Your Workplace
Environment of Care

University of Mississippi Medical Center
Objectives

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

- 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.

- State law grants UMMC police the power to enforce general criminal laws of the state and traffic rules.

- The department works in conjunction with local law enforcement authorities.

- The UMMC Campus Police Department has a zero-tolerance policy on crime.

- 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”
Pay attention to surroundings, watch for suspicious activities, remove ear buds when traveling on foot

Use outside lights to your advantage - stay visible and alert

Jaywalking is illegal and dangerous; use crosswalks

Keep valuable items secure at all times; includes offices, vehicles, and break rooms

Locking doors is best if leaving the area or working alone after normal duty hours

Contact Campus Police to check the identity of strangers engaged in suspicious actions

If you choose, Campus Police will escort you to your vehicle after hours
Situational Awareness Is Your Responsibility

- Report the following issues to Campus Police:
  - Unsafe areas or situations that require additional security measures
  - Suspicious activity; prevents crime and promotes safety and security
  - Violations of UMMC tobacco policy
  - Unattended backpacks, luggage, coolers, and other like items
  - “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 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.
Failure to find a legal parking space shall not be an excuse for violation of Parking Policy regulations.

Pedestrians have the right of way at marked crosswalks on campus.

Campus Police monitor parking lots and maintain a zero tolerance policy for parking violations.
• 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

- UMMC’s shuttle service provides daily transportation to and from designated shuttle stops
- Visit [www.umc.edu/Shuttle/](http://www.umc.edu/Shuttle/) for route information, shuttle stop locations, and updates
- New air-conditioned/heated buses, GPS tracking, ADA standards, 56-passenger, seatbelts, safety equipment on board
Slips and Falls
- wet floor, spills not cleaned or reported
- improper equipment
- debris on floor
- open file cabinet, drawer in egress
- uneven surfaces
- stairwells

Back Injuries
Causes are...
- lifting more than your ability
- staff moving patients
- poor body mechanics
- slips and falls

Lift with your legs; not your back

Pay attention

University of Mississippi Medical Center
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
What are the three elements needed to make fire?

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

The Fire Triangle

For assistance, contact the Fire Safety Specialist 601-984-1982
## Types of Fire Extinguishers

<table>
<thead>
<tr>
<th>Fire Class</th>
<th>Geometric Symbol</th>
<th>Pictogram</th>
<th>Intended Use</th>
<th>Mnemonic</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>![A Symbol]</td>
<td>![A Pictogram]</td>
<td>Ordinary solid combustibles</td>
<td>A for &quot;Ash&quot;</td>
</tr>
<tr>
<td>B</td>
<td>![B Symbol]</td>
<td>![B Pictogram]</td>
<td>Flammable liquids and gases</td>
<td>B for &quot;Barrel&quot;</td>
</tr>
<tr>
<td>C</td>
<td>![C Symbol]</td>
<td>![C Pictogram]</td>
<td>Energized electrical equipment</td>
<td>C for &quot;Current&quot;</td>
</tr>
<tr>
<td>D</td>
<td>![D Symbol]</td>
<td>None</td>
<td>Combustible metals</td>
<td>D for &quot;Dynamite&quot;</td>
</tr>
<tr>
<td>K</td>
<td>![K Symbol]</td>
<td>![K Pictogram]</td>
<td>Oils and fats</td>
<td>K for &quot;Kitchen&quot;</td>
</tr>
</tbody>
</table>

UMMC maintains 10 lb Extinguishers A, B, and C.
Outside the Area of Origin

- 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.
- Staff in areas on different floor levels that are immediately above or below the fire site, should send one person to the fire site.
- 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

- 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

Rescue
Remove persons in immediate danger

Alarm
Alert others; call 911 or 4-6666

Contain
Contain fire and smoke (close doors)

Extinguish
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

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Proper Fire Extinguisher Use

To operate an extinguisher:

1. Pull the pin
2. Aim nozzle at base of fire
3. Squeeze the handle
4. Sweep nozzle side to side

Know your extinguisher
Use the correct extinguisher

(Check your own extinguisher's label for detailed instructions.)
Follow this outline:

- **Emergency Service Request**
  Physical Facilities at 601-984-1420

- **Routine Service Request**
  UMMC Intranet > Administration > Physical Facilities
  Maintenance/Construction Service Request
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

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

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

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

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

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

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

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

- Wear Personal Protective Equipment (PPE)
- Wear closed-toe shoes when working with corrosive materials
- Never eat, drink, smoke, or apply cosmetics (even lip balm) in an area where hazardous materials are used
- Never handle broken glass containers which held hazardous materials with your bare hands
- Use a dust-pan and broom to clean broken glass
The UMMC Emergency Operations Plan will guide planning and response to hazards that may threaten:

- The UMMC campus community
- The safety of patients, staff, students, and visitors
- 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

Every UMMC employee must be knowledgeable of the emergency color code and plain text announcement list.

Learn how to respond and take immediate action when needed.

Discuss with Supervisor/Manager for area specific actions during an emergency.

University of Mississippi Medical Center
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.
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/Resources > Active Shooter Defense Training Video

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

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

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

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Employee Health Services
Blood-borne Pathogens - Standard Precautions

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

For assistance contact Employee Health Services 601-984-1185

University of Mississippi Medical Center
Notify your Supervisor/Manager immediately

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

Report to Student/Employee Health or, if closed, go to the Adult Emergency Department (AED)

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