



**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FINANCE DEPARTMENT POLICY & PROCEDURE**

SUBJECT: **BASIC EMERGENCY NUMBERS &
PROCEDURES**

Policy No: **101.29**
Revision No.: **3**
Revision Date: **March 2001**
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I. **PURPOSE:**

To emphasize the need and responsibility of the Finance Department to report immediately an emergency occurring in the Department.

II. **POLICY:**

The Medical Center maintains an effective & efficient Medical Emergency Response System throughout the facility.

III. **PROCEDURE:**

See attached Safety Information and Emergency Conditions & Basic Staff Response Sheet.

REFERENCE: Injury & Illness Prevention Program Manual. April 2003

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

EFFECTIVE DATE: January 1, 1991

Reviewed: April 2003
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APPROVED BY:



RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

SAFETY INFORMATION

IMPORTANT TELEPHONE NUMBERS/EXTENSIONS

FIRE/PARAMEDICS	522
HAZARDOUS SPILL	522
MERCURY SPILL	7566
CODE BLUE (Designated Area)	544
SAFETY POLICE	551
SAFETY OFFICER	6672
POISON CONTROL	{800} 777-6476

ANNOUNCEMENT CODES

ANNOUNCEMENT	DESCRIPTION	CALL
CODE RED:	FIRE	522
CODE BLUE	CARDIAC ARREST	544
CODE GREEN	PATIENT ELOPEMENT	0
CODE TRIAGE	DISASTER	

INFECTION CONTROL - ISOLATION CATEGORIES

- CATEGORY I** *Gloves must be worn when in contact with patient*
- CATEGORY II** *Gloves & Gown must be worn when in contact with patient*
- CATEGORY III** *Gloves, Gown & Mask must be worn when in contact with patient*
- CATEGORY IV** *Niosh Mask must be worn when in contact with patient (Respiratory Isolation)*

Gloves are not a substitute for handwashing

TYPES OF FIRE/EXTINGUISHERS

- CLASS A** ORDINARY COMBUSTIBLES
(Paper, Cloth, Wood, Rubber)
- CLASS B** FLAMMABLE LIQUIDS
(Oil, Gasoline, Paints, Grease, Solvent)
- CLASS C** ELECTRICAL EQUIPMENT
(Fuse Boxes, Wiring, Computers, etc.)

OPERATING A FIRE EXTINGUISHER

- P** Pull the pin
- A** Aim the extinguisher nozzle or hose
- S** Squeeze, or press the handle
- S** Sweep from side-to-side, at base of the fire

TYPES OF EVACUATIONS

HORIZONTAL: First. Sideways movement on the unit, pass the cross corridor fire doors.

VERTICAL: Second. Movement up & down stairwells and/or out of the building using wheelchairs, fire stretchers, or carrying patients in blankets/sheets.

In the event that patients must be evacuated, the order of evacuation is as follows:

1. Patients in immediate danger
2. Ambulatory patients
3. Wheelchair patients
4. Helpless, or bedridden patients

NOTE: In a power failure emergency generators come on in 10 seconds

FIRE PROCEDURES

- R** Rescue everyone in immediate danger
Alarm - Pull the closest alarm and call 522 to report fire
Evacuate the immediate room/area & move to safer location on the same floor. Do not evacuate the patient care building unless instructed to do so by the Downey Fire Dept., Nurse Manager, AOD, Safety Officer, or Building Crafts Director.
- C** Contain/Confine - Close all doors to fire area
- E** Extinguish/Evacuate

HAZARDOUS MATERIALS

All employees must be aware of chemicals used in their immediate work area.

Emergency Procedures for a Hazardous Waste Exposure or Spill:

1. Treat the exposure by rinsing the tissue with water. If the lungs are affected, get fresh air or oxygen.
2. Give warning to other employees, cordon off the spill area, close the door, and post a warning sign.
3. In all instances, call the Safety Officer at ext. 6672.

Material Safety Data Sheets (MSDS)

Material Safety Data Sheets provide information on hazardous substances used in your area, including how to use them safely and emergency first aid procedures. Be able to locate the MSDS in your department. Know the names of hazardous materials that you work with and that you may come in contact with! The Master File for all MSDS Sheets is located in T1107/JPI the Nursing Resource Office.

MEDICAL EQUIPMENT

Reporting Problems

Medical equipment and utility malfunctions should be reported to your supervisor and the Bio Medical Department at ext. 6328, Monday- Friday, 7:00 a.m. to 4:30p.m.

Emergencies

In life-threatening emergencies involving medical equipment malfunctions, do not leave a patient unattended. Instead, send a co-worker to get another of the same device from the nearest location. Call a code if/when appropriate.

Safety Inspection

All patient care equipment must have a current safety sticker. If you have a piece of equipment that does not have a sticker notify the BioMedical Department at extension 328.

+ *POWER FAILURE*

In a power failure the emergency generators come on within 10 seconds.



RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

EMERGENCY CONDITIONS & BASIC STAFF RESPONSE

(See Emergency Preparedness Manual and Unit Policies for Additional Details)

Problem	Description	Initial Response	2ndary Response	Follow-up
CARDIAC ARREST Code Blue X 544	A patient arrests in treatment area/patient unit of the hospital. Code Response Team assistance is necessary.	Call for assistance. Hit Code Blue button over bed (JPI). Call telephone operator 544 and give location & bed #.	Initiate CPR	Report occurrence in patient chart.
BOMB THREAT	Notification of a bomb on campus, usually by an outside caller.	Obtain as much information as possible. When will it go off? What does it look like? Why was it placed? Call Safety Police	CALL OPERATOR Notify: Administration X7022 Nursing Office X7911 Isolate area by closing doors. KEEP INFORMATION CONFIDENTIAL	Search for bomb if necessary. Call Emergency Incident Commander.
COMBATIVE INDIVIDUAL X 551	Individual is combative, or possess a weapon.	Obtain as much descriptive information about the person as possible. Call Safety Police X551	Do not apprehend. Instead, note direction person is heading.	Follow-up to be conducted by Safety Police as necessary.
HAZARDOUS MATERIALS (Spill or Release)	1. Incident Spill Small spill, no hazard to employee or environment 2. Emergency Spill Any spill which presents a hazard to people and/or environment or the effects are unknown.	Trained user cleans up spill with appropriate personal protective equipment and materials. Evacuate the area. Deny entry to area. Report to Safety Officer X6672 and operator. Notify Supervisor. Decontaminate victims if safe to do so.	Appropriately dispose of materials. Seek medical treatment for victims.	Complete report of the incident. Complete report of the incident.
RADIOACTIVE INCIDENT	Same as above	Isolate the spill and evacuate Deny entry. Call Radiation Safety Officer	Trained user cleans up spill with appropriate personal protective equipment and materials. Disposes of material properly.	Complete report of the incident.
PATIENT ELOPEMENT Code Green X"0"	Patient is missing from the unit and cannot be accounted for.	Call Operator (0) to initiate Code Green Response. Give location and describe patient clothing.	Check all closets, stairwells, and restrooms. Request others to assist in locating patient.	Have staff cover all exits and check patients for green wrist bands.
FIRE Code Red X 522	Fire, smoke or smell of same.	Identification of fire: Rescue persons in danger. Activate alarm. Close doors. Extinguish fire (if possible).	Extinguish the fire if feasible. Pull the pin. Aim the extinguisher. Squeeze the handle. Sweep at base of fire.	Evacuate if necessary.
EMERGENCY RESPONSE Code Triage	Response necessary when 10 or more patients are in danger due to an emergency or disastrous incident.	Identify situation and implications for patient care and safety. Contact immediate Supervisor. Stay in immediate area unless directed otherwise.	Contact Administrator on Duty or if after office hours, the Nursing Administrator on Duty.	Implement evacuation or safety precautions and procedures as necessary. Follow directions as provided by the BEC (in orange vest).
EARTHQUAKE	Significant shaking of the building.	Duck & Cover under desk or table. Protect head and avoid glass and outside walls.	Triage yourself, survey damage, apply first-aid, move those in danger.	Report to supervisor or department manager. Stay in area unless directed otherwise.
EVACUATION (do not use elevator)	Remaining in area is dangerous to life, health or safety	1. Evacuate those in greatest danger first 2. Ambulatory 3. Semi-Ambulatory 4. Non-Ambulatory 5. Close all doors. 6. Shut of gases when instructed.	Report to designated department evacuation assembly area and account for all staff and patients.	Report to 1. Supervisor 2. Safety Officer X6672
HOSTAGE	Person held against their will.	Clear area. Call Safety Police X551	Report information to those in charge.	Complete report of the incident.
UNUSUAL INCIDENT	NOT COVERED BY OTHER PLANS	CLEAR AREA, NOTIFY SUPERVISOR	FOLLOW DIRECTIONS FROM SUPERVISOR	COMPLETE NECESSARY REPORTS



UTILITIES FAILURES

FAILURE OF	WHAT TO EXPECT	WHO TO CONTACT	AFTER HOURS	RESPONSIBILITY OF USER
MAIN ELECTRICAL POWER	<ul style="list-style-type: none"> No power in Normal Power Outlets Red Emergency outlets OK Limited Elevator service No A/C 	Building Crafts x7291	Contact Charge Nurse	<ul style="list-style-type: none"> Ensure Life Support systems are on emergency power Turn off non-essentials Be sure flashlights are ready Be prepared to ventilate patients with Ambu O.R. - finish, don't start new cases
MAIN ELECTRICAL POWER & GENERATORS	<ul style="list-style-type: none"> Total Power Outage 	Building Crafts x7291	Contact Charge Nurse	<ul style="list-style-type: none"> Have flashlights ready Hand ventilate patients with Ambu Manually regulate IV's O.R. - finish, don't start new cases
MEDICAL GASES	<ul style="list-style-type: none"> Gas Alarms No Oxygen Medical Air Nitrous Oxide 	Building Crafts x7291 Resp. Therapy x7581	Contact Charge Nurse	<ul style="list-style-type: none"> Hand ventilate patient with Ambu Manually regulate patients O.R. - finish, don't start new cases
MEDICAL VACUUM	<ul style="list-style-type: none"> No vacuum alarms 	Building Crafts x7291 Central Process. x7956 Resp. Therapy x7581	Contact Charge Nurse	<ul style="list-style-type: none"> Call Central Processing for portable vacuum Duovac on crash cart O.R. - finish, don't start new cases
WATER	<ul style="list-style-type: none"> Sinks & Toilets inoperative 	Building Crafts x7291	Contact Charge Nurse	<ul style="list-style-type: none"> Conserve water Used bottled water for drinking Turn off water in sinks
SEWER STOPPAGE	<ul style="list-style-type: none"> Drains backing up 	Building Crafts x7291	Contact Charge Nurse	<ul style="list-style-type: none"> Do not flush toilets Do not use water, except for hand washing for safety purposes
STEAM FAILURE	<ul style="list-style-type: none"> Sterilizers inoperative No hot water Cooking limited 	Building Crafts x7291 Dietary - x7151 O.R. - x8765 Central Process. x7956	Contact Charge Nurse	<ul style="list-style-type: none"> Get additional blankets Prepare cold meals Notify O.R.
ELEVATORS	<ul style="list-style-type: none"> Alarm bell Elevator not returning 	Building Crafts x7291	Contact Charge Nurse	<ul style="list-style-type: none"> If persons are in the elevator, maintain verbal contact
VENTILATION	<ul style="list-style-type: none"> No ventilation, heating or cooling 	Building Crafts x7291	Contact Charge Nurse	<ul style="list-style-type: none"> Open windows Use fans and blankets if needed
NURSE CALL	<ul style="list-style-type: none"> No call lights 	Building Crafts x7291	Contact Charge Nurse	<ul style="list-style-type: none"> Use temporary devices such as bells Move patients if possible Increase patient rounds Instruct patients to call "help" verbally when assistance is needed
TELEPHONES	<ul style="list-style-type: none"> No phone service 	Building Crafts x7291	Contact Charge Nurse	<ul style="list-style-type: none"> Use overhead paging systems Use pay phones and cellular phones

RANCHO LOS AMIGOS MEDICAL CENTER

FIRE PROCEDURES

RACE - ACRONYM

R - RESCUE EVERYONE IN IMMEDIATE DANGER

**A - 1. ALARM - PULL THE CLOSEST FIRE ALARM
2. DIAL 522 TO REPORT FIRE**

C - CONFINEMENT - CLOSE ALL DOORS AND WINDOWS

E - EXTINGUISH/EVACUATION

EXTINGUISH A SMALL FIRE WITH APPROPRIATE EXTINGUISHER

EVACUATE THE IMMEDIATE ROOM/AREA IN DANGER TO A SAFER LOCATION BEYOND THE SMOKE DOORS ON THE SAME FLOOR.

DO NOT EVACUATE THE BUILDING UNLESS INSTRUCTED TO DO SO BY THE DOWNEY FIRE DEPARTMENT!