

CONWAY MEDICAL CENTER

Life Safety

Embrace Hospice House



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Embrace Hospice House

- 17,000 sq. ft.
- 36 beds
- 20 private rooms
- 8 semi-private rooms
- Two wings, 18 beds each
- Administrative offices, conference room, dining area, chapel, family gathering spaces, conference room, medication room
- Provides GIP (general inpatient care), respite, and routine home care





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General Safety

- Doors should never be propped open
- The use of door wedges is strictly prohibited



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Activation of Emergency Plan

- IPU (Inpatient Unit) Administrator or designee will activate with local, state, and federal disaster management personnel
- IPU Administrator will notify key managers and supervisors
- Key personnel will report to IPU as instructed
- Managers and supervisors will call staff and provide work assignments
- If IPU is able to continue operations, staff will be deployed to assist in patient care, family inquiries, obtain supplies, etc.
- IPU Administrator or designee will notify patient's families
- **CEO or designee is responsible for all communication with the media**
- IPU administrator will terminate Emergency Plan when safe



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Chain of Command



1. Administrator
2. Director of Nursing
3. Executive Director
4. Medical Director



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Call Tree Plan

In the event of disaster, the person in charge at the time of the emergency, should immediately contact the following:

1. **Assistant Administrator** – Allie Bennett
2. **Director of Nursing** – Christy Richardson
3. **Executive Director** – Kevin McHugh
4. **Medical Director** – Dr. Kevin Cullen



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General Disaster Instructions

- All personnel report to supervisor immediately
- Supervisor will account for and direct staff to specific duties
- If not given a specific duty, staff report to nursing station to assist
- If on duty during a disaster, the staff remains on duty until relieved by the Administrator, DON (Director of Nursing), or immediate supervisor
- DON or Nursing Supervisor will conduct a patient head count, ensure necessary supplies and equipment are available, and secure medical records
- All off-duty personnel are notified by phone. All other outgoing calls are restricted to emergency calls



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Departmental Duties

Nursing/CAN (Certified Nursing Assistant)

- ❖ Remove patients from danger
- ❖ Perform first aid, if necessary
- ❖ Execute Call Tree Plan immediately

Social Services

- ❖ Assist Nursing Department in evacuating patients
- ❖ Call family members

DON/Designee

- ❖ Institute evacuation
- ❖ Ensure medical equipment, supplies, medical records, medications are available



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Evacuation Plan

Sheltering Facilities

- Loris Nursing and Rehabilitation (Loris, SC), if non-weather related
- Medford Nursing Center (Darlington, SC), if weather related

Staffing Plan

- Staff will be provided by Embrace
- Minimum of one RN and one additional Direct Care staff member on duty at all times

Sleeping Plan

- Embrace will provide mattresses, pillows, etc.
- All on duty staff will sleep in the same or adjoining area as the patients



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Evacuation Plan (cont)

Feeding Plan
Food and water for 3 meals per day will be prepared and provided by CMC


Medication Plan
Embrace will transport the MAR, all medications and supplies to the sheltering facility. Licensed nursing staff will administer medications

Medical Records
Embrace will transport record with each patient during the evacuation




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Evacuation Transportation


- Families will be notified by Social Work and given the opportunity to pick up the patient prior to evacuation
- All patients leaving facility will congregate in the front lobby. Estimated time to evacuate the facility is **10 hours**
- Transportation – Medic of South Carolina, LLC and Advance Medical Transport
- Company-owned vehicles for records, computers, medications, mattresses, supplies, etc.




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Fire Plan




- Fire panels are located:
 - Nursing station
 - East Wing (outside room)
- Person in charge will locate and confirm the source
- Once investigated, Supervisor will call 911
- If fire or smoke is present, staff will evacuate patients from the room and toward the nearest exit
- Staff should attempt to contain with fire extinguisher – PASS (Pull, Aim, Squeeze, Sweep)
- If uncontrollable, close door
- Staff not involved in the containment will evacuate other patients




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Fire alarm



- If a FALSE ALARM, the supervisor on duty will silence the alarm and call 911 to advise of a false alarm
- If there is a fire, DHEC MUST BE NOTIFIED by the Administrator
- Fire drills will be held routinely for all staff and all shifts




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Fire evacuation

- Starting with room closest to the fire:
 - ✓ Check each patient room and bathroom and evacuate each resident
 - ✓ Evacuate patients safely outside or behind a fire door
 - ✓ If the door is closed, first check for unusual heat (even if it is suspected that someone is inside). If heat is detected, **DO NOT** open the door
 - ✓ Close windows and doors after removing the patient from the room
 - ✓ Place a pillow outside of the room once the patients are out
- Supervisor will announce the location of the fire, give directions, evacuate the medical records, MAR (Medication Administration Record), and med cart if possible. Supervisor will count each patient and staff to confirm everyone is safe.



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Fire Safety

- **R** = Rescue any person in immediate danger from the fire
- **A** = Activate the fire alarm system
- **C** = Contain the fire
- **E** = Extinguish or evacuate


STOP – DROP - ROLL





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Fire Equipment

PASS


PULL
AIM
SQUEEZE
SWEEP

Fire fighting equipment

- Sprinklers
- Extinguishers
- Blankets

Instructions for all extinguishers:

1. Hold upright
2. Pull pin
3. Aim
4. Squeeze lever
5. Sweep – direct at base of flame and use in a sweeping motion




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Fire watch

If the fire alarm system is out of service for more than 4 hours in a 24 hour period, the following will be implemented:

- ✓ Notification will be made to the Call Tree Plan in the disaster manual that the system is down
- ✓ Fire and Life Safety Program Office of DHEC will be notified by Administrator
- ✓ Local fire department will be notified
- ✓ Fire watch personnel will be activated and assigned no other duties




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Tornado/Hurricane Watch

- > Administration will monitor weather for updates and complete a head count of all patients and staff
- > Remove all patients from outside, sitting room, or heavily glassed areas
- > Place patients who are mobile in chairs in the hall with their back to the wall and away from doorways
- > Place a mobile chair at the bedside of any patient in bed and/or roll the bed into the hall
- > Remove linen carts and all obstacles from the halls
- > Close blinds and pull privacy curtains. Close doors to rooms where patients have been removed
- > Be alert for Tornado Warning



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Tornado/Hurricane Warning

- Avoid exterior walls
- Remove patients from their rooms; place in chairs with their backs to the wall, away from doors and windows
- If there is not enough time to move patients from rooms, close blinds, pull privacy curtains, move patients away from windows. Cover all residents with blankets, pillows, and close all doors including fire doors.
- If you hear loud sustained noises:
 - Instruct and assist patients to bend their heads toward their knees and join their hands behind their knees
 - Cover patients with blankets
 - Once patients are positioned, staff are to do the same
 - Remain in this position until cleared by a supervisor



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Tornado or Hurricane



- Once you may move, assess damage to your patients and area
- Do not leave patients unattended
- Report damage and injuries to supervisor immediately
- You may be instructed to evacuate by the supervisor
- If there is no damage or injuries, await instructions from supervisor



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Inclement Weather



- Any weather that impedes or prevents staff from reporting to work
- Present staff will remain on duty until oncoming shifts can be transported for relief
- All members of staff are expected to fill-in as necessary
- Administration will stay updated on weather reports
- Administration and DON will review emergency menu and stores of food and water
- In event of a power outage, Administration will ensure that batteries, flashlights, cell phones are charged; generator is functional; medications and medical supplies are ordered; and all linens are washed




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Missing Patient

In the event that a patient cannot be located:

- Check to ensure that the patient was not signed out by family
- Notify all staff on duty of missing patient (Every effort must be made to determine when/where the patient was last seen!)
- Form a search committee
- Search ALL rooms
- If patient is not located IMMEDIATELY, search outside
- One person will remain at the nurses station
- Notify DON and Administrator
- The Administrator will notify police department and patient's family
- All parties will be notified when patient is located





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Missing Patient (cont)

Once the patient returns to the unit:

- Examine patient for injuries
- Complete an incident report
- Document the incident in the clinical record



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Hazardous Materials

In case of a chemical spill, nuclear accident, gas leak, etc.:

- Activate Call Tree Plan
- If spill requires assistance, call 911
- Administrator will notify DHEC
- If gas leak or puncture, call SCE&G (South Carolina Electric & Gas/Dominion Energy)
- Poison Control Center
- In the case of a hazardous spill severe enough to result in evacuation, follow course of action based on county instructions

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Bomb Threat



- Alert all departments of threat
- Instruct anyone in the building with a cell phone to turn them off
- Immediately turn off fuel lines, open doors and windows if time permits
- Administrator will contact law enforcement
- Administrator with law enforcement will decide if evacuation is necessary (300 feet from building)
- **VISITORS MUST LEAVE THE PREMISES!**
- Conduct a thorough search quickly and quietly. Look for unusual items such as boxes, packages, bags, etc. **DO NOT** touch items. Notify law enforcement or administrator immediately



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Building Explosion



If an explosion occurs in your building:

- Implement the Call Tree Plan
- Determine injuries. Assess and provide first aid/triage
- Turn off gas to building
- Await instructions from Administrator/Designee. An evacuation may be necessary
- No visitors will be allowed into the building. Visitors in the building will be asked to leave.
- If a fire results, use fire procedures



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Earthquake



If an earthquake occurs:

- Implement Call Tree Plan
- Determine injuries. Assess/triage and provide first aid
- Turn off gas
- Await instructions from Administrator/Designee. An evacuation may be necessary
- Once the earthquake is over, Administration along with appropriate outside resources will evaluate structures to determine safety.



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Utility Failures



- Activate Call Tree Plan
- While the inpatient unit has an emergency generator, some non-essential systems may not be functional during a utility failure.
- Administrator/designee will contact Horry Electric Cooperative
- If utilities/water are unavailable for an extended period, evacuation may be necessary



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First Aid/Triage

First priority: Patients with life threatening condition(s) or acute illness requiring immediate treatment/transportation

- Airway and breathing difficulties
- Cardiac arrest
- Severe bleeding
- Major burns



Second priority: Patients requiring initial care/first aid, but transportation/treatment can be deferred

- Minor burns
- Stabilized fracture
- Lacerations
- Fever



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Radiation Exposure



- Radiation exposure supersedes other priority categories
- Patients who have undergone radiation contamination and are carrying radiation particles and must be decontaminated
- Local authorities will be contacted by Administration for assistance



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Emergency Food, Storage, and Prep

- An emergency food supply is maintained at all times
- There is a written Emergency Menu
- Perishable goods are used first if power is a problem.
- Food may be served hot or cold depending on availability of electricity
- Conserve water – do not waste drinking water and cooking water
- All non-dietary employees and volunteers are instructed in basic safe food handling and sanitation before beginning work



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Questions



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