.

Lesson 2 will discuss aspects of safety including personal and facility concerns and best practices.

Lesson 3 will focus on emergency preparedness.

Lesson 1: Introduction

Lesson 2: Safety

- General safety
- Fire safety
- Electrical safety
- Ergonomics
- Back safety
- Slips, trips, and falls
- Hazard communication
- Security and workplace violence
- Reporting incidents

Lesson 3: Emergency Preparedness

- Disaster events
- Emergency Operations Plan

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Introduction - Safety

Welcome to the lesson on safety.

Lesson 2: Safety

- Hand Hygiene
- General safety
- Fire safety
- Electrical safety
- Ergonomics
- Back safety
- Slips, trips, and falls
- Hazard communication
- Security and workplace violence
- Reporting incidents

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Hand Hygiene

The single most important factor for preventing the spread of infection is proper hand hygiene.

Hands should be washed or decontaminated **before** and **after** each direct patient contact or contact with the patient's environment. Hand hygiene should also occur after gloves are removed.

Current CDC guidelines recommend the use of:

- Soap and water for washing visibly soiled hands
- Alcohol-based hand rubs for routine decontamination of hands between patient contacts, when hands are not visibly soiled

CDC or WHO guidelines for hand hygiene should be followed.

[Click here](#) to view the Hand Hygiene policy.



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General Safety

Healthcare facilities have many potential hazards.

OSHA separates hazards into five (5) categories:

- Biological
- Chemical
- Psychological
- Physical
- Environmental / mechanical

As shown in the table on the next screen:

- Eliminate as many of these hazards as possible
- Safeguard against exposure to the hazards that cannot be eliminated

Note: Many of the hazards in the table are addressed in greater detail later.

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General Safety: Hazards and Safeguards

Hazard Category	Definition	Examples	Safeguards
Biological	"Germs"	HIV, MRSA, TB	Infection control (hand hygiene, PPE, etc.)
Chemical	Toxic or irritating materials	Detergents, solvents, disinfectants, sterilizing agents, waste anesthetic gases, hazardous drugs, mercury	Engineering controls, work practice controls, PPE
Psychological	Factors that cause emotional stress or strain	Working with terminally ill patients, patients death, overwork, understaffing, tight schedules, equipment malfunctions	Stress management, relaxation exercises, meditation
Physical	Agents that can cause physical harm	Radiation, lasers, noise, electrical equipment, extreme temperatures	Dependent on hazard
Environmental & mechanical	Factors that increase risk of accident, injury, strain, or discomfort	Lifting and moving patients, tripping hazards, poor air quality, slippery floors, clutter	Maintenance of a safe work environment, prompt reporting of hazardous conditions

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Fire Safety: Prevention

Prevention is the best defense against fire.

To help prevent fires related to the common cause of **smoking**:

- Follow your facility's Tobacco-Free policy
- Instruct visitors and patients about Oakwood's smoke-free campus for their health and safety

To help prevent fires related to the common cause of **electrical malfunction**:

- Remove damaged or faulty equipment from service
- Submit malfunctioning equipment for repair

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Fire Safety: Prevention (continued)

To help prevent fires related to the common cause of **equipment misuse** in the hospital setting:

- Do not use any piece of equipment before being trained
- Toasters, coffee pots, and microwave ovens can be used in employee break areas if they are commercial grade and
 - Have a three (3) prong plug
 - Are UL approved
 - Are inspected by plant operations prior to use
- All other appliances, such as toaster ovens and space heaters, are prohibited

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Fire Safety: Safeguards in the Event of Fire

Even with the best efforts at prevention, fires sometimes occur.

Therefore, your facility has fire safety features.

These features include:

- Fire alarm systems
- Fire extinguishers
- Emergency exit routes and doors
- Smoke and fire doors and partitions
- A fire plan

Be familiar with the location and use of each of these.

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Fire Safety: Response

When you hear the fire alarm in your facility, you may not know if it is a drill or a true fire. Treat the alarm as if it were a true emergency.

Respond using the **RACE** protocol:

R: Rescue

A: Alarm

C: Contain

E: Extinguish or evacuate

Click on each item for a brief review.

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Electrical Safety

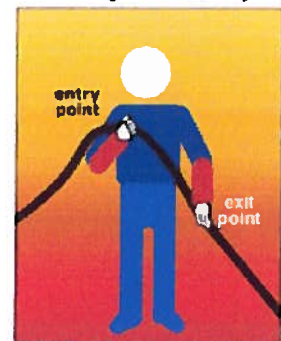
Most equipment in the healthcare setting is electric.

This means there is risk of electric shock.

Electric shock can cause:

- Burns
- Muscle spasms
- Ventricular fibrillation
- Respiratory arrest
- Death

Electric shock happens when electricity flows through the body.

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Electrical Safety: Preventing Accidents

To help prevent electrical accidents in your facility:

- [Remove and report electrical hazards](#)
- [Use electrical equipment properly](#)
- [Maintain, test, and inspect equipment](#)

Click on each of these for a brief review of key points.

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Electrical Safety: Preventative Maintenance

Equipment Inspection

- **All incoming medical equipment (purchased or loaner) must be inspected** and tested by Clinical Engineering prior to first use
- A permanent equipment identification tag must be placed on the equipment for inventory purposes



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Electrical Safety: Preventative Maintenance

Preventative Maintenance

- An inspection sticker on the equipment gives the date of the most recent inspection and the date for next inspection
- If the inspection date is overdue, report the device to your supervisor and remove it from service

INSPECTED	
GE Healthcare	
DATE MO/YR	PM <input type="checkbox"/> ES <input type="checkbox"/>
TIME HH:MM	BY
SCP-2394B	

- Some equipment is "low risk" and does not require regular inspections - it will have a special sticker showing it is low risk.

Evaluation Completed
This device has passed inspection
and must be re-inspected
after any repair

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Electrical Safety: Reporting Equipment Issues

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Equipment issues are reported online via rL Solutions' Risk Monitor Pro (RM Pro) or using a repair tag.

- RM Pro can be found on Oaknet and requires employees to use their LAN ID and password.
 - Go to Oaknet home page
 - RM Pro is located in Features (you may have to scroll down within Features to find it)
 - See your manager if you do not have a LAN ID and Password
- If a medical device may have been involved in a patient injury:
 - Report the incident immediately to your supervisor
 - Remove the device from service and isolate it so it can be inspected by Clinical Engineering
 - Report the incident in RM Pro

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Electrical Safety: Reporting Equipment Issues (continued)

- When using a repair tag:
 - Report the equipment problem or failure immediately to your supervisor
 - Unplug equipment
 - Remove the malfunctioning equipment from service and attach a repair tag
 - Indicate what is wrong with the equipment
 - Complete contact information requested on the repair tag
 - Be specific about the nature of the problem, so the equipment can be repaired and returned to you more quickly

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Electrical Safety: Hazards

Other best practices for preventing electrical accidents in your facility are:

- [Use power cords and outlets properly](#)
- [Use circuits safely](#)
- [Protect patients from electrical shock](#)

Click on each of these for a brief review of key points.

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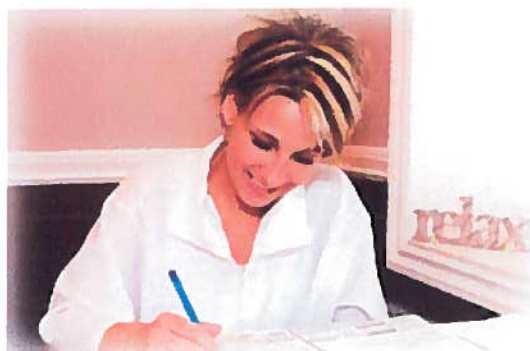
Ergonomics

The term "ergonomics" comes from two Greek words:

- *Ergon*, meaning work
- *Nomos*, meaning natural laws

Ergonomics means designing work to fit the "natural laws" of the human body.

Good ergonomic practices can lead to fewer work-related injuries.

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Ergonomics Best Practices

Ergonomic best practices are:

- Avoid **fixed** or awkward postures
- Avoid **lifting** without using proper devices or equipment
- Avoid **highly** repetitive tasks
- Provide support for your limbs
- Use proper posture and body mechanics when sitting, standing, or **lifting**
- Avoid reaching, **twisting**, and bending for tools. Keep tools close to you
- Use **supportive** equipment (e.g., wrist supports for keyboards)
- Respond promptly to aches and pains. This can help you take care of slight injuries before they become **severe**

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Back Safety

Healthcare is a high-risk setting for back pain and injury.

Injury may be prevented through:

- Proper care of the spine
- Proper posture
- Regular exercise

On the following screens, let's take a closer look at each of the above.

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Back Safety: Proper Care of the Spine

Take proper care of the spine while:

- [Sleeping](#)
- [Standing](#)
- [Sitting](#)
- [Lifting a static load vertically](#)

Click on each item for a brief review of key points.

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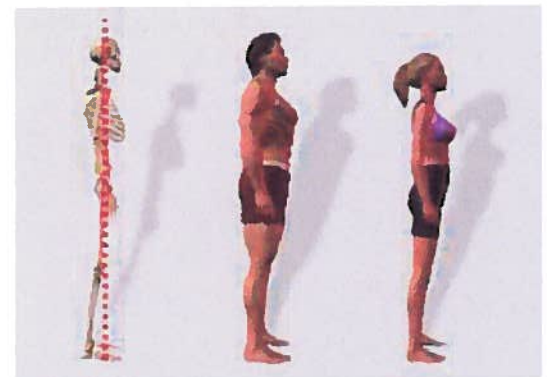
Back Safety: Proper Posture

To stand with proper posture, imagine a cord dropped through the center of your head to your feet.

If the spine is properly aligned, the cord should pass through the center of the body, in the right-to-left plane.

In the front-to-back plane of the body, the cord should pass through:

- The ear
- The front of the shoulder
- The center of the hip
- The area behind the kneecap
- The ankle

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Back Safety: Regular Exercise

Regular exercise can help prevent back injury.

Exercise should include:

- [Aerobic exercise](#)
- [Stretching exercise](#)
- [Strengthening exercise](#)

Click on each for a brief review of key points.

Consult your physical therapist or physician to find out appropriate exercises for your back.

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Slips, Trips, and Falls: Prevention

Slips, trips, and falls in the workplace cause injuries and deaths every year.

On the following screens, let's look at tips for preventing:

- Slips
- Trips
- Falls

Slips → Loss of Friction

Trips → Loss of Footing

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Slips, Trips, and Falls: Preventing Slips

To help prevent slips:

- Keep floors clean and dry
- Increase the friction of floors with abrasive coatings, nonskid strips, or rubber mats
- Secure rugs with skid-resistant backing
- Choose slip-resistant shoes. Look for:
 - Soft rubber soles
 - A large amount of surface area in contact with the floor (no high heels!)
 - Patterned soles that increase friction.
- Post safety signs around slip hazards (icy sidewalks, wet floors, etc.)

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Slips, Trips, and Falls: Preventing Trips

To help prevent trips:

- Keep floors clear and uncluttered
- Repair uneven flooring, or post safety signs
- Use proper lighting (not too bright and not too dim)



Trips can result from lighting that is too bright or too dim.

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Slips, Trips, and Falls: Preventing Falls

Most falls in the workplace are foot-level falls. In a foot-level fall, a person slips or trips on a walking or standing surface. This results in a short-fall.

Falls-to-below carry a higher risk of injury.

Danger zones for falls-to-below are:

- [Stairs](#)
- [Ladders](#)

Click on each for strategies to prevent falls.

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Slips, Trips, and Falls: Minimizing Risk

When conditions are hazardous (icy sidewalks, wet floors), avoid slipping and falling by walking like a duck:

- Keep your feet flat and slightly spread apart
- Point your toes slightly outward
- Take slow, short steps. Keep your center of balance under you
- Make wide turns at corners
- Keep your arms at your sides. This gives additional balance. It also keeps your arms available for support if you fall.

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Hazard Communication

To protect workers from exposure to hazardous chemicals, the following groups of people have duties related to communicating information about hazardous materials:

- [Manufacturers](#)
- [Employers](#)
- [Employees](#)

Click on each for a review of key duties.

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Hazard Communication: Hazard Materials Management

Introduction

Employees must be aware of any hazardous materials or wastes they may come in contact with when performing routine work duties.

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Staff must be trained to properly handle, transport, and dispose of these substances.

Emergency Preparedness

Hazard Communication Michigan Right-to-Know Law

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MIOSHA Right to Know Poster

This poster must be displayed prominently in all work areas. All departments who use, store, transport or dispose of hazardous materials must display the MSDS poster. Please locate the MSDS poster in your area.

The MSDS poster will provide you with information:

- Where the book is located
- Other locations MSDS's can be found
- Who manages the book
Their contact information

This Workplace Covered by the Michigan Right To Know Law

Employers must make available to employees in a readily accessible manner, Safety Data Sheets (SDS) for those hazardous chemicals in their workplace.
Employees cannot be discharged or discriminated against for exercising their rights including the request for information on hazardous chemicals.
Employees must be notified and given direct from the employer postings for locating Safety Data Sheets and the receipt of an in-vehicle MSDS kit.
When the employer has not provided a SDS, employees may request assistance in obtaining SDS from the:
Michigan Department of Labor and Economic Growth
Michigan Department of Industrial Safety & Health Administration
Division of Safety & Health Services
(313) 237-1411
(313) 237-1412
www.michigan.gov/miosha
MSDS-1000 (Rev. 06-10)


LARA
LICENSING AND REGULATORY AFFAIRS
CUSTOMER SERVICE DIVISION
SDS(s) For This Workplace Are Located At
Quick Reference Material Safety Data Sheet/MSDS Database
Back-Up Files Located in the Safety Office, Security and (VIA) Dispatch, Emergency Operations, Chemical Control (S.D.C.), Emergency Department, Hazardous Materials Unit
Locations:
All Database Computers
(Locations)
Corporate if (S.D.C. Command) Site Safety Office
Personnel responsible for SDS(s)
313.237.1411
Phone
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MIOSHA New or Revised SDS Poster

This poster
must be
collocated
with the
MIOSHA
SDS/RTK
poster

*As Required by the
Michigan
Right To
Know Law*



TO BE POSTED THROUGHOUT THE
WORKPLACE NEXT TO THE SAFETY DATA SHEETS (SDS)
LOCATION POSTERS

New or Revised SDS

New or Revised	Receipt Date	Posting Date	Location of New or Revised SDS

LARA
LICENSING AND REGULATORY AFFAIRS
SUPERIOR SERVICE, LESS RED TAPE

Michigan Department of Licensing and Regulatory Affairs
Michigan Department of Safety & Health Administration
Consultation, Education & Training Division
(517) 373-1000

Post in full with
Federal OSHA form
300A-1027 (Rev. 1/10) (Revised 6/11)

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www.michigan.gov/miosha

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Hazard Communication Program Right to Know

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- With this system no paper copies of MSDS/SDS sheets are required to be kept, as the program meets or exceeds all OSHA/MIOSHA regulatory Requirements.
- Back up emergency disks containing the OHI master inventory are located in Security and EVS Dispatch, Emergency Department, Safety Office, House Supervisors office, and the Emergency Operations Command Center (EOCC)
 - Back up disks will be updated and distributed quarterly in January, April, July, October.
- In the event of total power and computer system failure OHI is subscribed to MSDSonlines 24/7 Fax back service.
 - The number for this service will be kept in Security and EVS Dispatch, Emergency Department, Safety Office, House Supervisors office, and the Emergency Operations Command Center (EOCC)
- MIOSHA Right to know posters will be prominently displayed in all work areas. Copies of this poster can be obtained from Security/Safety Administration

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Hazard Communication: Material Safety Data Sheets (SDS)

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SDS's provide a comprehensive source of information and are valuable components of your hazard communication program. SDS are detailed information bulletins, prepared by the manufacturer or supplier, for any product that contains a chemical deemed to be hazardous.

You are responsible for reading all SDSs before using a hazardous chemical. You will then be prepared to respond effectively to daily exposure, as well as to emergency situations when they occur.

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Hazard Communication: Material Safety Data Sheets (continued)

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SDS include:

- Descriptions of the physical and chemical properties of the chemical
- Physical (for example, the potential for explosion)
- Health hazards associated with its use
- Routes of exposure
- Precautions for safe handling and use
- Emergency and first aid measures
- Spill/leak procedures and control measures

Before using any new chemical review the SDS.

Periodically review the chemicals used most frequently in your area.

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Hazard Communication: SDS - Your Rights

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Your employer is required to have MSDS available for every single hazardous chemical or substance you use or encounter as a part of your job.

SDS must be readily available in the workplace for employees to review at all times!

- If you request to see an SDS for a product you use at work, and your employer cannot show it to you, after one working day you may refuse to work with that product until you are shown the correct SDS
- If you request your own personal copy of a SDS, your employer has 15 working days to provide it

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Hazard Communication: SDS - Your Rights (Continued)

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Key information provided on the MSDS includes:

- Product Identification
- Hazardous Ingredients
- Physical Data
- Health Hazards
- First Aid
- Fire and Explosion Potential
- Reactivity
- Handling and Storage Safety
- Spill Procedures
- Personal Protective Equipment
- Toxicology
- Proper Disposal Methods

If you do not know where
the SDS's are kept for your
area, find out!

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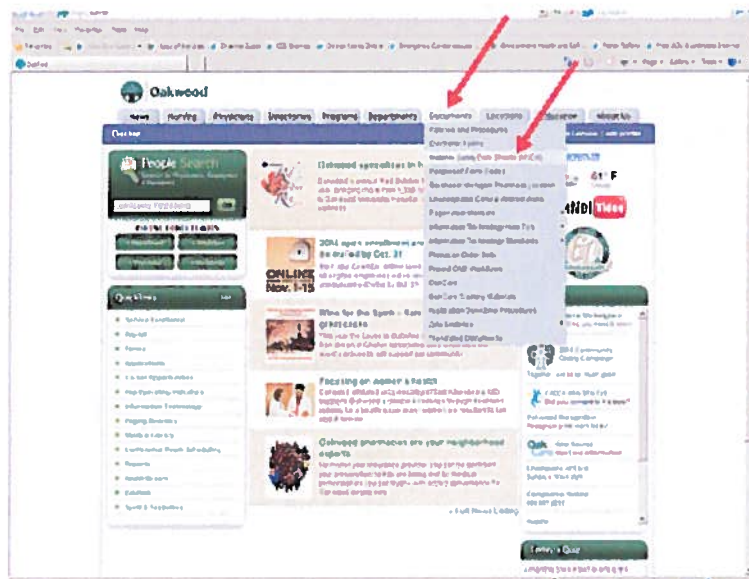
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Hazard Communication: SDSonline Location

- Locate and click on the OakNet Documents tab, click on Material Safety Data Sheets.
- Click on the document button to bring up the job aide on How to use SDSonline.

[click here for document](#)



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Hazard Communication: Compressed Gas Cylinders

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Compressed gases may be:

- Flammable or combustible
- Explosive
- Corrosive
- Poisonous
- Inert

Cylinder safety tips:

- Never rely on the color of the cylinder for identification
- Cap large cylinders when not in use or being moved
- Move leaking cylinders to a safe place (if safe to do so) and notify supervisor

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Hazard Communication: Compressed Gas Cylinders (continued)

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When using cylinders:

- Secure cylinders AT ALL TIMES, even when empty
- Transport cylinders in approved carriers and carts
- Push cylinders in front of you; do not pull them behind you
- When cylinders are not in use, place in storage cabinet
 - Do not leave on wheelchairs or stretchers when not in use

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Hazard Communication: Compressed Gas Cylinders (continued)

When using cylinders (continued):

- Check the gauge before and after using a cylinder
 - If the gauge reads 500 psi or below - place it in the **"RED/EMPTY"** section of the storage cabinet
 - For cylinders above 500 psi - place them in the **"GREEN/FULL"** section of the storage cabinet
- Only 12 cylinders (6 **Empty**, 6 **Full**) can be stored in a cabinet at any time
- Post appropriate signs
- Prohibit any devices, including children's toys, that may spark, as this can lead to fire

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Security and Workplace Violence

Workplace violence is any violence in a work setting.

To help keep your workplace safe from violence:

- **Recognize** aggressive behavior and warning signs of potential violence
- **Respond** appropriately to the level of aggressive behavior (see graphic)
- **Report** all unsafe situations immediately

Aggressive Behavior	Response
 Tension	Remain calm. Listen. Acknowledge the person's frustration. Try to resolve the problem.
 Disruptiveness	Set clear limits. Remain calm and choose your words carefully to avoid aggravating the situation. Call security privately if the disruptive behavior continues.
 Loss of Control	Remove yourself from danger and get help. Do NOT try to restrain the person yourself.

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Security and Workplace Violence: Identification Badges

To fulfill Service Excellence initiatives and protect the healthcare facility from intrusion, Oakwood photo ID badges are provided to all:

- Employees
- Physicians
- Volunteers
- Contract employees and
- Contractors



Anyone provided an Oakwood ID badge must:

- Wear ID above the waist at all times in any OHI facility
- Use badges only for authorized purposes
- Ensure proper compliance with ID policies and procedure

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General Safety: Contractor and Vendor Management

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All contract and vendors must be cleared by Facility Services/Plant Operations.

In addition they must:

- Attend a review of the Sites vendor and contractor orientation
 - This is **mandatory prior to any contractor conducting work in the facility**
- Log in and out with the Facility Services/Plant Operations Department on a daily basis in order to track their performance
- Maintain their work area as clean as possible while working and clean up thoroughly when finished

Immediately report to Facility Services/Plant Operation any vendor/contractor found working in ceilings without an Orange Vest.

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General Safety: Contractor and Vendor Management (cont)

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- Wear their assigned ID Badge at all times
- Wear an Orange Vest while working in and above ceilings
 - The Orange Vest signifies the contractor has received authorization to work in or above the ceiling
 - At Oakwood we want to reduce unauthorized access to our ceilings which could cause smoke and fire penetration

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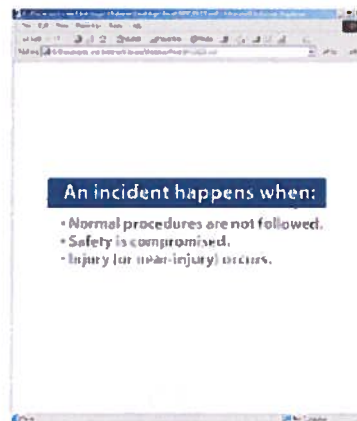
Emergency Preparedness

Reporting Incidents

A breach in safety is referred to as an **incident**.

- Back injury
- Slip, trip, or fall
- Exposure to hazardous chemicals
- Workplace violence

Remember: Safety is everyone's responsibility



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Reporting Incidents (cont)

All incident should be reported immediately to your supervisor using the

- *Employee Incident report*, or
- *Report of Exposure to Blood and Body Fluid form*

These forms are available on OakNet under Documents>Employee Health Services

- The completed original incident report must be returned to Employee Health Services
- A copy is taken with the employee if they choose to go for treatment

Check with your supervisor if you are not familiar with facility procedures for reporting incidents

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Reporting Incidents (cont)

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Employees requiring treatment for work related injuries:

- Should obtain authorization from Employee Health Services or their supervisor
- Will be directed to the proper facility for treatment

Employees are required to report to Employee Health Services with documentation following all appointments.

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Introduction

Welcome to the lesson on emergency preparedness.

Lesson 3: Emergency Preparedness

- Disaster events
- Emergency Operations Plan

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Types of Disaster Events

Healthcare organizations must be prepared to respond to disasters such as:

- Natural disasters
- Technological disasters
- Major transportation accidents
- Terrorism
- Nuclear, biological, and chemical events



To prepare, each facility must:

- Identify events that could occur
- Determine the probability that each event will occur
- Develop strategies for dealing with each event

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Emergency Operations Plan

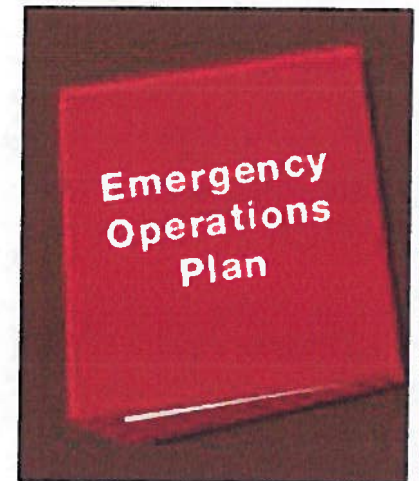
Facilities document how they will deal with disaster in an Emergency Operations Plan (EOP).

A good EOP should address each phase of disaster management:

- Mitigation
- Preparedness
- Response
- Recovery

It also should include plans for:

- Communication
- Resources and assets
- Safety and security
- Staff responsibilities
- Utilities
- Clinical activities

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Beyond Emergency Operations Plans

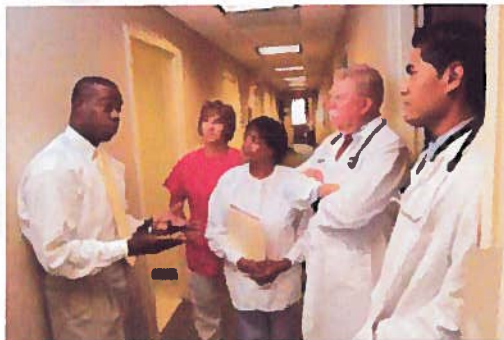
A written plan alone is not enough to ensure an effective response.

Staff must be:

- Educated on the procedures in the Plan
- Trained and drilled to respond to disaster according to the Plan

Make sure that YOU are ready to respond to disaster:

- Know the disaster events that pose a risk for your facility
- Participate in all emergency response training and drills

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Emergency Code

Procedures for each emergency are described in the Environment of Care/Safety Manual or in your Department EOC/Safety Manual.

Know your department response plan for each of these Emergency Situations.

OAKWOOD EMERGENCY CODES

CODE YELLOW

Emergency Preparedness
Implement department emergency plan

CODE GRAY

Tornado Watch

Severe weather possible.

CODE BLACK

Tornado Warning

Move away from windows to protected area. Close blinds or curtains.

CODE RED

Fire Emergency

Return to work area. Do not use elevators.

CODE RED SITUATION

Remember **R.A.C.E.** ALERT - ALERT - CONFIRM - REPORT/ALARM - EVACUATE

Fire Alarm Maintenance

Please call operator in case of fire.

CODE ORANGE

Bomb Threat

CODE PINK

Infant Abduction

Secure all exits.

CODE PURPLE

Physical Management

CODE BLUE

Cardiac Arrest and Medical Emergency

SECURITY ALERT

Hostage Situation

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Environment of Care

Your Role in a **Code Yellow** Emergency

Introduction

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Emergency Preparedness

- All medical staff members and employees at all locations are essential to Hospital operations during a **Code Yellow** emergency
- Incident Command Staff and your immediate manager will direct the role you play and the tasks you are assigned
- Incident Command Staff fills all critical tasks with the most appropriate available practitioner or staff member and makes sure tasks are performed as quickly and effectively as possible
- In some emergencies, the Hospital will create a personnel pool for supplement or staff essential response or operating functions
- Employees may be assigned responsibilities consistent with their responsibilities
- Tasks will be evaluated frequently to match the most appropriate practitioners and staff members available with critical tasks

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Environment of Care

Where to Report during Code Yellow Emergency

Introduction

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Emergency Preparedness

- All employees report to their department immediately and receive instructions from their department manager/designee
 - Each department will immediately initiate their department specific emergency management plan
- DO NOT REPORT TO THE EMERGENCY DEPARTMENT (ED) unless directed by the Incident Command Center or your department manager
- On-site medical staff members are to report to the Hospital's designated sign-in area and await direction and assignment from Incident Command Staff
- If off-duty personnel are called in and activated:
 - Report to your assigned unit or the designated Hospital Personnel Pool area, as directed, and await assignment from Incident Command Staff or your Manager
 - Off-duty Emergency Department staff report directly to the ED charge nurse for assignment
 - Off-duty medical staff members report to the designated Hospital sign-in area and await direction and assignment from Incident Command Staff

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Emergency Code

Procedures for each emergency are described in the Environment of Care/Safety Manual or in your Department EOC/Safety Manual.

You have just read about Code **Yellow**, Code **Green** and Code **Silver**.

Know your department response plan for each of these Emergency Situations.

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Environment of Care

Emergency Code: **Code Green** **Patient Elopement**

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Definition of Elopement

When a patient/resident who is cognitively, physically, mentally, emotionally, and/or chemically impaired; wanders away, walks away, runs away, escapes, or otherwise leaves from a department/unit unauthorized, unsupervised, unnoticed, and/or prior to their scheduled discharge.

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Environment of Care

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Emergency Code: **Code Green** Patient Elopement

1. When a patient/resident is identified as a high risk for elopement, nursing staff shall:
 - Evaluate the need for a sitter and place a sitter at bedside, if indicated
 - Assist the patient in applying a "Color-Coded" patient gown versus the standard patient gown
 - Remove all belongings, including personal clothing
 - Inventory items and document on the *Patient Property Disposition Record*
 - Secure all belongings outside of the patient's room (for example: give to Security to lock up)
 - Increase rounding, as needed
 - Implement other alternative measures (for example: placing pt in room close to nurses station, use of a bed alarm, diversional activities, requesting family to stay etc.)

Oakwood Healthcare System is currently working with a gown vendor to identify a distinctive "color-coded gown" to use. The color-coded gown is not available yet.

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Emergency Code: **Code Green** Patient Elopement

2. When a patient/resident who was identified as a risk for elopement is determined missing:
 - A search will be coordinated on the unit
 - Once staff report that their areas were checked and patient/resident still cannot be found, call site emergency number
 - **811** in hospital settings
 - Provide the following information:
 - Patient/Resident's Name
 - Full physical description (for example: age, race, sex, height, weight, hair color etc.)
 - Relevant medical information, previous history of elopements
 - Description of clothing (for example: color-coded gown)
 - Time patient/resident was last seen and location

Staff need to provide Security the reason for their assistance to ensure that the appropriate support is provided

- For example: "The petitioned male patient in ED room 3 is missing and we can't find him"
- Another example: "Mr. Smith in room 432 is missing from our unit, the patient is on elopement precautions for dementia"

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Environment of Care

Emergency Code: **Code Green** Patient Elopement

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- A coordinated decision will be made to activate a **Code Green** (Security and Nursing will make a coordinated decision at OHS hospital sites)
- 3. A **Code Green** announcement will be made via overhead page system or through department-specific procedure.
- 4. A coordinated search will be organized and conducted.
- 5. All other units/departments or when staff from other Oakwood facilities are at hospital sites shall:
 - Stop all non-critical work
 - Conduct searches of immediate surrounding areas to determine presence or absence of patient/resident in a "color coded" gown
 - Search all interior stairwell doors, elevator areas, hallways and doors that exit anywhere near surrounding area
 - Maintain vigilant observation of any suspicious situation

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Environment of Care

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Emergency Code: **Code Green** Patient Elopement

6. When patient/resident is found:
 - Person who finds the patient/resident will notify other searchers (for example: Security, Unit Manager etc.)
 - The patient/resident will be returned to unit/area of origin, as appropriate or to the ED, if necessary
 - Nursing staff will:
 - Conduct a physical assessment
 - Coordinate search of belongings
 - Obtain account about what occurred and notify physician to assess patient and determine follow-up care orders
 - Document all information into medical record
7. When patient/resident is not found:
 - Appropriate contacts will be made (for example: police, family, legal guardian, physician, risk management etc.)
8. A coordinated decision between Unit Manager and other searchers will be made to terminate the "Code Green"
 - "Code Green All Clear" will be announced at least three (3) times, via overhead announcement or any other communication mediums available at the sit
9. All employees are to return to normal work duties, unless otherwise directed

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Environment of Care

Emergency Code: Code Silver Active Shooter/Hostage Situation



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DISCOVERY OF SITUATION

If you identify an individual who is

- Displaying behaviors with a weapon which makes you feel you are in imminent danger
- Hearing what you believe to be gunfire; or
- Observing any individual being held hostage

1. **Call your site emergency number when safe to do so**

- *In hospital settings call:*
 - **9-911 and 811**
- *In Ambulatory settings call:*
 - **9-911 or 911**, per site protocol

2. A **"Code Silver"** announcement, as appropriate, will be made via overhead page system or through department-specific procedure

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Environment of Care

Emergency Code: Code Silver Active Shooter/ Hostage Situation



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***** RUN, HIDE, FIGHT*****

3a. RESPONSE WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

- Run - Evacuate if possible
- Hide - Hide if unable to evacuate
- Fight - Take direct action only if unable to evacuate or hide

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Environment of Care

Emergency Code: Code Silver Active Shooter/Hostage Situation



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RESPONSE IN AN AREA DISTANT FROM ACTIVE SHOOTER SITUATION

- Stay away from the area specified. This is extremely dangerous and is a sensitive situation that should only be handled by trained authorities
- Secure any entrances that lead to the affected area. Secure doors.
- Take cover behind locked doors if possible
- Shelter-in-place, lock-down, or evacuate, as indicated
- Provide assistance as requested by authorized persons
- Assist with maintaining a safe environment for patients, family members, visitors and yourself by keeping persons at a safe distance and restricting access to specified area
- Maintain patient care, if safe to do so

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Environment of Care

Emergency Code: Code Silver Active Shooter/Hostage Situation



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RESPONSE WHEN LAW ENFORCEMENT ARRIVES

- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and /or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

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Environment of Care

Thank You for Completing this e-Learning Module. Next Steps:

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- You have completed the module. The next activity is the video "Run, Hide, Fight."
- *The six-minute video in the next activity depicts graphic actions which may evoke emotional responses. It is important to remember these are only actors portraying and reenacting an active shooter situation. The video identifies some tips, techniques and responses which may be taken to assist in keeping people safe, in the event of an active shooter encounter.*
- After completion of the video is the post test. You must pass by 90% or better.
-
- If you would like to review any sections, take notes, or print any of the information, please do so now. You will not be able to review the module again until the post test has been completed.

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Employees

Employees who work with hazardous chemicals must:

- Know which hazardous chemicals are used in their work area.
- Know where MSDS's are located on their unit.

[Close this window](#)

Employers

Employers whose employees work with hazardous chemicals must:

- Maintain a file of MSDS's for all hazardous chemicals used by workers.
- Inspect incoming chemicals to verify proper labeling. If a chemical is transferred to an unlabeled container

[Close this window](#)

Manufacturers

Manufacturers of a hazardous chemical must:

- Research, create, and distribute a material safety data sheet (MSDS), which lists the specific hazards of the chemical.
- Label all containers of hazardous materials with the name of the

[Close this window](#)

Ladders

- Use a ladder of the height you need.
- Lock the spreader into position before climbing the ladder.
- Climb straight up. Do not lean to either side.
- Hold onto the side rails with both hands while climbing up or down.

[Close this window](#)

Stairs

- Keep staircases clean and well lit.
- Staircases should have sturdy handrails on both sides.
- Take one step at a time.
- Maintain your center of balance when stepping.

[Close this window](#)

Strengthening exercise

Strengthening exercises help build muscle mass by forcing the muscles to work against weight or resistance. Do strengthening exercises two to three days a week.

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Stretching exercise

Stretches are gradual, gentle exercises that lengthen important muscles. This increases the ability of muscles to use their full range of motion. Stretch seven days a week.

[Close this window](#)

Aerobic exercise

Do aerobic exercise 30 minutes or more on most days of the week. This contributes to overall fitness and increases blood flow to the spine.

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Lifting a static load vertically

- Bend at the hips and knees.
- Keep the head up.
- Maintain the three natural curves of the spine.
- Hold the load close to the body.
- Lift with the muscles of the legs.

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Sitting

- Form 90-degree angles at the knees and the hips.
- When the hands are on a desk or keyboard, also form 90-degree angles at the elbows. The wrists should be kept straight.

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Standing

- Wear good comfortable shoes.
- Stand up straight.
- Keep the knees flexed.
- If you must stand for long periods of time, put one foot on a footrest. Alternate feet every few minutes.

[Close this window](#)

Sleeping

- Sleeping on the back is best for back health.
- Sleeping on the side is next best.
- Sleeping on the stomach is least healthy for the back.

[Close this window](#)

Protect patients from electrical shock

- Place electrical equipment at a distance from patients.
- Maintain patient areas. Keep floors dry at all times.
- Do not touch patients and electrical equipment at the same time.

[Close this window](#)

Use circuits safely

- Do not overload circuits.
- Label each circuit breaker.
- Breaker boxes should be accessible at all times.

[Close this window](#)

Use cords and outlets properly

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

[Close this window](#)

Maintain, Test, Inspect

All medical equipment should be inspected and tested on a regular schedule.

Close this window

Use electrical equipment properly

Use equipment safely

- Learn how to use equipment before using it.
- Do not use damaged equipment.
- Do not use equipment with liquid spilled on it.

[Close this window](#)

Remove and report electrical hazards

Remove electrical equipment from service if it:

- Malfunctions
- Shows signs of damage
- Shows signs of unusual heating

[Close this window](#)

E: Extinguish or evacuate

If the fire is small enough to put out with a single portable extinguisher, attempt to **extinguish**. Use the **PASS** protocol:

- Pull the pin
- Aim the nozzle at the base of the fire

[Close this window](#)

A: Alarm

Give the alarm by:

- Calling out for help
- Using a alarm pull station
- Calling 811 (ambulatory 9-911)

[Close this window](#)

R: Rescue

Rescue anyone in danger from the immediate area of the fire.

[Close this window](#)

C: Contain

Contain the fire by closing the door to the room where the fire started.

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