

OFFSITE PRACTICES QUICK REFERENCE GUIDE

Site Name: _____
Site Address: _____
City/State _____

Reviewed by: _____ **Date:** _____

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VMG OFFSITE PRACTICES EMERGENCY RESPONSE PLAN A QUICK REFERENCE GUIDE TO INTERNAL/EXTERNAL DISASTERS

This portion of the Safety Section is a guide designed to assist VMG staff in the offsite practices in "Emergency Preparedness" for internal and external disasters. Emergency response cards shall be placed by phones to give staff a quick access to emergency numbers and guidelines.

For any emergencies that impact business continuity, patient or staff safety or result in property damage, the appropriate occurrence report must be completed, and the appropriate people notified (i.e., Administrative Directory, etc.).

To facilitate completion of this Sub-plan, site-specific information is contained in a “bolded box”. **Complete the required information in every text box with a bolded border. With this plan, include a floor diagram of the site. The floor diagram should include location of extinguishers and exits and pull stations, AED, code cart (if maintained on site).**

<u>General information</u>		
YES	NO	
		SPRINKLER SYSTEM: Does this building have a sprinkler system?
		EMERGENCY GENERATOR: Does this building have an emergency generator?
		OVERHEAD PAGING: Does this building have an overhead paging system?
		If the building has an overhead paging system, complete the following:
		Overhead announcements are made by:
		If there is an overhead paging system, the emergency announcements are listed below. (It is recommended that you use Vanderbilt’s emergency activation announcements unless your location is in the building of another healthcare organization with different codes.)
		Fire situation – _____
		Tornado Emergency – _____
		Missing Person – _____

		Bomb Threat – _____
		Loss of Utilities - _____
		Other announcements _____

EMERGENCY CONTACT LIST – Site/Building Specific

County Services Responding to This Site:

1. Emergency Medical Services/EMS	911
2. Poison Control	800-222-1222
3. Local Fire Department	911
4. Local Police	911
5. Electric Company	
6. Water Company	
7. Gas Company	
8. Phone Company	
9. Risk and Insurance Management	615-936-0660
10. Clinical Engineering	615-322-3440
11. Occupational Health	615-936-0955
12. Office of Clinical and Research Safety	
- Main	615-322-2057
- On-Call/After Hours:	615-875-3779
13. Patient Relations	615-322-6154
14. Infection Prevention Pager	615- 835-1205
15. Administrative Director/ Designee	615-835-1018 (VUAH pager) 615-835-8312 (MCJCHV pager)
16. VMG Administration Adult	615-322-7380
17. VMG Administration Pediatric	615-343-0252
18. Emergency Preparedness on Call	615-943-2871
19. Vanderbilt Operational Services	615-875-5867
20. Facilities/Operations	

CRITICAL INFORMATION ABOUT THIS SITE

Building managed by:

Principle contact Name:

Phone number:

Site medical provider for occupational injuries:

Phone number:

Location of emergency supply kit:

Location of flashlights/batteries:

Location of AED:

Location of Building Evacuation meeting site:

Location of Tornado-safe site:

Location of weather radio:

Emergency Operations Center

Command Center

Department or Building Command Center for Incident Management

Location: _____

OR

VMG Emergency Operations Center (EOC) for incident management location:

- **VMG Administrative office for Adult: (615-322-7380)**
- **VMG Administrative office for Peds: (615-343-0252)**
- **During off hours please contact the Emergency Preparedness on Call person listed in Synergy**

**Dept. of Emergency Preparedness
Vanderbilt University Medical Center
615-343-3189**

It is imperative that Vanderbilt Medical Group faculty and staff familiarize themselves with the basic causes of accidents and be continuously alert to safety requirements in their area. We all share responsibility for reporting, eliminating, and preventing unsafe conditions and practices. Prevention of accidents is accomplished through the use of proper equipment, the elimination of hazards, and safe work habit training. Similarly, we are all responsible for reacting to internal and external emergencies or a disruption of services as a cohesive organization to insure a smooth transition from normal to emergency operations. Meeting this challenge requires thoughtful planning and practice involving all areas of the VMG. This Emergency Operations Guide is designed to provide faculty, staff, and students with an immediate source of reference relating to safety and emergency preparedness and response on this campus.

EVACUATION

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency>.

1. Move any patient or visitor from immediate danger. Do not wait for instruction.
2. Prepare to evacuate those who are not in immediate danger.
3. Evacuation priority will be:
 - a. Ambulatory Patients and visitors
 - b. Non-Ambulatory Patients
 - c. Faculty and Staff
4. All facilities will be evacuated from the top floor down unless immediate danger dictates otherwise.
5. Staff are responsible for clearing all rooms and directing visitors and patients to nearest exit. Be prepared to mark all cleared rooms and spaces.
6. Do not use elevators unless directed to do so.
7. Use family members to assist in evacuation.
8. Conduct patient/staff head count at evacuation destination.
9. Report to Administrative Director or designee. Contact VMG Administration if additional resources are required.
10. Wait for announcement that the situation is resolved before re-entering the building.
11. Call Risk Management (615-936-0660) to report the incident and document the incident using the on-line incident reporting system @ <https://veritas.app.vumc.org/>.

Site Specific Information:

DESIGNATED SITE EVACUATION MEETING SITE(S): _____

*You may need to designate multiple evacuation meeting sites depending on size/set up of building.

Job position assigned to take patient roster to evacuation point: _____

Job position(s) assigned to clear exam/procedure rooms, assist patients to evacuation point:

FIRE

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency> .

If there is a fire or fire alarm activation at your location:

1. **Remain calm and rescue anyone in immediate danger.**
2. **Activate the nearest fire alarm. If your site does not have fire alarm pull stations, call 911 immediately.**
3. **Alert any co-workers in the immediate vicinity of the fire.**
4. **Confine the fire by closing all doors.**
5. **Extinguish the fire by smothering with a blanket or using a fire extinguisher.**
6. **Evacuate to the designated safe evacuation meeting site. Be prepared to mark cleared rooms.**
NOTE: USE STAIRS FOR FIRE EVACUATION – NOT ELEVATORS
7. **The manager/designee is responsible for shutting off the medical gas zone valve, if fire involves or threatens the medical gas system and there is medical gas at your location.**
8. **Conduct patient/staff head count at evacuation destination.**
9. **Report to Administrative Director or designee. Contact VMG Administration if additional resources are required.**
10. **Wait for announcement that the situation is resolved before re-entering the building.**
11. **Call Risk Management (615-936-0660) to report the incident and document the incident using the on-line incident reporting system @ <https://veritas.app.vumc.org/>**

Remember to *RACE*

Rescue anyone in immediate danger.
Activate the alarm if there is a pull station in your building. Call 911.
Alert anyone in the area.
Confine the fire by closing doors.
Extinguish and evacuate.

To Use a Fire Extinguisher, *PASS*

Pull the pin in the neck of the extinguisher.
Aim the spray nozzle at the base of the fire. Stand at least 8-10 feet away from the fire.
Squeeze the handles together.
Sweep the spray nozzle from side to side, covering the fire.

EARTHQUAKE

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency>

1. Remain calm.
2. Remain inside the building and away from windows and doors.
3. Get under any sturdy furniture. Cover your head and neck.
3. Prepare to evacuate patients and visitors in immediate danger.
4. Assess area for injured persons and contact EMS (911) if necessary.
5. Check office for utility problems such as gas or water leaks, downed or damaged electrical lines.
6. Leave building immediately if damage to the structure is severe.
7. Report to Administrative Director or designee. Contact VMG Administration if additional resources are required.
8. Call Risk Management (615-936-0660) to report the incident and document the incident using the on-line incident reporting system @ <https://veritas.app.vumc.org/>.

TORNADO

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency> .

1. Remain calm and inside the building. Listen to weather bulletins on the television or radio.
2. Direct all staff, patients and visitors to the interior quarters away from exterior walls and windows, and if appropriate, to rooms located on lower levels of the building.
3. After the adverse weather has passed, assess the area for injured persons and contact EMS (911) if necessary.
4. Report to Administrative Director or designee. Contact VMG Administration if additional resources are required.
5. Call Risk Management (615-936-0660) to report the incident and document the incident using the on-line incident reporting system @ <https://veritas.app.vumc.org/> .

Do not Use Elevators

Site Specific Information:

Location of Weather Radio: _____

Designated Safe area for Tornado: _____

Job position(s) assigned to clear exam/procedure rooms, assist staff, visitors, and patients to evacuation meeting site:

FLOOD (INTERNAL)

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency>.

1. If flooding is observed in your work area, notify the applicable property manager to report the location: VOS at 615-875-5867, Facilities Management at 615-343-4443 or 615- 322-2041 (after-hours, 24-hour emergency contact #) and/or local water company.
2. Move staff and visitors to a safe location.
3. Do not flush toilet or use tap water, drinking fountain or ice machine.
4. Assure all water faucets are off.
5. Await instructions from supervisor or public safety officials before evacuating, unless situation becomes unsafe.
6. Report to Administrative Director or designee.
7. Contact your Administrative Director if additional resources are required.
8. Call Risk Management (615-936-0660) to report the incident and document the incident using the on-line incident reporting system @ <https://veritas.app.vumc.org/> .

FLOOD (EXTERNAL)

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency>.

1. If severe flooding occurs in the local vicinity of your site, await instructions from your supervisor or public safety officials before evacuating, unless situation becomes unsafe.
2. Assign a staff member to check the computer in your work area on an hourly basis to obtain updates sent through local news sources or the Vanderbilt e-mail/alert system as appropriate.
3. Contact your Administrative Director if additional resources are required.
4. Call Risk Management (615-936-0660) to report the incident and document the incident using the on-line incident reporting system @ <https://veritas.app.vumc.org/>

SECURITY EMERGENCY

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency> .

1. If you encounter a security emergency:
 - An aggressive, combative person
 - Someone making threats
 - A suspicious person
 - A disruptive, hostile or threatening individual
 - A missing patient (Refer to Missing Person/Abduction information.)
 - Harassing or threatening phone calls
2. Call the local police at 911
3. Tell them:
 - Your location
 - Description of subjects
 - Description of events
 - Types of weapons and threats
3. Notify your supervisor immediately.
4. Stay on the phone until instructed otherwise.
5. Notify Administrative Director or designee.
6. Contact Administrative Director if additional resources are required.
7. Terminate response when directed by emergency responders or Administrative director.
9. Call Risk Management (615-936-0660) to report the incident and document the incident using the on-line incident reporting system @ <https://veritas.app.vumc.org/> .

CODE SILVER: ACTIVE SHOOTER

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency>.

1. If this happens:
 - A violent assault and a gun is involved.
 - Someone firing gunshots.
 - Code Silver: Active Shooter and (Locations) is announced over the public address system; 'Location' is the site of the Code Silver: Active Shooter.

2. GET OUT
 - Evacuate as soon as it is safe to do so.
 - Leave belongings behind.
 - Assist staff, patients, students, visitors, and others if possible.
 - Notify others as you leave the area.

3. HIDE OUT
 - Isolate staff, patients, visitors and others from the shooter if possible by adding distance and/or a barrier.
 - Close and lock doors.
 - Turn off lights and remain quiet.
 - Silence anything that makes noise (cell phones, pagers, TVs).
 - Continue response until you hear a Code Silver: Active Shooter is cancelled announcement or are directed to evacuate by law enforcement.

4. ALERT POLICE

When it is safe to do so, call 911 and tell them:

 - Your location
 - Physical description of the shooter (s)
 - Location of shooter (s)
 - Types of weapons
 - Describe what is happening
 - Number of victims and any known injuries

5. TAKE OUT

Only as a last resort and only when your life is in imminent danger:

 - Attempt to incapacitate the shooter (s).
 - Use improvised weapons.
 - Do whatever is necessary to survive.
 - Commit to your actions.

6. Call Risk Management (615-936-0660) to report the incident and document the incident using the on-line incident reporting system.

7. Staff are to remain on duty until released by their supervisor and/or law enforcement.

PERSON WITH FIREARM OR DANGEROUS WEAPON

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency> .

1. If this happens call the local police at 911 and arrange to meet with an officer away from the person suspected of having a weapon. Advise the police of the following:
 - o Your location.
 - o Location of subject(s).
 - o Description of subject(s).
 - o Description and location of possible weapon.
 - o Threats - whether threats have been made and whether a weapon is being used in a threatening manner.
 - o Description of event / circumstances that led to the belief that a firearm or other weapon may be present.
 - o Number of victims and any known injuries.
2. Do not attempt to negotiate, apprehend, or intervene with the suspect.
3. Identify a non-public area where officers may speak with the individual away from other patients, visitors, and staff.
4. Notify Administrative Director or designee. Contact VMG Administration if additional resources are required.
5. Terminate response when directed by emergency responders or Administrative director.
6. Call Risk Management (615-936-0660) to report the incident and document the incident using the on-line incident reporting system @ <https://veritas.app.vumc.org/>.

CODE BLACK: BOMB THREAT

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency>.

1. Remain calm. Do NOT hang up the phone (EVEN IF the caller hangs up).
2. Make detailed notes. (See the form below.)
3. Have someone contact the local police at 911 using another phone.
4. Notify the site/department supervisor immediately.
5. If the caller states the bomb is in your area, scan the area for suspicious packages or devices.
6. Do not move or handle suspicious packages or devices.
7. Turn off cell phones, pagers, and radios if the caller states the bomb is in your work area.
8. Prepare to evacuate the unit/area but wait until directed by supervisor/administrator or emergency responder.
9. Await further instructions from your supervisor.
10. Notify Administrative Director or designee. Contact VMG Administration if additional resources are required.
11. Terminate response when directed by emergency responders or Administrative director.
12. Call Risk Management (615-936-0660) to report the incident and document the incident using the on-line incident reporting system @ <https://veritas.app.vumc.org/> .

BOMB CHECKLIST

Date: _____

Caller ID: _____

Time Call received:

Caller Sex: Male: _____ Female: _____

Approximate Age of Caller: _____

Ethnicity/Race:

Accent: _____

Background Noise: _____

Bomb information:

Time Scheduled to Explode: _____

Location of the bomb: _____

Type of bomb: _____

Number of bombs: _____

Sounds Believable: _____ yes _____ no

Any other information provided by caller:

SUSPICIOUS CALLER

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency> .

1. In the event you receive a suspicious phone call, collect and report the following information:
 - o Take careful note of what is being asked.
 - o Request the identity of the caller.
 - o Request with who the caller is affiliated.
 - o Note the caller's phone number.
 - o Note any specific information about the call (background noise, voice characteristics).
 - o Note the time of the call.
2. DO NOT hang up the phone (even if the caller hangs up).
3. Remain calm.
4. Make detailed notes as they are outlined above.
5. Have someone contact the local police (911) from another phone.
6. Notify the site/department supervisor immediately.
7. Await further instructions from your supervisor.
8. Notify Administrative Director or designee. Contact VMG Administration if additional resources are required.
9. Terminate response when directed by emergency responders or Administrative director.
10. Call Risk Management (615-936-0660) to report the incident and document the incident using the on-line incident reporting system @ <https://veritas.app.vumc.org/>.

SUSPICIOUS CALLER – document the following information:

Date: _____ Caller ID: _____

Time Call received: _____

Caller Sex: Male: _____ Female: _____ Approximate Age of Caller: _____

Voice Characteristics: _____

Ethnicity/Race: _____ Accent: _____

Background Noise: _____

Sounds Believable: _____ yes _____ no

Any other information provided by caller:

SUSPICIOUS LETTER OR PACKAGE

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency>.

1. If the suspicious letter or package has not been opened:
 - Do not open, shake or disturb the contents. Do not pass to others or transport contents out of the area.
 - Call the local police at 911 and provide the location of the package, a description including size, and your location and contact number.
 - Notify the site/department supervisor immediately.
2. If the suspicious letter or package has been opened or is leaking:
 - Do not shake, disturb or empty its contents. Do not pass the letter or note to others or transport out of area. Do not try to clean up powders or fluids. Place the envelope or package in a plastic bag or some other type of container to contain leakage of contents.
 - If nothing is available, cover the item and leave it undisturbed. Close windows, turn off fans, close door, or section off the area to minimize exposure to others.
 - Wash your hands with soap and water and move to an area that minimizes your exposure.
 - Notify the site/department supervisor immediately.
 - Call the local police at 911 and provide the location of the package, a description including size, and your location and contact number. Remain in the area and restrict others from entering until the arrival of emergency responders.
3. Notify Administrative Director or designee. Contact VMG Administration if additional resources are required.
4. Terminate response when directed by emergency responders or Administrative director.
5. Complete a “First Report of Injury” report and contact Occupational Health (615-936-0955) or, during off hours, call the Emergency Department (615-322-0145) if exposure occurred.
6. Call Risk Management (615-936-0660) to report the incident and document the incident using the on-line incident reporting system @ <https://veritas.app.vumc.org/> .

HOSTAGE CRISIS

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency> .

1. Notify local police at 911.
2. Tell them:
 - Your location
 - Description of subjects
 - Description of events
 - Types of weapons and threat
3. Clear non-essential persons from surrounding area as soon as possible.
4. Do not act upon requests from the hostage taker until police arrive to evaluate the situation, unless urgent circumstances are present.
5. Keep possible witnesses in the area and identify them to the police officers.
6. Notify Administrative Director or designee. Contact VMG Administration if additional resources are required.
7. Terminate response when directed by emergency responders or Administrative director.
8. Call Risk Management (615-936-0660) to report the incident and document the incident using the on-line incident reporting system @ <https://veritas.app.vumc.org/> .

MISSING PERSON/ABDUCTION

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency> .

Refer to Policy [SA 30-10.01 Missing Person/Abduction Response](#)

If a staff member suspects an infant, child, adolescent, or adult person is missing:

1. The knowledgeable staff member notifies the site supervisor /designee and provides the following information as available:
 - o Race
 - o Sex
 - o Age
 - o Location Last Seen
 - o Clothing Description
 - o Hair Color
 - o Medical Devices
2. Staff members search the site for the missing person, stationing staff at doors to watch for suspicious activity or the missing person.
3. The site supervisor/designee notifies others within the building (if applicable) via person-to-person contact or overhead paging system.
4. The site supervisor/designee notifies the local emergency responders (911).
5. Notify Administrative Director or designee. Contact VMG Administration if additional resources are required.
6. Refer all questions to Vanderbilt Office of News and Communication (615-322-4747).
7. Wait for announcement that the situation is cancelled before returning to normal operations.
8. Call Risk Management (615-936-0660) to report the incident and document the incident using the on-line incident reporting system @ <https://veritas.app.vumc.org/> .

Site Specific Information:

In this space, list the site’s announcement(s) for Missing Persons:
(It is recommended that you use Vanderbilt’s emergency activation announcements unless your location is in the building of another healthcare organization with different codes.)

FACILITY DAMAGE

Dependent on the severity, consider terminating site operations OR providing alternate provision for utilities.

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency> .

Note: This response applies to situations where there is facility damage (i.e.: damage from smoke, water, or fire resulting in compromised employee and/or staff safety and business disruption).

1. If patients/staff are present, calm individuals and direct to a central location. Evacuate the facility if there is any immediate danger or threat to safety and health.
2. Notify the site property manager, if applicable.
3. Notify Administrative Director or designee. Contact VMG Administration.
4. In collaboration with site management, await instructions regarding temporary re-location or closure of site.
5. Call Risk Management (615-936-0660) to report the incident and document the incident using the on-line incident reporting system @ <https://veritas.app.vumc.org/>.

UTILITIES FAILURE

**Dependent on the severity, consider terminating site operations OR
providing alternate provision for utilities.**

ELECTRICAL FAILURE

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency> .

1. Check all electronically operated patient care equipment. Use red emergency outlets for vital or critical functions only if site has emergency generator. Confirm proper operation of battery operated equipment.
2. Notify local Electric Company and site property-management company (if applicable).
3. Keep patients calm and in a central location.
4. Obtain flashlights from designated locations.
5. Notify Administrative Director or designee. Contact VMG Administration if additional resources are required.
6. Call Risk Management (615-936-0660) to report the incident and document the incident using the on-line incident reporting system @ <https://veritas.app.vumc.org/>.

WATER FAILURE

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency> .

1. Do not use tap water, drinking fountain, ice machine or flush toilet. Assure all faucets are turned off.
2. Notify local Water Company and site property-management company (if applicable).
3. Obtain waterless hand cleaner.
4. Conserve bottled water for patient use.
5. Notify Administrative Director or designee. Contact VMG Administration if additional resources are required.
6. Call Risk Management (615-936-0660) to report the incident and document the incident using the on-line incident reporting system @ <https://veritas.app.vumc.org/> .

TELEPHONE

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency> .

1. Determine if nearby phones are operational.
2. Use an operational phone or cell phone to report the problem to the local phone company.
3. Notify Administrative Director or designee. Contact VMG Administration if additional resources are required.
4. Call Risk Management (615-936-0660) to report the incident and document the incident using the on-line incident reporting system @ <https://veritas.app.vumc.org/>.

BEEPER SYSTEM FAILURE

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency> .

1. Use in-house phone or cell phone.
2. Notify Administrative Director or designee. Contact VMG Administration if additional resources are required.
3. Call Risk Management (615-936-0660) to report the incident and document the incident using the online incident reporting system at <https://veritas.app.vumc.org/>

GAS FAILURE OR LEAKAGE

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency> .

1. Notify local Gas Company for further instructions. Call property-management company (if applicable).
2. If there is strong suspicion of a natural gas leak in the building, evacuate and call from a remote location. Do not re-enter until the building is cleared by the gas company.
3. Notify Administrative Director or designee. Contact VMG Administration if additional resources are required.
4. Call Risk Management (615-936-0660) to report the incident and document the incident using the on-line incident reporting system @ <https://veritas.app.vumc.org/>

COMPUTER SYSTEM FAILURE

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency>.

1. Notify the VUMC Help Desk (615-343-4357).
2. Stand by for further instructions.
3. Be prepared to provide information required to diagnose the problem, such as your name, User ID, the workstation and/or printer ID, the name of the application in which you had a problem, etc.
4. You may be told to use downtime procedures for a brief period while support personnel determine if system downtime is needed. In such cases, you may try to use another device if the problem seems to be isolated to one workstation or printer.
5. Do not use any computerized systems until directed to do so.
6. Wait for announcement that situation is cancelled before returning to normal operations.
7. Call Risk Management (615-936-0660) to report the incident and document the incident using the on-line incident reporting system @ <https://veritas.app.vumc.org/>

BLOOD / BODY FLUID EXPOSURE

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency> .

Refer to SA 60-10.01 Bloodborne Pathogens Exposure Control Plan

1. Obtain appropriate disinfectant and/or spill kit.
2. Wear appropriate personal protective equipment. **DO NOT PICK UP BROKEN GLASS WITH YOUR HANDS!**
3. Blot blood with an absorbent material.
4. Discard blood and spill kit in a biohazard bag.
5. Clean area with an approved disinfectant.
6. Report any staff exposure to blood and/or body fluids to Administrative Director or designee for evaluation and follow-up.
7. Complete a “First Report of Injury” report and contact designated provider of emergency first aid. On the next business day, report the exposure to contact Vanderbilt Occupational Health Clinic (615-936-0955).

Immediate First Aid

- Wash skin surfaces immediately and thoroughly with soap and water.
- Flush mucous membranes of the eye, mouth, nose immediately and rinse thoroughly with water for 10-15 minutes. Remove contact lenses.
- DO NOT use bleach as a skin disinfectant.

Reporting

- Complete a “First Report of Work Injury” form. The report can be completed on-line or a paper form mailed directly to the Office of Risk and Insurance Management (Suite #610, Oxford House).

Important

- Make sure the exposed employee goes to the designated medical provider immediately for treatment.
- Make sure Occupational Health is notified of the event.

CHEMICAL SPILL

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency>.

Refer to policy SA 20-10.02 Hazardous Material Spill

The range and quantity of hazardous substances used in work areas require preplanning to respond safely to chemical spills. Spill kits with instructions, absorbents, and protective equipment should be available to clean up minor spills. A minor chemical spill is one that the staff is capable of handling safely without assistance. This means that the staff has knowledge of the chemical, a small quantity has been spilled, and the staff knows how to properly clean-up the spilled material. All other chemical spills are considered major.

Minor Chemical Spill

1. Alert people in immediate area of spill.
2. Confine spill to small area.
3. Wear appropriate protective equipment, including safety goggles, gloves; and long sleeve lab coat.
4. Avoid breathing vapors from spill.
5. Use appropriate spill kit.
6. Collect residue, place in a chemical compatible container. Refer to Safety Data Sheets (SDS) for guidelines. Call Vanderbilt Office of Clinical and Research Safety for information about chemical waste disposal.
7. Clean spill area with water.

Major Chemical Spill

1. Alert people in the immediate area to evacuate. Depending upon the chemical and the volume of the spill, the entire building may have to be evacuated.
2. Turn off ignition and heat sources, leaving lights on.
3. Isolate the area, closing doors as you leave.
4. Notify the following:
 - a. The local emergency responders (911)
 - b. On-Call/After Hours Safety Officer (615-875-3779)
 - c. Building maintenance
5. Keep people away from the spill until further instructions are provided from the emergency responders.
6. Obtain SDS on chemical, if known. Find SDS information on the Internet at <https://www.vumc.org/safety/sds> .
7. Notify Administrative Director or designee. Contact VMG Administration if additional resources are required.
8. Terminate response when directed by the local emergency responder.
9. Complete a “First Report of Injury” report and seek medical attention from the site’s designated occupational injury/illness medical provider if exposure occurred.
10. Call Risk Management (615-936-0660) to report the incident and document the incident using the on-line incident reporting system @ <https://veritas.app.vumc.org/> .

**NOTE IF UNSURE OF PROPER CLEANUP OF ANY HAZARDOUS MATERIAL SPILL,
CONTACT Office of Clinical and Research Safety
Main: 615-322-2057 On-Call/After Hours: 615-875-3779**

MERCURY SPILL

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency> .

Refer to policy SA 20-10.01 Hazardous Material Spill. Off-site locations using mercury-containing blood pressure equipment must have mercury clean-up kits and staff trained to clean up spills available on-site.

1. Remove patients/visitors and staff from area.
2. Contain the spill. (i.e., close door).
3. All mercury spills shall be reported to Vanderbilt Office of Clinical and Research Safety at 615-322-2057. (On-Call/After Hours: 615-875-3779). Office of Clinical and Research Safety will provide services or information regarding spill clean-up and disposal of waste.
4. Using the spill kit, clean up the spill area retaining the spilled material and waste clean-up supplies for disposal as hazardous waste.

Note: Only trained staff should clean up a mercury spill using the appropriate spill kit.

5. Complete a “First Report of Injury” report and seek medical attention from the site’s designated occupational injury/illness medical provider if exposure occurred.
6. Call Risk Management (615-936-0660) to report the incident and document the incident using the on-line incident reporting system @ <https://veritas.app.vumc.org/> .

CHEMOTHERAPY DRUG SPILL

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency> .

Refer to **VUMC Policy SA 20-10.04 Handling Hazardous Drugs**. Off-site locations administering chemotherapeutic pharmaceuticals must have spill clean-up kits and trained staff available on-site.

1. Remove patient, family, visitors and staff from immediate area.
2. Wear the appropriate personal protective equipment.
DO NOT PICK UP BROKEN GLASS WITH YOUR HANDS!
3. Use appropriate spill kit.
4. Spill clean-up: Obtain spill kit from service center/pharmacy if one is not available on the unit. Follow the directions below for spills of all sizes.
 - Put on double gloves, gown, mask (N-95 respirators), and goggles.
 - Wipe liquids with absorbent material to contain spill.
 - Carefully sweep up glass and/or powder material using the brush and dustpan contained in the spill kit, being very careful to minimize aerosolization of the powder.
 - Clean spill area three times using a detergent solution (i.e., Virex ready to use solution) followed by water.
 - Place used absorbent pads and any non-cleanable contaminated items in a chemotherapy disposal bag.
5. If the spill is very large:
 - Determine the number of spill kits needed.
 - Follow protocol for spill clean-up to immediately contain the spill.
 - Notify the Office of Clinical and Research Safety 615-322-2057 or On-Call/After Hours 615-875-3779 if additional help is needed.
6. Terminate response when area clean-up is complete.
7. Complete a 'First Report of Injury' report and seek medical attention from the site's designated occupation injury/illness medical provider if exposure occurred.
8. Call Risk Management (615-936-0660) to report the incident and document the incident using the on-line incident reporting system @ <https://veritas.app.vumc.org/>.

RADIOACTIVE MATERIAL SPILL

Spreading of radiation beyond the spill areas can easily occur by the movement of personnel involved in the spill or cleanup effort. The appropriate methods for dealing with the release of radioactive material are covered in detail in the Vanderbilt Radiation Safety Policies and Procedures Manual, which is available on the Office of Clinical and Research Safety web site.

Only Vanderbilt trained radiation workers are permitted to decontaminate a radioactive material spill. Individuals not trained to work with radioactive materials must not assist in this type of decontamination effort.

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency> .

Refer to policy SA 20-10.02 Hazardous Material Spill and policy SA 40-10.08 Radiation Safety. Off-site locations administering radio-pharmaceuticals must have spill clean-up materials available on-site.

1. Confine the spill.
2. Isolate area, closing doors as you leave.
3. Prevent others from entering the area.
4. Quarantine all staff involved in spill.
5. Notify:
 - o Site supervisor
 - o Office of Clinical and Research Safety 615-322-2057
 - o After Hours/On-call Safety Officer 615-875-3779
6. Only trained radiation workers should clean the area.
7. Notify Administrative Director or designee. Contact VMG Administration if additional resources are required.
8. Complete a “First Report of Injury” report and seek medical attention from the site’s designated occupational injury/illness medical provider if exposure occurred.
9. Call Risk Management (615-936-0660) to report the incident and document the incident using the on-line incident reporting system @ <https://veritas.app.vumc.org/> .

MEDICAL EQUIPMENT FAILURE

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency> .

If medical equipment fails during use or a malfunction is suspected you should:

1. Assess patient for injury.
2. Discontinue use.
3. Leave all selector knobs, switches and push buttons in the same position as they were at the time of the incident. Take equipment out of service. Save for Clinical Engineering Services.
4. Contact Clinical Engineering Services (615-322-3440). After hours, call the hospital operator for an on-call technician.
5. Obtain approval from Clinical Engineering (615-322-3440) or Risk & Insurance Management (615-936-0660) before notifying the equipment vendor.
6. Notify Administrative Director or designee. Contact VMG Administration if additional resources are required.
7. Call Risk Management (615-936-0660) to report the incident and document the incident using the on-line incident reporting system @ <https://veritas.app.vumc.org/> .

UNANNOUNCED SURVEY

Refer to the Emergency Preparedness website home page @ <https://www.vumc.org/emergency>

The Unannounced Survey Plan is designed to outline the responsibilities of VMC personnel in the event of an unannounced survey (TJC or State, etc.) to provide for organization of operations during the survey and preparation of materials for surveyor review.

1. Await further instructions from VMG administration.
2. Notify Administrative Director or designee. Contact VMG Administration if additional resources are required.