



WESTERN MICHIGAN UNIVERSITY
Unified Clinics

Emergency Preparedness Procedures

Presented by the Unified
Clinics Health and Safety
Committee

April, 2013

Introduction

- Emergency Preparedness Procedures are designed to guide you during emergencies such as fire, disaster, bomb threat, or medical emergency.
- Red hard-copy manuals are kept in visible locations at the Unified Clinics for easy use

The Unified Clinics has an Emergency Volunteer Team that will assist you in the event of an emergency, evacuation or drill. Volunteer members are distinguished by their safety vests. Please follow all instructions in an expedient manner.



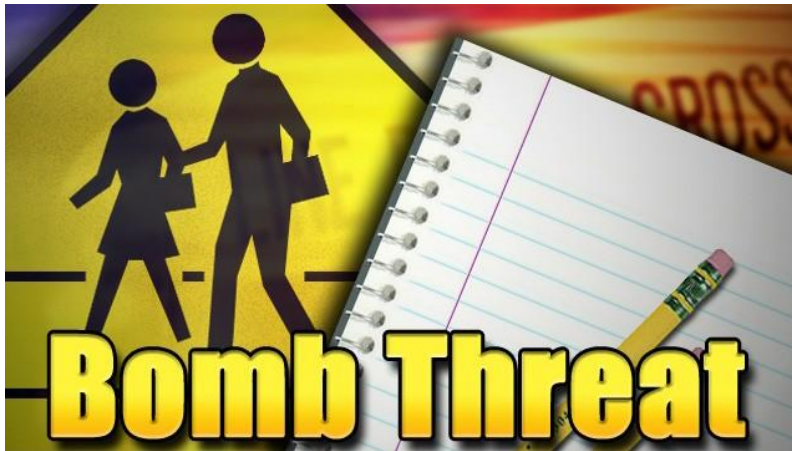
- If there is a behavioral emergency, and you need help with an out of control person who may be a danger to self or others, dial 911, and call for assistance from others nearby.
- Workplace Violence:
 - If a shooting begins or you are close to an emergency situation:
 - Call 911, or dial 7-5555 on a campus phone. Report the location and any injuries to the dispatcher.
 - Leave the phone line open.
 - If the shooter is in the room or office, get everyone to a safe place or take cover.
 - Use obstructions for concealment/cover.

Body Fluid Exposure

- Provide immediate First Aid
 - For a splash into the eyes, flush eyes with water for 15 minutes
 - For a needle stick, cut, or wound, wash the exposed part well with soap and water.
 - Remove soiled clothing and change to clean clothing.
 - Inform Supervisor immediately
 - Report to Sindecuse Health Center for evaluation and treatment, or to a local hospital if the event takes place after hours
 - Follow up with any recommended treatment, and complete incident report form.



Bomb Threat



- If you receive a bomb threat:
 - Follow the bomb threat checklist in the Emergency Preparedness Procedures Manual (red manual hanging on wall)
 - Dial 911 and report a bomb threat
 - Notify your Supervisor immediately and stand by for further instructions.
 - If you are prompted to evacuate, meet at the designated area and check that all people are accounted for and remain a safe distance from the building.

Incident Reporting

- Incidents are classified as unusual: an occurrence that disrupts or adversely affects the environment, or the course of treatment.
- Incident Reporting Procedure:
 - Staff who witness, discover or are notified of unusual incidents will immediately take actions to protect, comfort, and assure treatment of the patient as necessary.
 - An incident must be verbally reported immediately if observed.

Incidents and events to report may include, but are not limited to, the following:

1. Any injury of a person and/or any incidents which would have a reasonable potential to cause injury.
2. Disruptive and/or threatening behaviors such as property damage and physical or verbal attacks on other persons.
3. Suspected abuse or neglect of a patient.
4. Incidents involving inappropriate sexual acts.
5. Suspected criminal offenses involving patients.

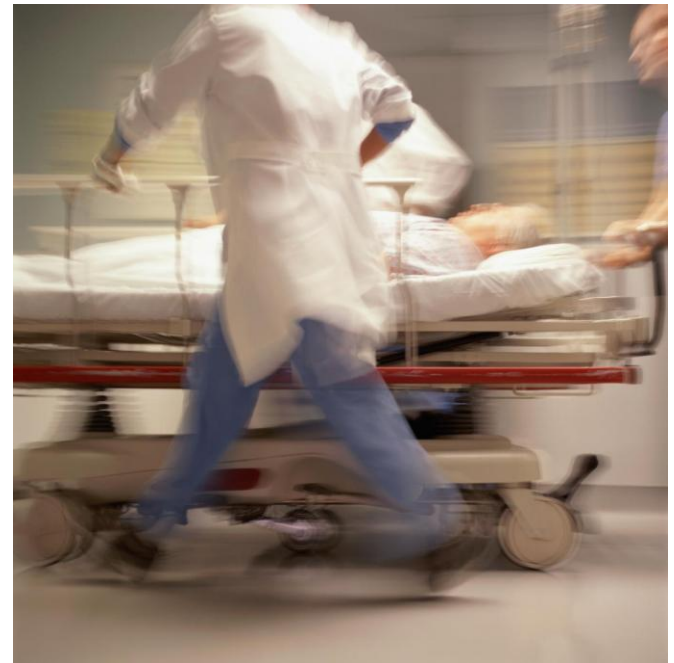


Incident Reporting

- Cases involving abuse or neglect of adults or children should be reported to Department of Human Services
- Caregivers, parents or guardians should be contacted
- Remember to fill out an incident/accident report and turn into a professional level supervisor, prior to the end of the clinic day.

Medical Emergencies

- Call 911 for any untreatable condition, serious illness or serious injury
- Begin First Aid/CPR
- Arrange transport to the hospital when it is determined that a condition is not life threatening, but requires medical attention
- Inform the person's emergency contact
- File an incident/accident report



- Call poison control immediately if someone ingests any foreign substance
- Insect stings:
 - If the person has a known allergy to stings, obtain an anaphylaxis emergency kit if available and follow the procedures outlined. Call 911 for continued medical treatment.
 - For a person with no known allergy to stings, watch for defined symptoms. If symptoms are observed, call 911 for treatment.



Closure

- The decision to close clinics will be made by the director or clinic coordinator or his/her representative, or the supervisor on duty based on the needs of the patients and the advice of the National Weather Service.
- Relocation:
 - In the event of emergency conditions that might warrant an evacuation, the supervisor on duty will make the determination to relocate.
 - When relocation is necessary, take basic emergency supplies. This may include clothing, blankets, medical devices, and vital patient documentation.
 - Relocation could include vacating to the College of Health and Human Services or the EWB Building.

- If you suspect a fire:
 - Call 911 immediately
 - Give the location of the fire if known
 - R-A-C-E
 - Rescue people from harm
 - Activate the alarm
 - Contain the fire by closing all doors and windows
 - Evacuate people if fire or smoke is discovered



- If time allows, turn off all lights and close all doors as you leave
- Meet at the designated meeting place – the yellow pole on the lawn adjacent to Oakland Drive
- Do not use elevators, do not run
- Follow evacuation routes
- Take emergency phone numbers
- Account for all people once outside and remain a safe distance away from the building

**In Case of Fire
Do Not Use
Elevators
Please Use Stairs**



- If you are unable to leave the building:
 - Feel doors before opening- if it is hot, do not open the door
 - If it is cool, open the door slightly; if heat or heavy smoke is present, close the door and stay in the room. Seal the cracks around the door with towels or other materials.
 - If a phone is available, call 911 and let Public Safety know your location and that you are unable to exit. Open the windows and keep the doors closed.

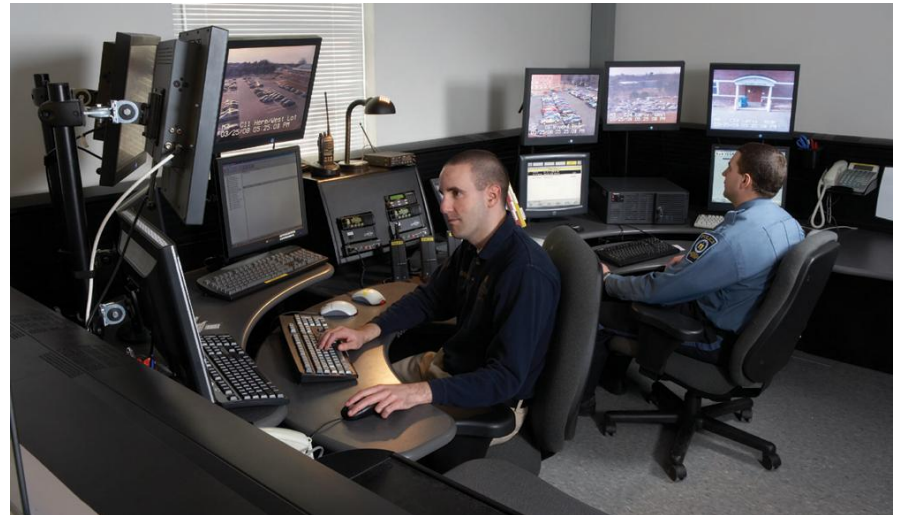
Limited Mobility

- Move to the nearest stairwell away from fire and smoke
- Await arrival of fire/public safety or all clear
- Assess for imminent danger. It may be necessary to seek safety elsewhere.
- Stairwells are fire resistant for up to 2 hours



Missing Persons

- Notify program supervisor immediately
- Assemble all available employees to assist in search
- Search immediate building and grounds
- If the patient is not found within 5 minutes call 911. Provide description and any other requested information
- Notify family, guardian, or caregiver
- Notify director
- Continue to search



Severe weather

- Severe Thunderstorm Watch- when conditions are right for severe thunderstorms.
- Severe Thunderstorm Warning- When strong winds, rain, and hail are expected in the area.
- Tornado Watch-When weather conditions exist that could produce a tornado.
- Tornado Warning- When a tornado has been sighted and is threatening the community. Take shelter immediately.
- Snowstorm/Blizzard- travel advisory to stay off roads

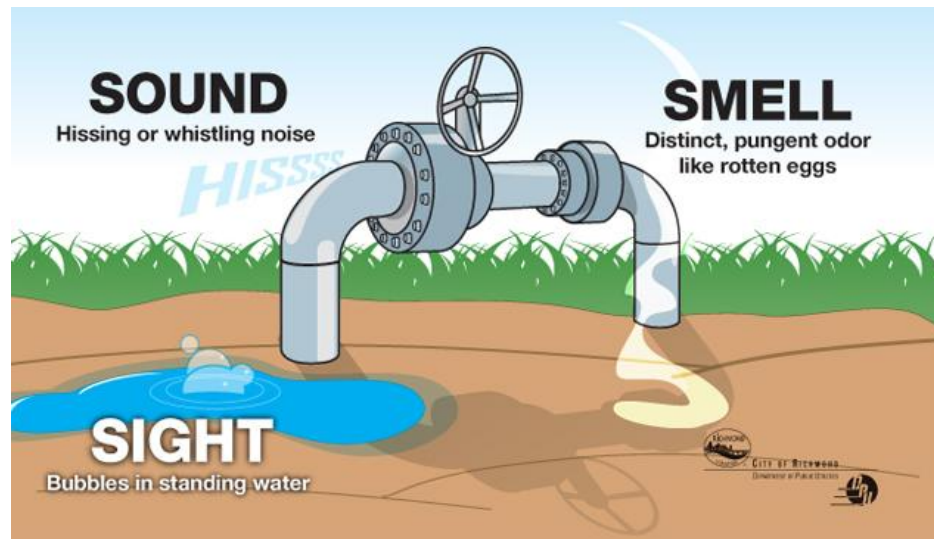
Tornado

- Warning-everyone will take shelter in the concourse level of W-Med, or in an interior location of the building with no windows if moving to the basement is not feasible. Always take stairwells to the elevators. If time permits, use elevator to evacuate patients using wheelchairs.
- Once in a safe place, account for all people.
- Stay in the designated area until you have been notified of an all clear



Utility System Failure

- In the event of an unsafe condition, evacuate the building
- Services will continue as usual unless conditions are determined to be unsafe
- If a gas leak is suspected, evacuate the building and call public safety for assistance.
- Notify a supervisor and follow plan for emergency staffing/temporary closure
- Electrical appliances should not be touched- do not turn on or off



Important Safety Info.

- First Aid Kits are available at the 3rd floor reception desk, medical records, the 3rd floor lounge, and the nursing station
- Fire extinguishers are available throughout the 3rd and 4th floors and are marked by signs.
- Fire Alarm Pulls are located by the 3rd floor staff lounge and on the 4th floor by the back exit



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- Final Information:

- Please complete the accompanying safety quiz and complete any other materials designated within your orientation section

