

# STONY BROOK UNIVERSITY HOSPITAL ENVIRONMENT OF CARE



## EOC REFERENCE CARDS

SAFETY MANAGEMENT

FIRE SAFETY

HAZARDOUS MATERIALS AND WASTE MANAGEMENT  
(INCLUDING RADIATION PROTECTION SERVICES)

SECURITY MANAGEMENT

EMERGENCY MANAGEMENT

MEDICAL EQUIPMENT MANAGEMENT

UTILITIES MANAGEMENT

REVISED 6/07

# 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, visitors and members of the neighboring community. Occupational health and safety standards are incorporated into building plans, as well as research projects. The objective of the Hospital's occupational safety program is to actively reduce the risk of exposure to potentially hazardous conditions and operations that could result in physical injury, illness or property loss.

The Safety Management Plan is based on applicable laws and regulations, accepted practices and organizational experiences and knowledge. The Plan provides for the maintenance of a physically safe environment, monitoring of the occupational health program, development and periodic review of policies and procedures, and injury and illness prevention and investigation. The healthcare safety program establishes and develops policies and programs as required by the Joint Commission and other regulatory agencies.

## Contact Environmental Health and Safety (EH&S) for:



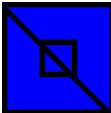
- ⇒ **Inspections or audits**
- ⇒ **Training**
- ⇒ **Safety information on specific chemicals**
- ⇒ **Hazard assessments and personal protective equipment recommendations**
- ⇒ **Occupational exposure monitoring**
- ⇒ **Indoor air quality investigations/microbial air sampling**
- ⇒ **Injury and illness trending**
- ⇒ **Respirator fit testing and training**

**Respirator Fit Testing Schedule**  
EH&S provides N95 respirator training and fit testing for Hospital staff.  
**Date:** third Thursday of each month  
**Time:** 2:00-3:00 PM  
**Location:** Physical Plant Conference Room, HSC, Level 1, Rm. 056 (near EH&S' office)

**N95 Respirators can be ordered through Lawson:**  
3M 1860S (small): Lawson #24815  
3M 1860 (regular): Lawson #21723  
  
Inovel/Moldex 1511 (small): Lawson #26414  
Inovel/Moldex 1512 (medium): Lawson #26416  
Inovel/Moldex 1513 (large): Lawson #26415



**Environmental Health and Safety**  
HSC, Level 1, Room 059 Stony Brook, New York 11794-8017  
Phone: 631-444-6783 Fax: 631-444-6845  
[www.stonybrook.edu/ehs/healthcare/](http://www.stonybrook.edu/ehs/healthcare/)



# FIRE SAFETY

The Hospital Fire Safety group is responsible for the fire and life safety environment of care for the hospital, Ambulatory Care Pavilion, and Ambulatory Surgery Center. The Fire Safety Program at the hospital 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.

## SERVICES AND PRODUCTS OFFERED BY THE FIRE SAFETY GROUP:

**Fire Warden Training:** A key element of the hospital’s fire safety plan is fire wardens that coordinate evacuations in the event of a fire. Each area should have enough fire wardens for each shift to ensure at least one fire warden on duty. Quarterly classes are provided by our fire marshals.

**Fire Extinguisher Training with Live Burn Simulator:** Small, incipient fires can usually be readily extinguished by staff with fire extinguishers that are located throughout the facility. Knowing not only the locations of extinguishers, but also how to use them is vitally important. The fire marshals have a live burn simulator that supervisors can arrange to have their employees trained on, giving crucial hands-on live extinguisher training.



**Site-Specific Fire Safety Training:** Right to Know training contains general fire safety information. Knowing specific actions to take for fires in your unit can include a more in-depth understanding of your areas fire zone layout and other fire protection features. These site-specific fire safety classes can be provided on an as-needed basis.



**Fire Evacuation Plans:** Hand-in-hand with site specific fire evacuation, is having fire evacuation plan drawing for each unit. Since the majority of the hospital’s population will not evacuate to the outside, knowing where the evacuation zones, or adjacent areas of refuge are located is important. These drawings will indicate the fire barriers and areas of refuge to move patients while the fire is being extinguished. The fire safety office can provide copies of drawings for specific areas.

**EMERGENCY PHONE NUMBER:**  
**Fire/Smoke: Call 321 (Code Red)**



**Department of Environmental Health and Safety**  
**HSC, Level 1, Room 059**  
**Stony Brook, New York 11794-8017**  
**Phone: 631-444-6783**  
**Fax: 631-444-6845**  
**[www.stonybrook.edu/ehs/healthcare/](http://www.stonybrook.edu/ehs/healthcare/)**

# RACE Procedures:

- **Remove**
- **Alarm**
- **Confine**
- **Extinguish/  
Evacuate**



# Fire Code Phrases:

Code **Red**: Fire/Smoke

Code **Green**: All Clear

# Fire Extinguisher Procedures:



- **Pull the pin**
- **Aim at base of fire**
- **Squeeze the handle**
- **Sweep side-to-side**

## I-131 Radiopharmaceutical – Thyroid

The preferable lead lined rooms are 19N-070 and 13N-070, which have a private bath and a double door ante room. If using 19N-030 or 13N-30/34, the shared bathroom is not available to the adjoining room.

**Before treatment - Nursing:**

1. Completes medical assessments.
2. Rotates bed to be parallel to the wall.
3. Covers bed with chucks.
4. Administers anti-nausea meds.

**Before treatment - RPS:**

1. Gives patient in-service.
2. Covers surfaces with plastic.

- Radiation Oncology Physics transports source inside lead container.
- Radiation Oncologist administers I-131 capsule to patient.
- Radiation Protection Services (RPS) performs exposure readings, and posts warning sign and instructions.
- Non-pregnant visitors over 18 years old may visit for 30 minutes, at a distance of 6 feet.
- Nursing provides needed care, using time/distance precautions.
- All staff shall utilize shoe covers, gloves and personal dosimeters.
- Before exiting room, shoe covers and gloves are discarded into a room trash can.
- Only disposable food trays and dishes are permitted within room.
- All items entering room or touching patient must remain in room.
- Unexpected patient conditions require immediate notification to Radiation Oncologist and RPS.
- Routine housekeeping is postponed until room is released by RPS.
- To reduce exposure, patients are encouraged to drink large amounts of fluids, and to shower and change cloths the next morning.
- RPS performs the final radiation survey and physician allows patient release.
- After patient discharge, Nursing notifies RPS to remove contaminated items.
- After RPS clears room, radiation signs are removed, thereby permitting routine housekeeping services.



### **Radiation Protection Services (RPS): 4-3196**

Ed O'Connell: short 3861-9045

Joe Daley: short 3861-2504

Woody Schurig: short 3861-9006

## Cs-137 “Sealed Source” Gynecological Implants

Temporary sealed sources must be used within lead lined rooms:  
19N-030 and 13N-030/034



- A private room is required.
- Radiation Oncology inserts a metal applicator in the OR.
- The patient is transferred to AICU until stable.
- The patient is then moved to Radiation Oncology for x-ray imaging.
- The patient is then transferred to a private room listed above.
- Distribution Services transports “4” lead shields from 19N Storage to the private room.
- Radiation Oncologist prescribes source loading/unloading and dates/times based on treatment planning.
- Radiation Oncology Physics staff transports shielded radiation sources to the room.
- Radiation sources are placed by the physician within the applicator that is inside the patient – this is the first time patient is radioactive.
- Once sources are loaded into the applicator, patient remains in bed surrounded by lead shields.
- Radiation Protection Services (RPS) instructs patient on safety guidelines and places RAM ID bracelet on patient’s wrist. They also post warning sign and instructions on patient’s door and chart, that includes guidelines and contact information.
- Patient door remains closed throughout treatment.
- Non-pregnant visitors over 18 years old may visit for 30 minutes, at a distance of 6 feet from the patient and while behind lead shields.
- Healthcare staff entering this room must wear personal radiation badges. Staff without a badge must wear the door mounted pocket dosimeter, recording in and out dose.
- Staff provides needed health care while patient uses intercom to contact nursing staff.
- Unexpected patient conditions require immediate notification to GYN Residents, Radiation Oncologist, and RPS.
- Radiation Oncologist removes sources at predetermined time.
- After source removal, RPS surveys room and removes signs.
- Nursing is informed by RPS that radiation sources are removed from patient.
- Patient is discharged as usual, with same routine housekeeping services.

***Unlike I-131 thyroid treatments, there is no radiation contamination within the room or on the patient when using Cs-137.***

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# HAZARDOUS MATERIALS AND WASTE MANAGEMENT

Hazardous Waste such as must be collected in a Satellite Accumulation Area or a Hazardous Waste 90-day Storage Area.

## Hazardous Waste Storage Area Guidelines:

1. Keep container closed except when filling.
2. Complete waste label.
3. Place orange hazardous waste label on waste.
4. Date label when full (satellite accumulation areas).  
Date when waste is first added to the container (90 day storage area).



STATE UNIVERSITY OF NEW YORK AT STONY BROOK  
HAZARDOUS WASTE for DISPOSAL  
INSTRUCTIONS:  
1. SEGREGATE CHEMICALS FOR DISPOSAL BY HAZARD CATEGORY.  
2. COMPLETE AND AFFIX THIS LABEL TO EACH CONTAINER.  
3. SAFELY TRANSPORT CHEMICAL WASTE TO CHEMICAL COLLECTION SITE.  
4. CONTACT EH&S IF THERE ARE ANY QUESTIONS: 2-6610

Name	Date	Department	Location	Signature
Material of Hazardous Waste				
MATERIAL				
<input type="checkbox"/> CHEMICAL	<input type="checkbox"/> SOLID	<input type="checkbox"/> IRRITANT	<input type="checkbox"/> POISON (TOXIC)	
<input type="checkbox"/> SOLVENT	<input type="checkbox"/> LIQUID	<input type="checkbox"/> FLAMMABLE	<input type="checkbox"/> CORROSIVE	
<input type="checkbox"/> BIOLOGICAL SUBSTANCE	<input type="checkbox"/> GAS	<input type="checkbox"/> WATER REACTIVE	<input type="checkbox"/> EXPLOSIVE	
<input type="checkbox"/> ORGANIC SUBSTANCE	<input type="checkbox"/> OTHER (SPECIFY)	<input type="checkbox"/> FLAMMABLE	<input type="checkbox"/> OTHER (SPECIFY)	
<input type="checkbox"/> OTHER		<input type="checkbox"/> CORROSIVE		

Material Must Be Refrigerated. EH&S STORAGE DATE \_\_\_\_\_  
10/10/01

If you have any questions or need a hazardous waste pick up, call 4-6783.

**Chemical Spill Response:** If you have a minor spill (<1 gallon) and have appropriate spill clean-up equipment and training, clean up the spill yourself and contact EH&S for waste disposal. If you have a major spill over 1 gallon, call University Police at 911 (cell phone: 631-632-3333) to activate the Haz Mat Response team.

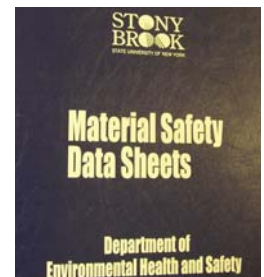


**Proper Oxygen Cylinder Storage:** Keep cylinders secured on racks, segregate empty and full containers, and label racks empty or full. Patient care areas are limited to storing up to 12 total oxygen “E” cylinders.

## Material Safety Data Sheets (MSDS):

Know the location of your department’s site-specific blue MSDS book and review the MSDS prior to using a new product. MSDSs can also be accessed on-line by going to “Inside SBUMC”. Go to the *Manuals* section. Click on the drop down menu and then click on *MSDS*.

*Remember to keep your books up-to-date!*



**Environmental Stewardship:** Our Hospital has partnered with Hospitals for a Healthy Environment (H2E) and pledged to protect our community’s health and the environment. As part of H2E, we committed to reduce and eliminate mercury containing products in the hospital. When choosing a new product consider: 1) using the least hazardous product, 2) selecting one made of recycled material, 3) choosing a product that can be reused or recycled, and 4) minimizing waste.



***Join us in our commitment to protecting our valuable natural resources.***



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# SECURITY MANAGEMENT

Providing and maintaining a secure hospital environment is the work of the University Police Department and you the employees of Stony Brook University Hospital. Heightened awareness by all members of the community to security issues and safety concerns can help deter inappropriate behavior in our community.

The University Police Department offers many services to Stony Brook University Hospital through the presence of Police Officers and the Security Staff in and around the Hospital and Health Science Center. The Security Office can be reached at 4-2825 on-campus or 444-2825 off-campus.

In the *Event of an Emergency*, Dial 911 from any Hospital or Campus phone, however fire or smoke should be reported to Hospital switchboard by dialing 321. If you are using a non-campus phone or wish to reach University Police from off-campus, dial (631) 632-3333.



Some of the services offered are:

- Access control of patients, visitors, guests and vendors.
- Routine foot patrol of the facility, checking for security risk and unauthorized access.
- Escort to and from the parking lots.
- Radio dispatched response to incidents in the Hospital, Health Science Center and grounds.
- Identify, report and follow-up on potential security problems discovered during routine patrols.
- Police response to criminal activity.
- Investigate incidents.
- Assist staff with handling unruly or disruptive individuals.
- Staff orientation and educational programming

**AS MEMBERS OF OUR COMMUNITY YOU CAN DO THE FOLLOWING TO HELP**



## **CREATE A SAFE ENVIRONMENT:**

- ⇒ **Wear your University ID at all times while within Stony Brook University Hospital or Health Science Center.**
- ⇒ **Report unauthorized visitors and guests to University Police (911).**
- ⇒ **Report any security issues or potential hazards to security staff immediately through the University Police (911).**
- ⇒ **Secure all valuables when leaving your office or work area.**
- ⇒ **Comply with directives given by University Police Officers, Security staff and Hospital Administrators.**

**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.**

**“This Community Belongs To All Of Us.”**

# EMERGENCY MANAGEMENT

## COMPREHENSIVE PLAN ADDRESSES MANY POTENTIAL EVENTS

- Emergency Preparedness Manual is on every clinical unit
- Staff must know where their unit's manual and disaster kit (containing flashlights, batteries, glow sticks, extension cord and duct tape) are located

## 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.

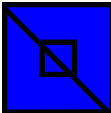


Employees should also have a personal household emergency plan!  
Visit [www.ready.gov](http://www.ready.gov)

**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><b>1 Maintain an index of suspicion.</b></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><b>2 Protect yourself and your patients.</b></p>	<p>Use appropriate personal protection equipment (PPE). Prophylaxis: vaccines, if available; or antibiotics, if risks are known.</p>
<p><b>3 Adequately assess the patient.</b></p>	<p>Review and assess the patient's history. Also, ask:</p> <ul style="list-style-type: none"> <li>• Are others ill?</li> <li>• Were there any unusual events?</li> <li>• Was there an uncontrolled food source or other environmental factor?</li> <li>• Was there vector exposure?</li> <li>• Has the patient been traveling?</li> <li>• What is the patient's immunization record?</li> </ul> <p>Perform a physical examination with special attention to the respiratory system, nervous system, skin condition, and hematologic and vascular status.</p>
<p><b>4 Decontaminate as appropriate.</b></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><b>5 Establish a diagnosis. All lab specimens to be hand carried and appropriately labeled. Do not use the pneumatic tube system.</b></p>	<p>Think clinically and epidemiologically; always send specimens for culture.</p> <p><b>Symptom (individuals) Possible Diagnosis</b>          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><b>Immediate Symptoms (large numbers) Possible Diagnosis</b>            Pulmonary SEB, mustard, Lewisite, phosgene, cyanide          Neurologic nerve gases, cyanide</p> <p><b>Delayed Symptoms (large numbers) Possible Diagnosis</b>          Pulmonary Biologic agents, mustard, phosgene          Neurologic Botulism, VEE, other encephalitis</p>
<p><b>6 Render prompt treatment.</b></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><b>7 Provide good infection control.</b></p>	<p>Gown, gloves, mask and handwashing, and eyewear if necessary, are sufficient. Recommended isolation precautions for biologic agents include:</p> <p><b>Standard Precautions</b> .....For all individuals/patients  <b>Contact Precautions</b>.....(herpes, etc.) Viral Hemorrhagic Fevers  <b>Droplet Precautions</b> .....Pneumonic Plague and Tularemia  <b>Airborne Precautions</b> .....Smallpox</p>
<p><b>8 Contact Infection Control Nurse for all suspected infectious cases. All media contact should be channeled through Public Relations</b></p>	<p>Agency Telephone Number</p> <p>SBUH Healthcare Epidemiology ----- Page via the Operator          SBUH Emergency Medical Services----- 444-1911          SBUH Environmental Health &amp; Safety ----- 911 (via the University Police)          SBUH Public Relations Department ----- 444-3652 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----- 518-473-1730          Centers for Disease Control and Prevention --- 770-488-7100</p>
<p><b>9 Assist in the epidemiologic investigations</b></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><b>10 Know and spread this information.</b></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 evidence 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 on 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

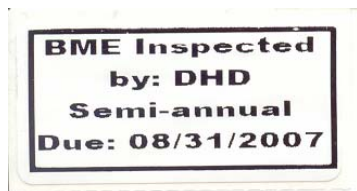
- Put broken equipment aside with a printout of service request taped to the device so no one will use it.

## 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 inspection sticker

# Procedure for BME Web Request:

The BME Web page can be reached two ways:

1.

- Start Internet Explorer Icon Web Icon
- Go to Stony Brook Hospital web page: <http://www.stonybrookhospital.com/>
- Click on “SBUH Staff”
- Click on “Professional Resources”
- Click on “BME Service 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.

2.



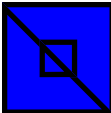
Bme.ico

- Click on BME

OR

## Web Request Confirmation

Label	Value
WO Number	290872
Problem Description	Test for Confirmation Page
Department	321375.2
Skill	Biomed PM
Type	Repair
Priority	Routine <b>EXAMPLE</b>
Status	Pending
SubStatus	Pending Request
BME Number	DEFIBRILLATOR/MONITOR/PACE
Requester Name	Cristeenae
Requester Phone	4.1420
Date Created	3/10/2005 10:11:25 AM



# UTILITIES MANAGEMENT

**Mission Statement:** To provide a safe, consistent and comfortable environment for Stony Brook University Hospital’s patients, staff, employees and visitors through continuous evaluation, improvement and maintenance of utility systems.

The Medical Center Facilities Department provides the following maintenance services: Heating, Ventilation & Air Conditioning (HVAC), Electric, Plumbing, General Building Maintenance, Lock & Key Control, Elevators and Automatic Doors.

TYPE OF SERVICE	SCOPE OF SERVICE:	CONTACT:
Emergency Services	24 hours a day, 7 days a week	4-2400
Routine Non-Emergencies	Customer completes a Non-Emergency Work Request form and faxes to the Physical Plant.	Physical Plant Fax 4-7682

**EQUIPMENT IN THE FOLLOWING AREAS ARE SERVICED BY **EMERGENCY POWER**: DELIVERY ROOMS, OPERATING ROOMS, EMERGENCY ROOM, POSTOPERATIVE RECOVERY ROOMS, NEWBORN NURSERIES AND SPECIAL CARE UNITS.**

**ALL **RED OUTLETS** ARE SUPPLIED WITH EMERGENCY POWER.**

TYPE OF EMERGENCY	IN ADDITION TO CALLING PHYSICAL PLANT (4-2400), DO THE FOLLOWING:
<b>LOSS OF POWER</b>	ALL CRITICAL EQUIPMENT SHOULD BE CONNECTED TO EMERGENCY POWER VIA THE RED OUTLETS.
<b>PEOPLE STUCK IN ELEVATOR</b>	CONTACT UNIVERSITY POLICE (911)
<b>AUTOMATIC DOORS NOT WORKING</b>	CONTACT UNIVERSITY POLICE (911)
<b>MEDICAL GAS EMERGENCIES</b>	CONTACT RESPIRATORY CARE (4-2390)
<b>CEILING LEAKS AND OVERFLOWING SINKS</b>	CONTACT HOSPITAL CUSTODIAL SERVICES (4-1455)

Failure of:	What to Expect:	Who to Contact:	Responsibility of User:
Computer Systems	Systems Down	Physical Plant (4-2400), Information Technology (4-HELP)	Use backup manual/paper systems
Electrical power failure with emergency generators working	Many lights are out; red plug outlets working	Physical Plant (4-2400)	Ensure life support systems are on emergency power (red outlets). Ventilate patients by hand if necessary. Complete cases in progress ASAP. Use flashlights.
Electrical power failure—Total	Failure of all electrical systems	Physical Plant (4-2400), Respiratory Care, 8 AM- 5 PM (4-2390) Off hours: request on call Respiratory Care supervisors from Switchboard ("0" or 4-1077 )	Utilize flashlights and lanterns, hand ventilate patients, manually regulate IVs, don't start new cases.
Elevators out of service	All vertical movement will have to be by stairwells.	Physical Plant (4-2400), All Managers	Review fire and evacuation plans. Establish services on lower floors. Use carry teams to move critical patients and equipment to other floors.
Elevator stopped between floors	Elevator alarm bell sounding	Physical Plant (4-2400), University Police (911)	Keep verbal contact with personnel entrapped in elevator and let them know that help is on the way.
Fire alarm systems	No fire alarms or sprinklers	Physical Plant (4-2400), University Police (911)	Institute fire watch; Minimize fire hazards; use phone or runners to report fire.
Medical Gases	Gas alarms, no oxygen or medical air or nitrous oxide.	Physical Plant (4-2400), Respiratory Care, 8 AM- 5 PM (4-2390) Off hours: request on call Respiratory Care supervisors from Switchboard ("0" or 4-1077 )	Hand ventilate patients; transfer patients if necessary; use portable Oxygen, and other gases. Call for additional portable cylinders.
Medical Vacuum	No vacuum; vacuum systems fail and in alarm mode.	Physical Plant (4-2400), Respiratory Care, 8 AM- 5 PM (4-2390) Off hours: request on call Respiratory Care supervisors from Switchboard ("0" or 4-1077 )	Call for portable vacuum. Obtain portable vacuum from crash cart. Finish cases in progress and don't start new cases.
Natural gas, failure or leak	Odor, no flames on burner, etc.	Physical Plant (4-2400), University Police (911), Food Services (4-8083)	Open windows if possible. Turn off gas equipment; don't use any spark producing devices, electric motors, switches, etc. Institute cold meal policy.
Nurse call system	No patient contact	Physical Plant (4-2400)	Use bedside patient telephone if possible. Move patients; use bells; detail a rover to check patients.
Patient Care, Medical Equipment	Equipment/system does not operate properly	Biomedical Engineering (4-1420)	Replace and tag defective equipment.
Sewer Stoppage	Drains backing up	Physical Plant (4-2400)	Do not flush toilets. Do not use water.
Steam Failure	Sterilizers inoperative, limited cooking. No heat/hot water.	Physical Plant (4-2400), Central Sterile (4-2384 or 4-2380) Food Services (4-8083)	Conserve sterile materials and linen; provide extra blankets; institute cold meal policy.
Telephones	No phone service	Switchboard ("0" or 4-1077)	Use overhead paging and pay phones. Use runners.
Water	Sinks and toilets inoperative. Sprinkler system inoperative	Physical Plant (4-2400)	Conserve water, use bottled water for drinking be sure to turn off water in sinks, use red bag in toilet.
Water Non-potable	Tap water unsafe to drink	Physical Plant (4-2400), Food Services (4-8083) All Managers	Place "Non-potable water – Do Not Drink" signs at all drinking fountains and wash basins.
Ventilation	No ventilation; no heating or cooling	Physical Plant (4-2400)	If possible, open windows. Obtain blankets if needed. Restrict use of odorous/hazardous materials.