

# Your Workplace Environment of Care



University of Mississippi Medical Center

# Objectives

- Review the following departments and the role they play at UMMC:
  - ① Campus Police
  - ① UMMC Shuttle Service
  - ① Environmental Health and Safety
    - ① General Safety
    - ① Fire Safety
    - ① Hazardous Materials (Biosafety, Radiation Safety, and Chemical Safety)
  - ① Mississippi Center for Emergency Services (Disaster Management)
  - ① Employee Health Services
    - ① Blood Borne Pathogens

# UMMC Campus Police



- ① UMMC Campus Police Department uses advanced equipment and techniques for crime prevention and carries out a number of programs and services to promote safety and security
- ① State law grants UMMC police the power to enforce general criminal laws of the state and traffic rules
- ① The department works in conjunction with local law enforcement authorities
- ① The UMMC Campus Police Department has a zero-tolerance policy on crime
- ① If you feel threatened or unsafe, call Campus Police at:
  - 911 or 601-815-7777 for emergencies
  - 601-984-1360 for non-emergencies
  - 601-815-3072 Dispatch
  - 601-984-1360 "Lost and Found"

# Situational Awareness is Key to Personal Safety

- ① Pay attention to surroundings, watch for suspicious activities, remove ear buds when traveling on foot
- ① Use outside lights to your advantage - stay visible and alert
- ① Jaywalking is illegal and dangerous; use crosswalks
- ① Keep valuable items secure at all times; includes offices, vehicles, and break rooms
- ① Locking doors is best if leaving the area or working alone after normal duty hours
- ① Contact Campus Police to check the identity of strangers engaged in suspicious actions
- ① If you choose, Campus Police will escort you to your vehicle after hours



# Situational Awareness Is Your Responsibility

- ① Report the following issues to Campus Police:
  - ① Unsafe areas or situations that require additional security measures
  - ① Suspicious activity; prevents crime and promotes safety and security
  - ① Violations of UMMC tobacco policy
  - ① Unattended backpacks, luggage, coolers, and other like items
  - ① “*Lost and Found*” property

# UMMC Tobacco Policy

- ① UMMC will provide a tobacco-free workplace and environment, prohibiting smoking or the use of other tobacco products including electronic smoking devices in these facilities or on its adjacent grounds
- ② Policy applies to all persons, including staff, faculty, students, patients, visitors, contractors, subcontractors and others in Medical Center buildings and Medical Center grounds, parking lots and ramps
- ③ Smoking in vehicles on Medical Center property is prohibited





# Emergency Communication

Emergency Communication Towers are located throughout UMMC campus to include parking lots and garages

Works like a radio; push silver button to speak and then release to listen

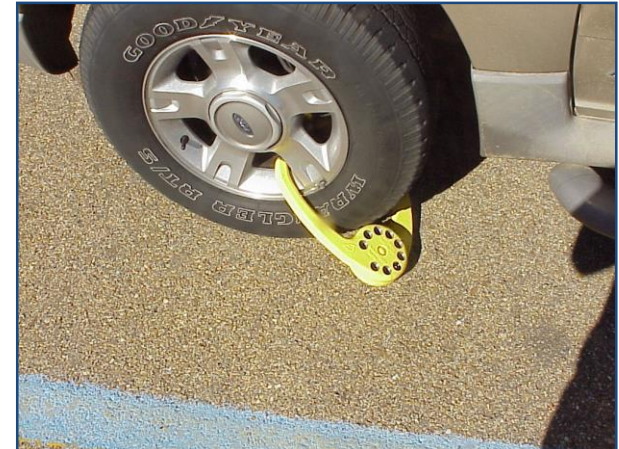
Emergency Communication Towers are routed to Campus Police Dispatch



(Enlargement)

# UMMC Parking Policy

- ① Failure to find a legal parking space shall not be an excuse for violation of Parking Policy regulations
- ① Pedestrians have the right of way at marked crosswalks on campus
- ① Campus Police monitor parking lots and maintain a zero tolerance policy for parking violations







# Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

- Federal statute that requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses
- By October 1 of each year, UMMC must publish and distribute an Annual Campus Security Report to current and prospective students and employees
- The institution's police department are required to maintain a public log of all crimes reported to them, or those of which they are made aware
- The Clery Act requires institutions to give timely warnings of crimes that represent a threat to the safety of students or employees
- An institution must keep the most recent eight years of crime statistics that occurred: on campus, in institution residential facilities, in non-campus buildings, or on public property
- Visit the Campus Police website for information and the Annual Security Report:  
<https://www.umc.edu/police/>

# UMMC Shuttle Service



- ① UMMC's shuttle service provides daily transportation to and from designated shuttle stops
- ① Visit [www.umm.edu/Shuttle/](http://www.umm.edu/Shuttle/) for route information, shuttle stop locations, and updates
- ① New air-conditioned/heated buses, GPS tracking, ADA standards, 56-passenger, seatbelts, safety equipment on board

# Environmental Health and Safety

## General Safety

### Slips and Falls

- ⓪ wet floor, spills not cleaned or reported
- ⓪ improper equipment
- ⓪ debris on floor
- ⓪ open file cabinet, drawer in egress
- ⓪ uneven surfaces
- ⓪ stairwells



### Back Injuries

#### Causes are...

- ⓪ lifting more than your ability
- ⓪ staff moving patients
- ⓪ poor body mechanics
- ⓪ slips and falls

Lift with your legs; not your back



# Environmental Health and Safety

## General Safety

### Compressed Gas Cylinders

Very dangerous; contents under high pressure

Must be secure; in use or being stored

When transporting a patient, portable oxygen cylinders must be secure

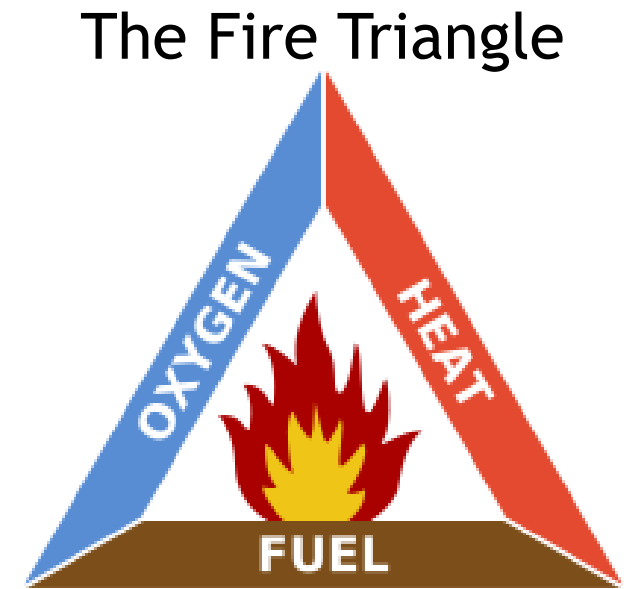


# Environmental Health and Safety

## Fire Safety















For assistance, contact the Fire Safety Specialist 601-984-1982

1. heat source = matches, electric energy
2. fuel = gasoline, oil, paper, wood
3. oxygen = fire requires 21% oxygen in order to burn



What are the three elements needed to make fire?

# Types of Fire Extinguishers

Fire Class	Geometric Symbol		Pictogram	Intended Use	Mnemonic
A				Ordinary solid combustibles	A for "Ash"
B				Flammable liquids and gases	B for "Barrel"
C				Energized electrical equipment	C for "Current"
D			None	Combustible metals	D for "Dynamite"
K				Oils and fats	K for "Kitchen"



UMMC maintains 10lb Extinguishers A, B, and C.



# Environmental Health and Safety

## Fire Safety

### Outside the Area of Origin

- ① Staff in areas on the same floor level and immediately adjacent to the fire site, should send one person to the fire site to evaluate the situation
- ① Staff in areas on different floor levels that are immediately above or below the fire site, should send one person to the fire site
- ① All staff members in the Alarm Zone should be prepared to take emergency action or provide assistance if the situation warrants

### Inside the Area of Origin

- ① Staff located inside the area involved in a fire, will immediately follow the R.A.C.E. procedures



# Environmental Health and Safety

## Fire Safety

Understand Basic Fire Fighting Concepts

# RACE

upon discovery of fire or smoke



**R**escue

Remove persons in immediate danger



**A**larm

Alert others; call 911 or 4-6666



**C**ontain

Contain fire and smoke (close doors)



**E**xtinguish

Extinguish and/or evacuate

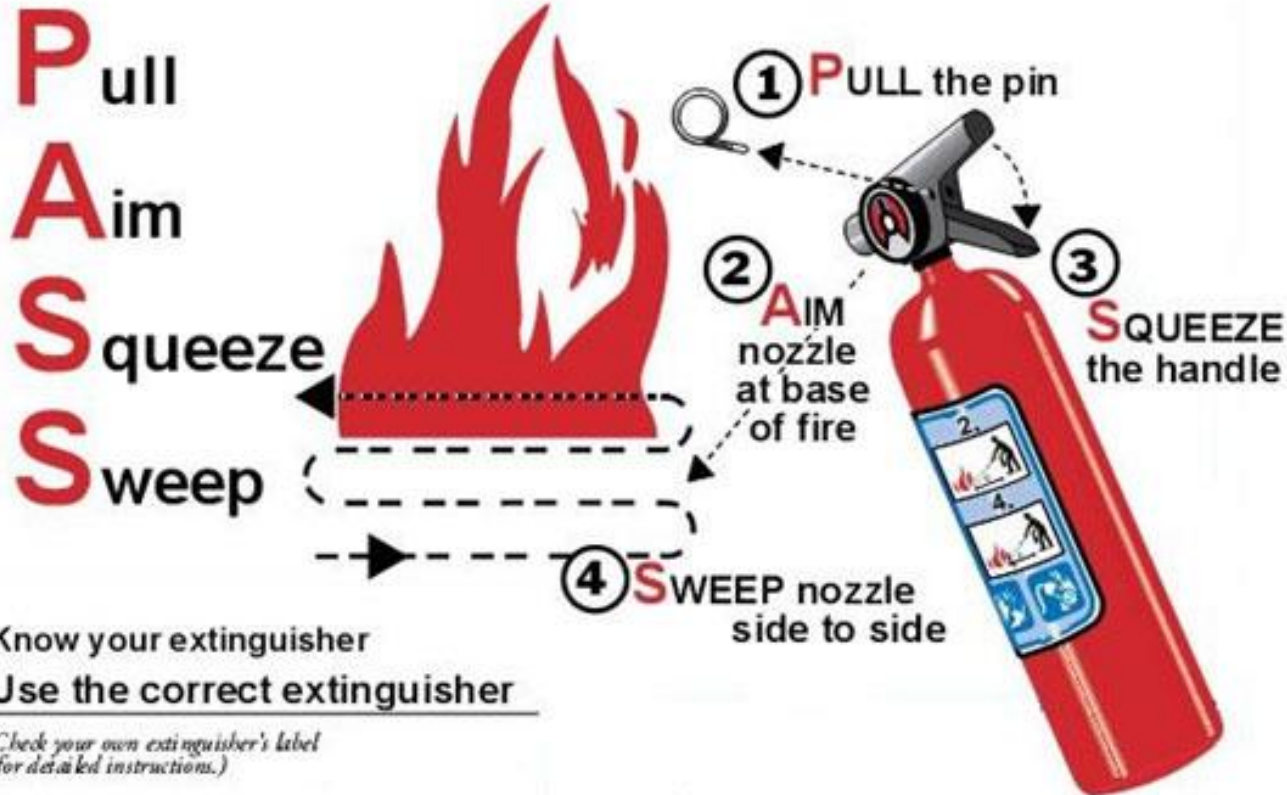
Call the Fire Reporting Number  
601-984-6666 or 911

Select Specialty 601-899-3865  
Jackson Medical Mall 601-906-4436

Activate fire alarm located closes  
to fire by pulling lever down

# Proper Fire Extinguisher Use

To operate an extinguisher:



# Physical Facilities Maintenance/Construction Service Request

Follow this outline:

① Emergency Service Request

Physical Facilities at 601-984-1420

② Routine Service Request

UMMC Intranet > Administration > Physical Facilities  
Maintenance/Construction Service Request

**Maintenance/Construction Service Request**  
[Work Order Create](#) | [Work Order Query](#)

**UMMC Division of Physical Facilities**  
**Maintenance/Construction Service Request**

**Please call in all emergency and urgent requests to extension 4-1420**

Work Order New

* Location:	<input type="text"/>
* Request Description*:	<input type="text"/>
* Requester Full Name:	<input type="text" value="Julie D. Kelley"/>
* Requester Phone Number:	<input type="text" value="(601)815-6440"/>
* Email Address:	<input type="text" value="jdkelley@umc.edu"/>
Additional Comments:	<input type="text"/>
Completion Comments:	<input type="text"/>

Version: 2014.5.6.8 [Logout](#)

**\*Required fields for entering a service request.**  
**\*Input only one Email Address**

To lookup Work Orders click on the Work Order Query link.  
Enter the Work Order Number or the Work Order Date.

# Personal Protective Equipment (PPE)

- Required under Federal laws and regulations circulated by OSHA
- Four levels of PPE
  - Levels A, B, C, D
  - PPE provides increased level of respiratory, dermal and eye protection



KEEP  
CALM  
AND  
USE  
PPE

Among the protective equipment available to UMMC employees are face shields, gowns, masks, shoe covers, safety glasses, gloves, and hair covers.



LEVEL D



# Environmental Health and Safety

## Biosafety

## Hospital/ Health-care areas

- ① Inter-related with Blood-borne Pathogens and Infection Control
- ① Medical/infectious (red bag) waste is generated
  - ① Always handle with gloves and protective clothing
  - ① Never place general trash in these containers
  - ① Refer to Medical Infectious Waste Policy
  - ① Uncontaminated PPE belongs in black bags; general trash



**BIOSAFETY LEVEL** 2

Human cell lines  
Lentiviral vectors

Special Procedures or Preventions for Entry: Illus. G, Room: G754, G754A, G755, G755A, Date Posted: 02/02/2011

Gloves, mask, and sleeves are required while working.  
Doors should remain closed.  
Authorized personnel only.

Name	Cell or See	Ride	Room	Work Phone	Phone
Entry or Advice	Dr. A. Levenson	Guyton	0758	56073	H ( ) C (254) 654-0000
Emergency	Steven Glas	Guyton	0755A	56073	H ( ) C (254) 654-0000
Emergency	Kim Li	Guyton	0755-A	56073	H ( ) C (201) 586-0000

NO EATING  
DRINKING OR SMOKING  
IN THIS AREA



## Research areas

- ① Infectious agents or hazardous biological materials
  - ① Human Cells/Tissue
  - ① Infectious Microorganisms ( Bacteria, Viruses, and Fungi)
  - ① Recombinant DNA

**For assistance, contact the Biosafety Safety Officer at 601-815-5074**



# Environmental Health and Safety

## MRI, Laser, Radiation



### Magnetic Resonance Imaging (MRI)

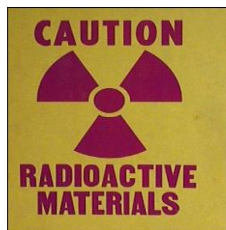
- Contains a very large magnet which can cause injury (the magnet is **ALWAYS** on).

- Recognize the signs.
- Do not enter these restricted areas unless you have been trained to do so.



### Laser devices

- Can cause eye injuries, skin burns, and fires. (Always wear proper eye protection when lasers are in use)



### Radiation

- Can damage tissue cells

For assistance, contact the Radiation Safety Office at 601-984-1980

# Environmental Health and Safety

## Hazardous Materials



Hazardous materials are chemical substances which, if released or misused, can pose a threat to the environment, life or health. Hazardous materials come in the form of explosives, flammable and combustible substances, poisons, and radioactive materials.

UMMC promotes a safe and healthful environment for every patient, student, employee and visitor. The objective is to prevent injury and loss of life or property by identifying and eliminating hazards; establishing safe work practices; and promoting safe performance in all UMMC activities.

Visit the [Environmental Health Services Home page](#)  
[UMMC Intranet > Administration > Environmental Health and Safety](#)

# Environmental Health and Safety

## Globally Harmonized System (GHS)

The method by which the employer transmits the information concerning the hazards of all chemicals is called Hazard Communication (HazCom) or Right-To-Know Law.

UMMC accomplishes this by:

- ① Maintaining HazCom policy
- ① Labeling of hazardous chemicals
- ① Safety Data Sheets (SDS)
- ① Warning or notification signs to inform employees
- ① Employee training programs



Explosive



Flammable



Oxidizer



Corrosion



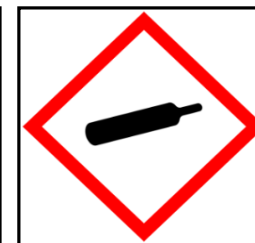
Toxic



Environmental Hazard



Irritant



Gas Cylinder



Respiratory Hazard



# Environmental Health and Safety Safety Data Sheets (SDS)

The SDS includes information such as the properties of each chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical. Staff should be able to demonstrate how to access this information.



Safety Center **MSDS Search**

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**MSDS Search**

Search by Product Name, Manufacturer, CAS#, and/or Product Code or search by indexed fields, Ingredient, Ingredient CAS#, UN/NA#, Dc

Locations: Select Location	Groups: Select Group	Product Data: Select Product Data
Product Status: Active	Custom Module: <input type="text"/>	

Product name starts with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0-9 #+=

Find the MSDS On-line  
UMMC Intranet > Yellowpages > MSDS Manual

UMMC is required by the Occupational Safety and Health Act of 1970, to prepare or have available safety data sheets for a hazardous chemical and are accessible by all employees.

For assistance, contact the Chemical Safety Officer at 601-984-1981

# Exposure Prevention Measures

- ① Wear Personal Protective Equipment (PPE)
- ① Wear closed-toe shoes when working with corrosive materials
- ① Never eat, drink, smoke, or apply cosmetics (even lip balm) in an area where hazardous materials are used
- ① Never handle broken glass containers which held hazardous materials with your bare hands
- ① Use a dust-pan and broom to clean broken glass

# Mississippi Center for Emergency Service Disaster Management

The UMMC Emergency Operations Plan will guide planning and response to hazards that may threaten:

- ① The UMMC campus community
- ① The safety of patients, staff, students, and visitors
- ① Ability of the hospital to provide healthcare services











The purpose of this plan is to improve the capacity of UMMC to prepare for, detect, respond to, recover from and mitigate the negative outcomes of threats and emergencies.

To view the Emergency Operations Plan:  
[UMMC Intranet > Yellowpages > Emergency Operations Plan](#)





# Overhead Color Code and Plain Text Announcements

EMERGENCY CODE LIST	
	<b>CODE BLUE</b>   Medical Emergency Adult <b>CODE 13</b>   Medical Emergency Pediatric
	<b>CODE RED</b>   Fire Emergency
	<b>CODE PINK</b>   Child Abduction (PATIENT)
	<b>CODE AMBER</b>   Child Abduction or Missing (VISITOR)
	<b>CODE WHITE</b>   Urgent Security Request
	<b>CODE ORANGE</b>   Hazardous Materials
	<b>CODE GREEN</b>   Emergency Operations Plan Activation
	<b>ALL CLEAR</b>   Cancellation Notice
	<b>OVERHEAD</b>   Security Alert
	<b>OVERHEAD</b>   Weather Emergency

- ① Every UMMC employee must be knowledgeable of the emergency color code and plain text announcement list
- ① Learn how to respond and take immediate action when needed
- ① Discuss with Supervisor/Manager for area specific actions during an emergency

# Actions to take when “*Weather Emergency*” is announced overhead...

Seek immediate shelter in the nearest safe area and direct others as well; shelter in-place


Close blinds/curtains for protection from flying debris

Follow department condition directives

Direct visitors in the common areas to tornado safe areas where no windows or outside walls are located until an all-clear is announced

How do you respond when notified of **severe weather**?

## BE PREPARED | TAKE ACTION



### Be Prepared

Mississippi has a high risk for severe weather including damaging winds, thunderstorms, heavy rainfall, hail, and tornadoes.

In collaboration with the National Weather Services, UMMC has a two-tiered response for severe weather events.

### Take Action

If the National Weather Service places the campus under a severe weather warning, a Weather Warning will be issued.

### Actions to take when Weather Warning has been issued:

- Seek shelter in an interior room away from windows. If the room has windows, close curtains or blinds.
- Prepare to take action to protect yourself and others.
- In patient care areas, begin steps to protect patients as appropriate.


### Take Action

If the National Weather Service determines that the campus is under an eminent threat, a Weather Emergency will be issued.

### Actions to take when Weather Emergency has been issued:

- Seek immediate shelter in the nearest safe area and direct others as well.
- Protect patients as appropriate.

**Each building on campus has been provided a weather radio to receive severe weather alerts for our area.**



UMMC Faculty, Staff and Students will be notified of a campus emergency through the Alert U System. This system provides rapid notification of emergency messages via text messaging, e-mail and voice mail. To ensure your contact information is accurate, please visit the UMMC Lawson Employee or Student Portal.

UMMC Intranet > Yellowpages > Emergency Operations Plan

# Actions to take when “Security Alert” is announced overhead...

It is imperative to have a plan for action if such an incident occurs. Because active shooter situations tend to occur very quickly and before law enforcement can arrive, individuals must be mentally and physically prepared to respond to an active shooter scenario.

View *RunHideFight* video at  
[umc.edu/mces/](http://umc.edu/mces/)

Resources > Active Shooter Defense Training Video

**How do you defend against an active shooter?**

## **RUN > HIDE > FIGHT**



### **› RUN**

- Know your surroundings – have escape route and plan in mind
- Run immediately - leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move injured people
- Prevent others from entering area where the active shooter may be
- Keep your hands visible
- Call 911 when you are safe

### **› HIDE**

- If you can't escape, hide in an area out of the shooter's view
- Lock the door or block the entry to your hiding place
- Silence cell phone (including the vibrate mode) and remain quiet
- Take cover behind furniture or fixtures away from doors or windows

### **› FIGHT**

- Fight as a last resort and only when your life is in imminent danger
- Use items around you as weapons to fight
- Attempt to incapacitate the shooter
- Commit to your actions...your life depends on it

#### **Information to provide 911**

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number/type of weapons
- Number of potential victims at the location

#### **When Law Enforcement Arrives**

- Remain calm; follow all instructions
- Put down any items in your hands
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers
- Avoid pointing, screaming or yelling
- Do not ask officers for help/direction

The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams to follow the initial officers. These rescue teams will treat and remove the injured. Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities instruct you to do so.



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UMMC Intranet > Yellowpages > Emergency Operations Plan

Discuss with your Supervisor/Manager for area specific actions during a *Security Alert* event.



AlertU uses virtually all modes of voice or alphanumeric communication to connect immediately with employees and students.

From cell phone calls and texts to e-mail notifications, pages and calls to individual residences, the AlertU message will include concise instructions on how to respond to the given emergency.

All employees should check their contact information on the UMMC Intranet by searching for your name under “Employee Search” and click “View/Update Personal Information.”

If required, all UMMC active computers will receive an emergency interruption message visible across the entire computer screen.

For assistance, contact the Emergency Services at 601-815-2665 or 601-815-6440

# Employee Health Services

## Blood-borne Pathogens

- Blood-borne pathogens are infectious microorganisms in human blood that can cause disease in humans. These pathogens include, but are not limited to
  - Hepatitis B (HBV)
  - Hepatitis C (HCV)
  - Human Immunodeficiency Virus (HIV)
- Blood, bloody body fluids and unfixed human tissue are the main sources for the transmission of HBV, HCV, and HIV in healthcare workers
- For healthcare workers, blood carries the greatest risk of transmission

**BIOHAZARD**



UMMC Policy for Occupational Exposure to Blood-borne Pathogens applies to all employees who are at risk of an occupational exposure to blood or body fluid

- ① Patient-care givers
- ① Laboratory employees
- ① Housekeeping
- ① Physical Facilities
- ① Hospital Security
- ① Researchers using human tissue/cells



# Employee Health Services

## Blood-borne Pathogens - Standard Precautions

- ① Standard Precautions applies to all blood and body fluids
- ① Reduce occupational risk of infection by adhering to Standard Precautions practices
- ① Use PPE when working with blood or body fluids as protection from an accidental exposure



For assistance contact Employee Health Services 601-984-1185



# Employee Health Services

## Blood-borne Pathogens - Reporting Exposures

- ① Notify your Supervisor/Manager immediately
- ① Complete the online *Employee Injury Report*  
*Be specific about how the injury happened*  
*Identify who you were exposed to; their name and medical record number*
- ① Report to Student/Employee Health or, if closed, go to the Adult Emergency Department (AED)
- ① If the exposure is reported to the AED, follow-up with Student/Employee Health the next working day



### ***Online Employee Injury Report***

UMMC Intranet > Yellowpages > Employee Injury  
*the injured employee must complete and submit this report*

### ***Online "ICARE Reports"***

Document injuries/near misses to patients and/or visitors  
UMMC Intranet > Yellowpages > ICARE Report  
*can be completed and submitted by any UMMC employee with knowledge of the event*