Internal Emergencies and Disasters (Campus)

Audience: All personnel in the Sleep Disorder Center.

Purpose: Plans for specific actions to be taken by sleep personnel during various internal emergencies and disasters ensure the safety of patients and staff while in the center.

Policy: All sleep center personnel will follow approved procedures in the event of internal emergencies.

Procedure: Horizontal and/or vertical evacuation of patients and staff required because of fire, utility failure, etc., in any UTMB facility shall follow posted evacuation plans in each unit or department. Patients in any affected building will be moved to an alternative patient care unit, staff, students or faculty in any research or academic building will relocate to a safe alternative location as directed by the IEPO or Medical Emergency Preparedness Officer.

Chemical Spills and Exposures

Chemical spills may include formaldehyde (formalin), gluteraldehyde (Cidex), trichloroacetic acid (TCA) and chemotherapeutic agents.

Personal protection is of primary importance and clean up of spills is secondary.

- Notify personnel in the immediate area that a spill or chemical exposure has occurred.
- Evacuate nonessential personnel from the area and isolate the spill area.
- Attend to persons who may have been contaminated or exposed.
    - Flush eyes with water for 20 mintues
    - Wash exposed skin with copious amounts of soap and water
- Notify supervisor and Environmental Health and Safety (EHS) at 409-772-1781
    - After normal business hours (0800- 1700) contact the University Telephone Operator 409-772-1011 for the EHS On-call person.
- Stand by to advise EHS of immediate situation. EHS will either assist staff in clean up procedures for small spills or will dispatch the on-call person or the Hazardous Spill Response Team for clean up.

Fire Alarm and Incident Response Policy

UTMB is committed to creating and maintaining an environment that is safe. To that end, all employees, contract workers, students, patients and volunteers are required to participate in fire safety practices. This policy is designed to improve fire safety awareness and meet the requirements set forth by the Joint Commission on Accreditation for Healthcare Organizations (JCAHO); it clearly defines the required procedures for Fire Alarm and Incident Response in all buildings owned or leased by UTMB

Employees – Every employee shall respond to all fire alarms in an appropriate manner and shall know their individual role and responsibility in such occurrences.

During fire alarms, employees should know:

- RACE concept and its appropriate use
    - **R**escue – patients and others from immediate danger
    - **A**larm – by pulling the nearest fire alarm pull box and calling the appropriate telephone number
    - **C**ontain – fire by closing all doors and windows and keeping hallway fire doors closed
    - **E**xtinguish – if the fire is small, fight it my using the proper fire extinguisher/ Begin evacuation of patients, records, medications, and equipment.
- Fire phone telephone number 21211
- Location and operation of a manual fire alarm pull station

Fire Incident Response: Any occupant of a building owned or leased by UTMB shall follow the RACE concept upon discovery or evidence of a fire.

Healthcare Occupancies (in-patient and out-patient):

- Determine the location of the fire or smoke
- Activate RACE
- Close all doors and clear all corridors
- Inform patients and visitors of incident status
- Prepare for a possible evacuation
- Return to normal operations after an all clear has been given

Evacuation is appropriate in two situations:

• Imminent Danger Evacuation: An evacuation performed to remove a person from the immediate source of danger.

• Precautionary Evacuation: An evacuation performed to expand the safe zone around an existing source of danger (i.e., a fire on the floor below).

• Hospital or Clinic administration will order evacuations of healthcare occupancies. A specialty area representative will order evacuations of specialty areas. Evacuations shall be ordered upon the mandate of the representatives from the local fire department, UTMB Environmental health and Safety Department, or Police Department.

Utility System Disruption

In the event of utility system disruption that impacts clinic operation, Sleep Disorder Center personnel will contact Business Operations & Facilities for assistance if necessary 409-772-4040.

Emergency Power Outage Procedure During or Within Normal Hours of Operation

The following basic tools will be on hand for use when an outage occurs:

- Flashlight
- Batteries

Proceed to the area involved in the outage and determine if it is a localized outage or an out-of-the-building type of outage.

Complete clinic visits in progress as soon as possible.

- Use flashlights.
- Review fire and evacuation plans for patients to exit the building.

If the outage is outside of the building and service will not be restored for a period of time, approval will be obtained from Ambulatory Leadership/ Program Manager for possible clinic closure.

Natural Gas Failure or Leak Procedure During or Within Normal Hours Of Operation

When odor is detected:

- Open windows/doors to ventilate.
- Turn off any gas equipment.
- Don't use any spark producing devices, electric motors, telephones, or switches.
- Follow fire and evacuation plans for patients/staff to exit the building.

Contact Business Operations & Facilities for assistance if necessary at 409-772-4040.

Sewer Stoppage Procedure During or Within Normal Hours of Operation

If drains back up:

- Toilets should not be flushed.
- Signs will be posted at each restroom notifying patients - "Out of Order".
- The water should not be used.

Contact Business Operations & Facilities for assistance if necessary at 409-772-4040.

When Sinks and Toilets are Inoperative

- Conserve water.
- Use bottled water for drinking (ensure any bottled water stocked is within date).
- Waterless hand wash (i.e. alcohol gel, gel sanitizer) will be used for hand washing.
- Turn off water at each sink.

Contact Business Operations & Facilities for assistance if necessary at 409-772-4040.

Air Handling System Failures/Utility Outages Procedures During or Within Normal Hours of Operation

When there is no ventilation (heating or cooling) in the clinic.

- Open windows/doors which do not cause interference in patient care-related activities.
- Restrict use of odorous/hazardous materials.

Contact Business Operations & Facilities for assistance if necessary at 409-772-4040.

Emergency Telephone Communications During or Within Normal Hours Of Operation

When no phone service is available:

- Use available cellular phones for call backs to patients.
- Contact IS Help Desk at 409-772-5200

Computer Systems Failure Procedures During or Within Normal Hours of Operation

When computer systems experience a shut down, Sleep Center personnel will use backup manual/paper systems for documentation.

Contact Information Systems at 409-772-5200. Notify them of shut down to re-establish the function for the computer system.

Workplace Violence

In keeping with Texas Penal Code, UTMB maintains zero tolerance for threats, threatening behavior including brandishing or possession of a weapon, workplace violence, or acts of violence by patients, their family members, visitors, students, volunteers and/or employees and contractors. Any individual who engages in threatening or violent behaviors while on University owned or controlled property may be removed and/or barred from the premises pending the outcome of an investigation.

- Employees who violate this policy will be subject to disciplinary action which may result in termination
- Employees and students who intentionally bring false charges against any other person will be subject to disciplinary action which may result in termination
- Students who violate this policy will be subject to the Student Conduct and Discipline Policies
- Visitors who violate this policy will not be permitted to return to the institution other than to receive treatment

- Volunteers who violate this policy will be removed from the premises, may have charges filed through University or local Police and be prohibited from further volunteer activity
- Contractors or vendors who violate this policy may be subject to cancellation of contracts and removal from University property
- Patients who violate this policy may be removed from UTMB premises and may have charges filed through University or local Police

Even without the existence of an actual threat or act of violence, employees and students should report any behavior which they regard as threatening or violent to their management.

In order to minimize risk, all employees and students are required to participate in institutionally provided training.

All University supervisors, department administrators, and officials are responsible for responding appropriately and promptly to reports of allegations of campus violence.

Managers are encouraged to refer employees who exhibit behaviors indicating job stress, anger management or who may have been the victim of an assault to the Employee Assistance Program.

Reporting Immediate Workplace Violence, Emergencies or Crimes

Any individual, who experiences, is aware of, or witnesses Workplace Violence, or who has reason to suspect that Workplace Violence is occurring, or poses danger should immediately report this behavior to the University Police Department.

1. On campus, call UTMB Police at extension (21111).
2. Off campus, call local law enforcement by dialing (9) 911
3. Describe location and events.
4. Notify immediate supervisor or department head
5. Use the Patient Safety Net to report all incidents related to violence

Reporting Less Immediate Workplace Violence and Threats

All University supervisors shall take appropriate and prompt actions to ensure that a report from a subordinate regarding campus violence is referred to the University Police Department or local law enforcement (Victory Lakes Town Center) and the appropriate department administrators. The University Police

Department and the appropriate department administrators are responsible for responding promptly and thoroughly to allegations of campus violence and reporting all incidents through the regular line of administrative responsibility to all appropriate University officials.

Bomb Threat

If you receive a bomb threat:

- Do not hang up
- Remain calm
- Try to prolong the conversation and get as much information as possible
- Notify a co-worker of the situation and have them contact :
    - Denise McElyea, Program Manager at 409-772-5120 (office) or 409-392-4645 (cell) and call UTMB Police at extension 21111.
- Co-worker should get the Emergency Procedures Manual and open to the Bomb Threat Checklist page and hand to call receiver.
- Note what you hear. Are their background noises, such as music, voices, or cars?
- How does the caller's voice sound? Any accent? What sex? What age? Any unusual words or phrases?
- Does the caller seem to know about UTMB of the clinic?
- How is the bomb location described?
- Does the caller use a person's name?
- Does the caller give his/her name?
- When the call is over, complete the Bomb Threat Report immediately and call 21111 to give the police dispatcher all the information you collected on the checklist. Identify yourself – give your name, phone number, department, building, and room number.
- After this is done, notify your supervisor immediately. Then stand by for further instructions.
- If it is deemed necessary to evacuate, you will be notified by your supervisor or the overhead paging system. Evacuate via the primary route for your area, or by the alternate route if so directed.

If you discover a bomb or suspicious item:

- Leave it untouched and secure the area until police arrive
- Go to a telephone. Call 21111 and report a suspicious item. You may be asked to assist in a search, because you are familiar with the area.

References:

IHOP Policy 8.1.5 Fire Alarm and Incident Response Policy

UTMB Institutional Emergency Operations Plan. May 4, 2011.UTMB

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Medical Director