

General Safety and Emergency Alert System

Overhead Communication

OSF HealthCare utilizes a 4 alert plain language communication system.

- Medical Alert
- Facility Alert
- Weather Alert
- Security Alert



Format of Communication

Type of Alert + Alert Category + Location + Additional
Instructions

Sample of Medical Alert Communication

<u>Alert Type</u>	<u>Alert Category</u>	<u>Location</u>	<u>Additional Instructions or Response Needed</u>
Medical Alert	Adult Cardiac Arrest	"state location"	Adult Resuscitation Team Responds
Medical Alert	Pediatric Cardiac Arrest	"state location"	Pediatric Resuscitation Team Responds
Medical Alert	NERT	"state location"	
Medical Alert	Rapid Response (detail)	"state location"	Rapid Response Team Responds
Medical Alert	Stroke	"state location"	Stroke Team Responds
Medical Alert	Sepsis	"state location"	Lab and physician respond
Medical Alert	Trauma	"state location"	Trauma Responds to ED
Medical Alert	STEMI	"state location"	STEMI team is activated to Cath Lab -or transfer arrangements are made
Medical Alert	Mass Casualty	"state location"	Follow Mass Casualty Plan
Medical Alert	Decon Needed	"state location"	Decon Team Report to ED

Sample of Facility Alert Communication

<u>Alert Type</u>	<u>Alert Category</u>	<u>Location</u>	<u>Additional Instructions or Response Needed</u>
Facility Alert	Utility Outage	"state location"	Department Specific
Facility Alert	IT Outage	"state location"	Department Specific
Facility Alert	Fire Alarm	"state location"	Department Specific
Facility Alert	Internal Hazardous Spill	"state location"	Department Specific
Facility Alert	Evacuation (Horizontal, Vertical, Complete)	"state location"	Follow Evacuation Plan

Sample of Weather Alert

<u>Alert Type</u>	<u>Alert Category</u>	<u>Location</u>	<u>Additional Instructions or Response Needed</u>
Weather Alert	Tornado Warning	"state location"	Department Specific
Weather Alert	Severe Thunderstorm Warning	"state location"	Department Specific
Weather Alert	Flash Flood Warning	"state location"	Department Specific
Weather Alert	Severe Winter Weather	"state location"	Department Specific

Sample of Security Alert

<u>Alert Type</u>	<u>Alert Category</u>	<u>Location</u>	<u>Additional Instructions or Response Needed</u>
Security Alert	Active Shooter	"state location"	Run, Hide, Fight (Call Police)
Security Alert	Bomb Threat	"state location"	Follow Department Plan
Security Alert	Control Alert to room # or location	"state location"	Respond/Respond with much caution
Security Alert	Visitor in room # or location	"state location"	Follow Department Plan
Security Alert	Missing Child from location	"state location"	Follow Department Plan
Security Alert	Missing Adult	"state location"	Follow Department Plan
Security Alert	Lockdown followed by location	"state location"	Follow Department Plan

IN CASE OF FIRE REMEMBER *RACE*

R

Rescue

ANY PERSONS IN
IMMEDIATE DANGER



A

Alarm

ALERT OTHERS BY
ACTIVATING ALARM



C

Confine/Contain

THE EMERGENCY BY
CLOSING DOORS



E

Extinguish/Evacuate

EXTINGUISH THE FIRE
IF TRAINED AND
SAFE TO DO SO



OSF
HEALTHCARE

Using a Fire Extinguisher

- Make sure you are able to exit the room; keep your back towards the exit.
- If the fire is bigger than a small garbage can, an extinguisher will not put out the fire.
- Do not enter a room if the fire is too large. If a door is warm, do not open it.

Remember the **P A S S** Word

Pull

Pull the pin (or other motion) to unlock the extinguisher.



Aim

Aim at the base (bottom) of the fire and stand 6 - 10 feet away.



Squeeze

Squeeze the lever to discharge the agent.



Sweep

Sweep the spray from left to right until the flames are totally extinguished.



Fire Alarm Pull Boxes

- Located near exits and stairwells
- Look for them in your department and know where they are.



Keep Hallways Clear

Clutter in corridors will make it difficult to evacuate. You must maintain an 8 foot clearance in all patient care areas. Never block pull boxes, fire doors, fire extinguishers, exits, or any other life safety features. Electrical panel require 3 ft. clearance.



We all work together to create a Safe Work Environment

