

DHMC INSTITUTIONAL SAFETY INFORMATION

**È Dial 5 5 5 5 on any house phone for help with ANY emergency fl
FIRE -- BOMB THREAT -- ILLNESS -- INJURY -- PERSONAL SAFETY -- SPILLS**

5 5 5 5 is the DHMC in-house emergency phone number to use for any emergency. A "house" phone is any phone which is not a pay phone. House phones are located on staff desks, in conference and activity rooms, hanging on walls along hallways, and sometimes in pay phone areas. Dial **5 5 5 5** to get help for any emergency problem.

- **VOICE PAGING – the general alarm system is our only system where we can notify all staff, patients, and visitors that some drill emergency is occurring.**
The announcer will announce the type of code (see below) and the location of the emergency by giving the building # and level #. Pay very close attention to the messages.
 - ~ **CODE BLACK – announces a BOMB THREAT** – Listen for the voice message to learn the location of the suspected bomb – if known. Listen for the next message and follow any instructions which are given.
 - ~ **CODE RED – announces a FIRE** – Listen for the voice message to learn the location of the fire. Follow any instructions which are given. (See **R A C E** procedure below.)
 - * **If the strobe light is flashing** during an alarm, this indicates that the fire is in your immediate area. The fire doors in this area will close. **DO NOT** enter a closed fire door area before hearing the "all clear" message, unless so instructed by an authorized staff person.
 - ~ **CODE PINK – announces an ABDUCTION OF AN INFANT OR CHILD** – the message will alert all staff as to the age and sex of the missing child, and the unit from which the child was taken. All persons accompanying or holding a child of this age will be stopped and not allowed to leave until questioned by authorities.
 - ~ **CODE 1000 – announces a GENERAL DISASTER** – this could be internal (like a hazardous spill), or external (like a school bus rolled off of the highway). Pay close attention to the instructions which will follow.
 - ~ **FIRE** – Take time to locate the fire alarm pull boxes, extinguishers, and emergency exit plan in any area in which you are volunteering.

In case of fire (or even just smoke), remember– R A C E rule:

- * **R – RESCUE -- person(s) from fire room. Close door to room.**
- * **A – ACTIVATE -- pull alarm box & dial 5 5 5 5 to report.**
- * **C – CONTAIN-- fire by closing doors to all rooms in the area.**
- * **E – EXTINGUISH -- fire if small/ EVACUATE others from surrounding area**

NOTE: If there is not time to do all of these procedures and/or you are unsure about what to do, call **5 5 5 5** first.

- ~ **ILLNESS OR INJURY** – by staff, visitors and patients. Examples are falling, dizziness, any injury, vomiting, collapse, cardiac arrest, etc. **DO NOT** attempt to administer medical help (such as CPR) unless so instructed by an appropriate staff member.
- ~ **PERSONAL SAFETY** – this is a quick way to reach the Security office in the event that you or someone else feels threatened by any situation.
- ~ **SPILLS** – of unknown origin, because the spill could contain caustic or infectious material. (If you spill your own drink, it's fine to clean it up.) **DO NOT** attempt to put out a fire (unless very small, like in a wastebasket) or administer medical help (such as CPR) unless so instructed by an appropriate staff member.
- **Expect to receive department specific safety training in each area in which you will be volunteering.**
 - ~ If this training is not provided, please do not hesitate to ask your supervisor to review department safety training with you. Make sure you feel comfortable with the safety training provided -- if not, ask questions. Other safety instruction (sometimes done with interactive safety modules or video tapes) also may be required. If needed, your assignment supervisor will let you know.
- **Depending upon your assignment, you may be expected to have more comprehensive Occupational Health & Safety Administration (OSHA) training.**
 - ~ Other areas for which you may need to receive training are: hand washing, back safety, electrical safety, bloodborne pathogens, confrontational training, etc.
- **TB test** – If you volunteer in close proximity to patients, you will be required to have on file in the Occupational & Employee Health office a current tuberculosis (TB) test record before starting any volunteer assignment at DHMC. The test will be provided by DHMC at no cost to you. Emergency Room volunteering will also require having a Hepatitis B vaccination record on file.

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NOTE: Safety training for volunteers & staff takes place annually. Volunteers receive these information sheets, as well as updates & reviews of safety information & training from the Director of Volunteer Services.
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I have read and understand the above information and am willing to comply with this and other safety training and regulations as required.

Signature _____ Date _____

Printed name _____ Date _____