

**STONY BROOK UNIVERSITY MEDICAL CENTER
ENVIRONMENT OF CARE**



**HOSPITAL OFF-SITES
REFERENCE CARDS**

SAFETY MANAGEMENT

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SAFETY MANAGEMENT

Stony Brook University Hospital strives to maintain a safe and healthful environment for work, study and care. Among its highest priorities are the safety and health of its employees, patients, students, and visitors. The objective of the Safety Management Plan is to actively reduce the risk of exposure to potentially hazardous conditions that could result in physical injury, illness or property loss. The Plan is based on applicable laws and regulations, best practices, and organizational experience and knowledge. The Plan also provides for a safe environment through comprehensive risk assessment, inspection/audit/sampling, occupational exposure monitoring, policy and procedure development, occupational safety training, ergonomic evaluations, and injury & illness prevention and investigation.

How You can Help make SBUH a Safer and Healthier Work Environment

- If you see something, say something. Report unsafe conditions to your supervisor, Environmental Health & Safety (EH&S 4-6783), or University Police (911) immediately.
- Always follow your departmental work procedures and EH&S's policies (accessible on the Intranet). If you are unfamiliar with a specific procedure, request training.
- Review Material Safety Data Sheets (on Hospital Intranet under "Resources" or in departmental blue binder) and product label prior to using new products.
- Use lifting equipment or ask for assistance when handling patients, heavy supplies or equipment.
- Wear your personal protective equipment such as gloves, goggles, gown or N95 respirator, as required.
- Be careful and alert to your surroundings. If you see spillage or wet floors, please take immediate action to remedy if trained or call appropriate personnel.
- Avoid rushing as you or others may be injured.
- Secure loose wires to minimize tripping hazards.

Respirator Information

Respirator Fit Testing:
EH&S provides N95 respirator training and fit testing for Hospital staff.
Schedule is posted on:

- ⇒ Hospital's weekly announcements
- ⇒ EH&S' website:
www.stonybrook.edu/ehs/healthcare/
- ⇒ or call EH&S at 4-6783



Order N95 Respirators through Lawson:

3M 1860S (small): Lawson #24815
3M 1860 (regular): #21723
Inovel/Moldex 1510 (XS): #51154
Inovel/Moldex 1511 (S): #26414
Inovel/Moldex 1512 (M): #26416
Inovel/Moldex 1513 (L): #26415

Injury Notification Procedures

- ⇒ Injured employee must notify their supervisor or designee.
- ⇒ If medical attention is needed, employee should report to Employee Health & Wellness (If life threatening injury or off-hours, employee should go to the ED).
- ⇒ Ensure that Employee Injury/Illness Report form is fully completed within 24 hours and immediately faxed to 2-2687. Supervisor must complete "Supervisor" section including planned corrective action prior to faxing. Injured employee must keep original injury report for their records; Supervisor keeps a copy. *This report form is available on the intranet in the "Resources" section, under "Forms".*
- ⇒ Employee must call the Accident Reporting System (ARS) at 888-800-0029.
- ⇒ If employee has medical care by a private physician, employee needs to ensure medical provider accepts Workers' Compensation prior to an office visit as well as inform the provider that the injury is work-related. Employee must provide medical documentation from their private physician to Timekeeping if they lose time from work.



FIRE SAFETY

The **Fire Safety Program** at Stony Brook University Medical Center’s off-site facilities is designed as a prevention program. Safe building design and maintenance of protective features is the first step in protecting building occupants. Our goal is the quick detection of potential hazards including those that could result in fire or smoke conditions as well as those that would prevent containment of fire or smoke or impede response or evacuation. The objective of the fire safety training and education program is to prevent risks through recognition and detection of potential hazards. Insuring appropriate staff response during emergencies is our number one priority. All staff are trained in RACE procedures.



FOR EMERGENCIES INVOLVING FIRE/SMOKE OR LARGE HAZARDOUS CHEMICAL SPILL: CONTACT THE LOCAL FIRE DEPARTMENT OR 911.



Facility	Fire Department	Phone Number
Stony Brook Technology Center	Setauket	941-4441
Stony Brook Medical Park	Stony Brook	751-3434
Stony Brook Life Care Center	Hampton Bays	924-5252
Sleep Disorders Center	Smithtown	911
Primary Care—Patchogue	North Patchogue	475-1315
Primary Care—E. Moriches	East Moriches	924-5252
Primary Care—Islip	Islip Terrace	581-5437
University Physicians—Islandia	Islandia	911
Cody Center	Terryville	473-1224
Coram Health Center	Coram	732-5018
Gyrodyne at Flowerfield	St. James	265-1500

RACE Procedures:

- **R**emove
- **A**larm
- **C**onfine
- **E**xtinguish or **E**vacuate

Fire Extinguisher Procedures:













- **P**ull pin, start from 8 feet back
- **A**im at base of fire
- **S**queeze handle
- **S**weep side-to-side

Fire Code Phrases:

- Code **Red**: Fire/Smoke
- Code **Green**: All Clear

If you have Fire Safety questions, contact EH&S at 4-6783

HAZARDOUS MATERIALS AND WASTE MANAGEMENT

Material	Description	Contact
 Batteries (Alkaline)	Dispose in regular trash	Questions, EOC Off-site Coordinator: 4-4066
 Batteries (Non-Alkaline/ Rechargeable)	Ni-CD, Ni-MH, Hg, Pb, Li-ion Large Lead Acid Batteries cannot go in regular trash.	EOC Off-site Coordinator: 4-4066
 Cans/Bottles/Paper	Bottle and can recycling containers are available in some facilities. Place waste paper in blue recycling containers or, if confidential, put in confidential bins.	<ul style="list-style-type: none"> Bottles/cans, blue paper bins: Campus Recycling, 2-9297 Confidential paper: Linen, 4-1461 (7AM-2:30 PM); off hours: Distribution Services, 4-2980
Chemotherapy / Hazardous Chemical Spill 	Use appropriate spill kit. If over 1 gallon or assistance needed, call local Fire Dept or 911.	Need assistance, call local fire dept or 911 General questions, contact EH&S 4-6783
Cylinders 	For gas cylinder return, contact supplier.	For gas cylinder return, contact supplier.
Electronic Equipment (computers, printers, monitors, TVs, cell phones) 	Complete SUNY Property Control Form: http://naples.cc.sunysb.edu/Admin/HRSForms.nsf/pub/SUSB0591/\$FILE/SUSB0591.pdf	<ol style="list-style-type: none"> Tape completed Property Control form on item. Contact Property Control at 2-1183 for pickup.
Hazardous Waste 	Don't pour chemicals down the drain. For any chemical waste disposal questions, contact EH&S.	EOC Off-site Coordinator: 4-4066
Lamps (Fluorescent bulbs)	Don't discard used fluorescent bulbs in the trash.	EOC Off-site Coordinator: 4-4066
Pest Control 	Hospital leased properties (Tech Park, Hampton Bays, Cody, Sleep, Psych, Clark House, Gyrodyne) have pest management contractor, coordinated by the Offsite Facilities Manager.	Tech Park + other hospital leased properties: Off-site Facility Manager, 4-4380 Other facilities: contact landlord
 Radioactive Material	Coordinated by EH&S Radiation Protection Services.	EH&S, 4-6783
Refrigerator, Freezers, Air Conditioners 	Refrigerant and hazardous materials must be removed prior to disposal.	EOC Off-site Coordinator: 4-4066
Regulated Medical Waste (RMW) or Red Bag Waste 	Items soaked or saturated with blood or body fluids.	EOC Off-site Coordinator: 4-4066
Toner/ Printer Cartridges 	Toner Cartridges: Return to manufacturer. Printer Cartridge: Place in interoffice envelope and address to University Recycling, Z= 6551.	EOC Off-site Coordinator: 4-4066



SECURITY MANAGEMENT

The University Hospital Off-Site Facilities are under the police jurisdictions of the local police departments. All off-site facilities should call 911 in the event of a police emergency. Reporting of criminal activities issues from patients, visitors and staff must be made to the local precinct using the county wide 911 system. The Off Site Facilities Manager provides security services at Tech Park through a contracted Security Company from 4:30 p.m. to 8:30 a.m. Monday through Friday and provides 24 hour service on weekends and Holidays. Contact the Off Site Facilities Manager at 444-4380 for information or service.

TECH PARK SECURITY SERVICES PROVIDES THE FOLLOWING:

- Patrols all parking lots.
- Logs the activities, which are reviewed by the Off Site Facilities Manager.
- Tours each building during the shift, checking exterior doors and windows.
- Checks personnel working after hours and on weekends.
- Escorts visitors and employees, as directed by the Off Site Facilities Manager.
- Provides access to closed buildings (prior notification must be made with the Off Site Facilities Manager).
- Assists authorized staff with access to closed buildings when there are problems with locks or keypads.

AS MEMBERS OF OUR COMMUNITY DO THE FOLLOWING TO HELP CREATE A SAFE ENVIRONMENT:

- Wear your University ID at all times while in an off-site location.
- Report any Security issues or potential hazards to the Off Site Facility Manager, 4-4380
- Secure all valuables when leaving your office or work area.

Personal Safety Tips:

- Be aware of your surroundings.
- Do not expose expensive jewelry, money or the contents of your purse or bag.
- Do not carry large sums of money.
- Never leave anything unattended in any area even if you are only leaving for a short break.
- Be cautious with personal information.
- Trust your instincts.

REMEMBER, CRIME REQUIRES THREE BASIC THINGS: A CRIMINAL WITH A DESIRE, ABILITY AND OPPORTUNITY. YOU CANNOT CONTROL THE CRIMINAL'S DESIRE OR ABILITY, BUT YOU CAN MAKE SURE THEY DO NOT HAVE THE OPPORTUNITY.



EMERGENCY MANAGEMENT

COMPREHENSIVE PLAN ADDRESSES MANY POTENTIAL EVENTS

- Emergency Management Policies and Procedures Manual is at every off-site facility
- Staff must know where their unit's Manual and power outage emergency kit (containing flashlights, batteries, glow sticks, extension cord and duct tape) are located. **Contact the Off-Site EOC Coordinator at 4-4066 for kit replacement items.**

MANUAL TOPICS

- Command Post Policy
- External Disaster Policy
- Bomb Threat Policy
- Bioterrorism Policy
- Radiation/Hazmat Decontamination Policy
- Physical Plant Failure Plan
- Communication Failure Plan
- Weather Emergency Plan
- Medical Monitoring Equipment Failure Plan
- Fire & Evacuation Plan



DEPARTMENTAL PLANS

Every department must have a department specific emergency preparedness plan

- How would this department respond to an "event"?
- How would this department call in additional resources, i.e. personnel and equipment?
- How would this department allocate additional inpatient beds as needed?

HOSPITAL INCIDENT COMMAND SYSTEM

- Identifies the specific chain of command
- Identifies responsibilities for all individuals
- Provides for a rapid and effective means of communication and notification
- Preplanned comprehensive system to allow rapid mobilization of required resources

ACTIVATION OF PLAN

- Any employee who learns that a large number of disaster victims may be received in the Emergency Department should immediately notify their administrative supervisor who will call EMS at 4-1911.
- All employees must be aware that if the plan is activated they should speak with their supervisor to get instructions as to what their role is.



Employees should also have a personal household emergency plan!
Visit www.ready.gov

The emergency preparedness manual and departmental specific plan should be referenced once the plan is activated.

Ten Critical Steps for Handling Possible Bioterrorist Events

<p>1 Maintain an index of suspicion.</p>	<p>In an otherwise healthy population, some associations are very suggestive, especially when seen in clusters, high numbers, or unusual presentations.</p> <p>Hemoptysis Plague Flaccid Paralysis Botulism Purpura Viral Hemorrhagic Fevers (VHF) Wide mediastinum Anthrax Centripetal (peripheral towards the center) rash Smallpox</p>
<p>2 Protect yourself and your patients.</p>	<p>Use appropriate personal protection equipment (PPE). Prophylaxis: vaccines, if available; or antibiotics, if risks are known.</p>
<p>3 Adequately assess the patient.</p>	<p>Review and assess the patient's history. Also, ask:</p> <ul style="list-style-type: none"> • Are others ill? • Were there any unusual events? • Was there an uncontrolled food source or other environmental factor? • Was there vector exposure? • Has the patient been traveling? • What is the patient's immunization record? <p>Perform a physical examination with special attention to the respiratory system, nervous system, skin condition, and hematologic and vascular status.</p>
<p>4 Decontaminate as appropriate.</p>	<p>Do not use bleach on exposed people. Soap, water and shampoo are perfectly adequate for all biological and most chemical agents. Chemically contaminated clothes should be removed and discarded safely. Biologically contaminated clothes can be laundered with soap, water and, perhaps, bleach.</p>
<p>5 Establish a diagnosis. All lab specimens to be hand carried and appropriately labeled. Do not use the pneumatic tube system.</p>	<p>Think clinically and epidemiologically; always send specimens for culture.</p> <p>Symptom (individuals) Possible Diagnosis Pulmonary Tularemia, plague, staph enterotoxin B (SEB) Neuromuscular Botulism, Venezuelan equine encephalitis (VEE) Bleeding/purpura VHF, ricin, plague (late) Rash (various types) VHF, T2 mycotoxin, smallpox, plague Flu-like symptoms Varies</p> <p>Immediate Symptoms (large numbers) Possible Diagnosis Pulmonary SEB, mustard, Lewisite, phosgene, cyanide Neurologic nerve gases, cyanide</p> <p>Delayed Symptoms (large numbers) Possible Diagnosis Pulmonary Biologic agents, mustard, phosgene Neurologic Botulism, VEE, other encephalitis</p>
<p>6 Render prompt treatment.</p>	<p>Doxycycline can be used to treat virtually everything (except virals or toxins) while awaiting lab results. Observe pediatric precautions as appropriate.</p>
<p>7 Provide good infection control.</p>	<p>Gown, gloves, mask and handwashing, and eyewear if necessary, are sufficient. Recommended isolation precautions for biologic agents include:</p> <p>Standard Precautions For all individuals/patients Contact Precautions (herpes, etc.) Viral Hemorrhagic Fevers Droplet Precautions Pneumonic Plague and Tularemia Airborne Precautions Smallpox</p>
<p>8 Contact Infection Control Nurse for all suspected infectious cases. All media contact should be channeled through SBUH Media Relations.</p>	<p>Agency Telephone Number</p> <p>SBUH Healthcare Epidemiology ----- Page via the Operator SBUH Emergency Medical Services ----- 444-1911 SBUH Environmental Health & Safety ----- 911 (via the University Police) SBUH Media Relations ----- 444-7880 or page via the Operator FBI ----- 518-465-7551 (Albany); 212-384-1000 (NYC) Suffolk County Dept. of Health ----- 631-853-3000 NYS Health Department ----- 866-881-2809 Centers for Disease Control and Prevention --- 770-488-7100</p>
<p>9 Assist in the epidemiologic investigations.</p>	<p>Steps to be taken in an epidemiologic investigation so as to determine who may be at risk. Count cases; Relate to the at-risk population; Make comparisons; Develop hypotheses; Test hypotheses; Make inferences; Conduct studies; Interpret and evaluate.</p>
<p>10 Know and spread this information.</p>	<p>Adapted from a poster distributed by the NYS Department of Health Bureau of Communicable Disease Control from a lecture by Dr. Ted Cieslak, Colonel, US Army</p>



MEDICAL EQUIPMENT MANAGEMENT

Biomedical Engineering Department (BME) is responsible for the maintenance and management of diagnostic and therapeutic equipment used in the care of patients at Stony Brook University Hospital.

HOURS – Biomedical Engineering is staffed Monday through Friday, excluding SUNY Holidays. Technicians are on call 24 hours/day for emergencies (ADN calls Operator to page Hospital or O.R. BME Technician).

PHONE – 4-1420

LOCATION – HSC Level 1-141

BME performs Preventive Maintenance/Safety Checks (PM) inspections at least once a year on medical equipment in the BME program as evidenced by a BME Inspection tag. You can check if preventative maintenance is due by checking the date on the BME Inspection tag. The date on the tag will represent the date equipment is due for inspection and the inspection interval (e.g. Annual).

HOW TO GET SERVICE:

- Go to BME Web request using the procedure in the next page.
- Read the BME number of the equipment you are having trouble with and enter that BME number and a description of the problem onto the online request form.



BME Tag

- Put broken equipment aside with printout of service request taped to the device so no one will use it.

WHAT TO DO IN CASE OF MEDICAL EQUIPMENT *EMERGENCY*:

- **DAYS** – call BME at 4-1420.
- **OFF Hours** – contact the ADN to have operator page the Hospital or O.R. BME Technician on call.
- **INCIDENT REPORTING** – In PSN event report record the BME # of equipment that could possibly have been involved in the patient/equipment incident.
- **EMERGENCY POWER** – Use outlets with red cover plates.

WHAT TO OUT FOR:

- **UNREGISTERED EQUIPMENT** – All electrical medical equipment in the BME program should have a BME number tag or a rental company tag. Our BME tag is evidence that the equipment has received and incoming inspection by BME. If you find a device without a BME tag, report this to BME by calling 4-1420.
- **UNREPORTED BROKEN EQUIPMENT** – Contact BME for service, using the computer, as soon as you have a problem with a piece of equipment. If you wait, the inventory of shared equipment is reduced, which may create an equipment shortage.
- **EXPIRED BME INSPECTION STICKER** - Enter a BME service request if you find a device with an expired BME inspection sticker.

BME Inspected
by: DHD
Annual
Due: 6/30/2011

BME Inspected
by: DHD
Semi-annual
Due:6/30/2011

BME
Scheduled Inspection
NOT Required

BME inspection sticker.

Procedure for BME Web Request:

The BME Web page can be reached 2 ways:



1.

- Go to SBUH Intranet Home Page
- Go to My Requests
- Click on “BME Service Request”

2.

BME Web.url

Click on BME Web Request



Once you’ve reached the BME Web page:

- Enter all the required information and Click on “Save”.
- Click “Send to Printer” to get a confirming report.
- Print the displayed web request confirmation.
- Tape the printed request on the device that needs the BME service.

Work Order Details	
WorkOrderDetails	
BME Number	
Department	
Requester Name:	
Requester Phone	
Requester Pager	EXAMPLE
Problem Description	
Status	
SubStatus	
Type	
Priority	
Skill	
Work Order Number	
Date Created	
Requester Remarks	



UTILITY MANAGEMENT

Failure of:	What to Expect:	Who to contact:	Responsibility of User:
Computer Systems	Systems Down	Information Technology (4-4000 OR Help)	Use backup manual systems.
Electrical power failure with Emergency generator working (Building 37 only)	Many lights are out; red plug outlets are working	Off Site Facilities Manager, 4-4380, LR Beeper, 631-279-2029	Ensure life support systems are on emergency power (red outlets). Complete cases in progress ASAP. Use flashlights.
Electrical power failure-Total	Failure of all electrical systems	Hospital Leased Properties*: Off Site Facilities Manager, 4-4380 LR-631-279-2029 Other facilities: contact landlord	Utilize flashlights.
Elevators out of service	All vertical movement will have to be by stairwell	Off Site Facility Manager, 4-4380, LR 631-733-7123 Bldg #6: Elevator Phone connects to the Elevator Company	Inform personnel that elevators are not working-use stairs
Elevator stopped between floors: People trapped	Elevator alarm bell sounding	Off Site Facility Manager, 4-4380 LR Beeper 631-279-2029 Setauket Fire Dept. 941-4441 Bldg #6: Elevator Phone Connects directly to the Elevator Company	Keep verbal contact with personnel entrapped in elevator
Fire Alarm Systems	No fire alarm or sprinklers	Hospital Leased Properties*: Off Site Facilities Manager, 4-4380 LR-631-279-2029 Other facilities: contact landlord	Institute fire watch. Minimize fire hazards. Use phone or runners to report fire.
Natural gas, failure or leak	Odor of gas	Hospital Leased Properties*: Off Site Facilities Manager, 4-4380 LR-631-279-2029 Other facilities: contact local Fire Dept. or 911	Open windows if possible. Do not use any spark producing devices, electric motors, switches, etc. Evacuate.
Patient Care, Medical Equipment	Equipment/system does not operate properly	Biomedical Engineering 4-1420	Replace and tag defective equipment.
Sewer Stoppage	Drains back up	Hospital Leased Properties*: Off Site Facilities Manager, 4-4380 LR-631-279-2029 Other facilities: contact landlord	Do not flush toilets. Do not use water.
Telephones	No phone service	Telenet Supported Locations: Telephone Repair Service 632-7762. Other facilities: contact phone service provider via cell phone	Use cellular phones or pay phone.
Water	Sinks and toilets inoperative. Sprinkler systems inoperative	Hospital Leased Properties*: Off Site Facilities Manager, 4-4380 LR-631-279-2029 Other facilities: contact landlord	Conserve water; use bottled water for drinking. Be sure to turn off water in sinks.
Water, Non-potable	Tap water unsafe to drink	Hospital Leased Properties*: Off Site Facilities Manager, 4-4380 LR-631-279-2029 Other facilities: contact landlord	Place "Non potable water-Do Not Drink" signs at all drinking fountains and wash basins.
Ventilation (HVAC)	No ventilation: no heating or cooling	Hospital Leased Properties*: Off Site Facilities Manager, 4-4380 LR-631-279-2029 Other facilities: contact landlord	If possible, open windows. Restrict use of odorous/hazardous materials.
Automatic doors not working	Cannot enter or exit building through primary entrance/exit	Hospital Leased Properties*: Off Site Facilities Manager, 4-4380 LR-631-279-2029 Other facilities: contact landlord	Use other secondary entrance/exit. Post signs on non-functioning doors indicating where other doors are located.

* = Hospital Leased Properties are Tech Park, Hampton Bays, Cody Center, Sleep Disorders, SBMP Psych, Clark House, Gyrodyne