

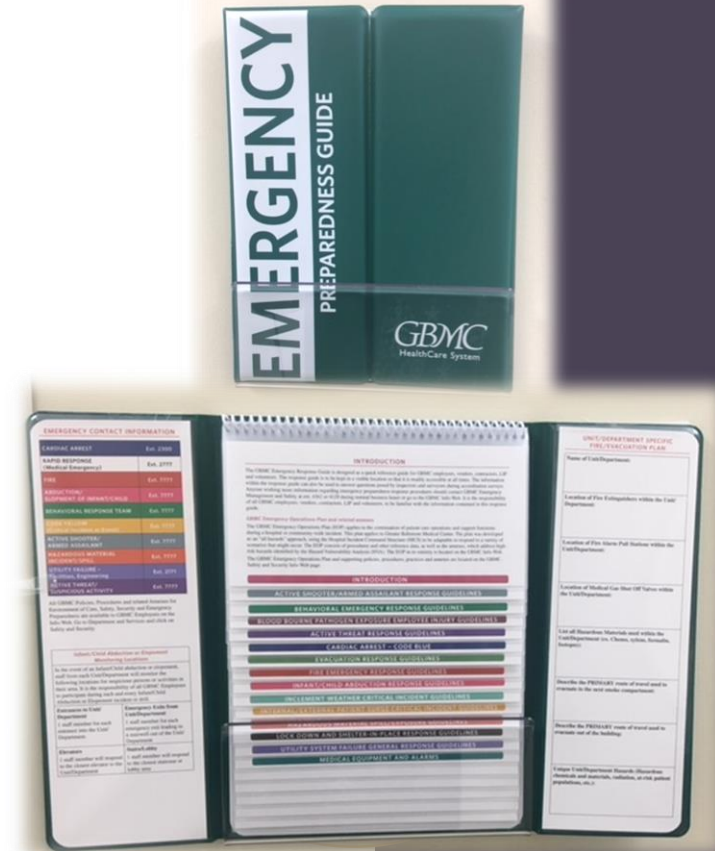
GBMC Safety, Security and Emergency Preparedness



Every GBMC employee is “key” to creating a safe and secure environment for patients, visitors and staff

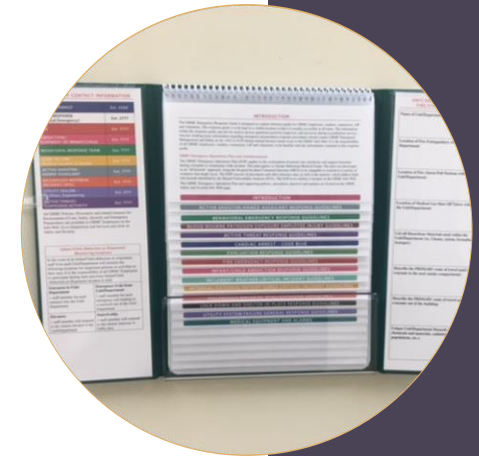
GBMC Emergency Preparedness Guide:

The **GBMC Emergency Preparedness Guide** is designed as a quick reference tool for GBMC employees, vendors, contractors, LIP and volunteers. The response guide is available and accessible in each unit/department. The information within the reference guide provides initial response procedures for a variety of critical incidents such as Fire, Evacuation, Shelter In Place, Active Shooter, Infant/Child Abduction, Hazardous Materials Spill, Utility Failures, Work Place Violence and more. The GBMC Emergency Operations Plan and its related incident specific annexes are available to all employees on the GBMC Info Web Safety, Security and Emergency Management page. If you have questions or need additional information about our Safety, Security, Emergency Preparedness programs contact us at ext. **4362** or **4129** during normal business hours or by email mtauson@gbmc.org or ddietz@gbmc.org. It is the responsibility of all GBMC employees, vendors, contractors, LIP and volunteers, to be familiar with the information contained in this response guide.



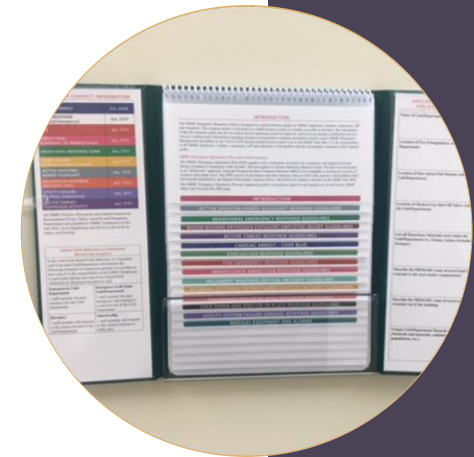
GBMC Emergency Preparedness Guide: **Active Shooter/Armed Assailant** **Response Guidelines**

- Immediately initiate the following response procedures:
 - **Run** – Evacuate the area if safe to do so. Calm and reassure those around you, but be firm in directing patients and others to safety
 - **Hide** – Seek shelter by closing/barricading the door with large, heavy objects, turn off lights, close window shades, silence phones and stay quiet. Calm and reassure those around you, but be firm in directing patients and others to safety
 - **Fight** – Only if confronted by the armed assailant and in fear of your life and/or the life of those around you and you have no other options to evacuate or hide.
- The decision to Run, Hide or Fight can only be made by you and is dependent upon the **“totality of circumstances”** during the incident and should not be influenced by others.
- Attempt to assist patients and others, know that you will not be able to assist everyone including victims.
- If possible and safe to do so, contact Security and provide as much information as possible.
- The **GBMC ACTIVE SHOOTER/ARMED ASSAILANT PLAN** and associated annexes are located on the GBMC Info-Web Safety, Security and Emergency Management page. It is essential for the safety of all occupants that individuals comply with these response guidelines



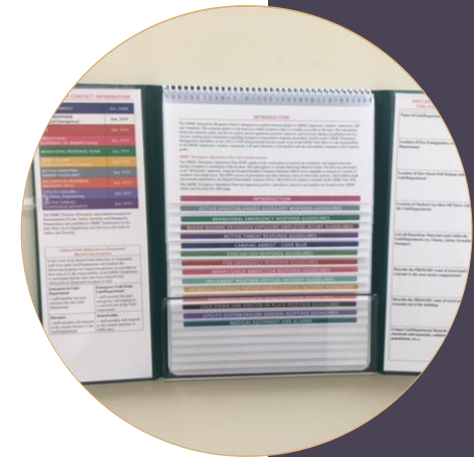
GBMC Emergency Preparedness Guide: **Active Threat Response Guidelines**

- **Phone Threat:** Initiate the following response procedures for threats received by phone: (Ex. Explosive, Chemical, Biological)
 - Do not hang up or put the caller on hold to transfer the call.
 - Attempt to obtain as much information as possible.
 - **Listen** for the following:
 - Background noises such as music, voices, traffic
 - Callers voice characteristics: Male/Female, Young/Old, Accents, unusual words or phrases
 - Does the caller seem familiar with GBMC?
 - Does the caller refer to a specific person or use his/her own name?
 - **Notify** Security and provide all information obtained.
 - Security will notify appropriate local, state and federal agencies.
 - Remain calm and stand by for further instructions.
 - **Suspicious Package:** Initiate the following response procedures if you discover or suspect an explosive device / suspicious package:
 - **Report** the suspicious device/package to Security.
 - **Do not touch** the suspected device or package.
 - Maintain at least a **100 ft. perimeter** away from the suspected device/package and instruct bystanders to leave the area.
 - **Do not use electronic devices** in the area of the suspected device/package.
 - The **GBMC Active Threat Plan** and associated annexes are located on the GBMC Info-Web Safety, Security and Emergency Management page. It is essential for the safety of all occupants that individuals comply with these response guidelines.



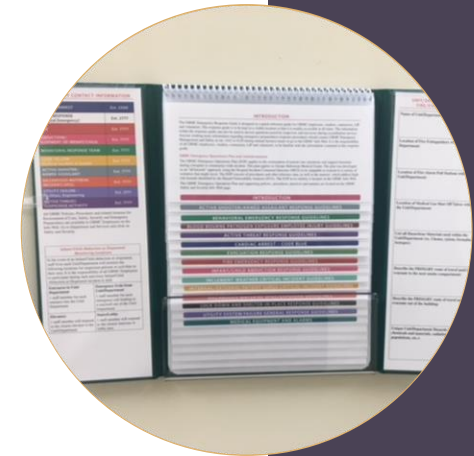
GBMC Emergency Preparedness Guide: **Abduction/Elopement - Prevention**

- It is the responsibility of all GBMC employees, to prevent unauthorized removal of an infant or child from Greater Baltimore Medical Center and associated sites.
- In the event of an abduction/elopement GBMC would notify all employees by activating its hospital wide **emergency notification system** which includes overhead announcements, activation of the amber strobe lights and emergency texting.
- **Prevention Strategies:** Be alert to the following behaviors.
 - Unusual or persistent questions about maternal health or pediatric unit procedures such as feeding times, visitation, emergency exits, staffing, security protocols.
 - Missing uniforms or other means of hospital identification.
 - Improper or unusual transportation of an infant or child in the hospital.
 - Persons leaving the maternal health or pediatric unit with large packages or bags (e.g. gym bags) particularly if the bag is being “cradled” or the person appears to be talking to the package or bag.
- GBMC employees must be vigilant in adhering to **Abduction/Elopement prevention strategies** such as - access control, employee and visitor identification, visitation policies and department specific prevention practices.
- The **GBMC Abduction/Elopement Plan** and associated annexes are located on the GBMC Info-Web Safety, Security and Emergency Management page. It is essential for the safety of all occupants that individuals comply with these response guidelines.



GBMC Emergency Preparedness Guide: **Abduction/Elopement Response Guidelines**

- Immediately initiate the following response procedures for an abduction/elopement:
 - **Staff Response:**
 - Immediately notify Security and provide them as much information about the incident as you can. Include physical descriptions, last time infant/child was seen and the last known direction of travel if the incident was witnessed.
 - Security will activate the **emergency notification system and begin a building and premise search. Local law enforcement will be requested to assist.**
 - Conduct a **patient census** of affected unit/department.
 - All GBMC staff is expected to discontinue tasks and **monitor stairs, elevators, entrances and exits**, for suspicious persons or conditions.
 - If you see the abductor/elopement attempt to detain only if safe to do so.
 - If unable to detain, attempt to follow the abductor/elopement from a safe distance and communicate direction of travel to Security.
 - Maternal Health, Newborn Nursery, NICU and PEDS staff will initiate preplanned specialized procedures.
 - The **GBMC Abduction/Elopement Plan** and associated annexes are located on the GBMC Info-Web Safety, Security and Emergency Management page. It is essential for the safety of all occupants that individuals comply with these response guidelines.



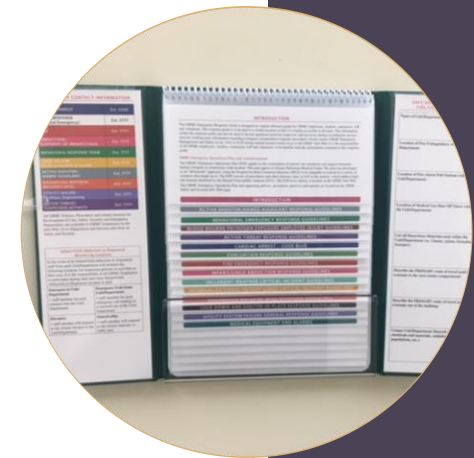
GBMC Emergency Preparedness Guide: **Lock Down & Shelter In Place Response Guidelines**

- **Lock Down and Shelter in Place** procedures are used to **secure and protect** occupants who are in the proximity of an immediate threat or when it may be more dangerous to evacuate the facility than stay inside.
- **Notification** of a need to Lock Down/Shelter in Place is communicated to all occupants by an overhead page, activation of the amber strobe system and emergency text messaging.
- Immediately initiate the following response procedures for an incident which requires Lock Down and Shelter in Place:
- **General Response Procedures:**
 - Seek shelter, secure doors/windows, await further instructions.
 - Calm and reassure patients, visitors and staff.
 - If you are in a corridor, go to the closest unit/department to seek shelter.
 - Use items immediately available to you to barricade the door and seal airflow near doors, windows and vents.
 - Stay low and quiet, put cell phones in quiet or vibrate mode.
 - **Only** follow instructions from authorized GBMC personnel, law enforcement, fire department or other state and federal agencies.
 - **For their safety:** Emergency personnel initially consider all individuals as potential threats, follow their instructions.
- The **GBMC Lock Down and Shelter in Place Plan** and associated annexes are located on the GBMC Info-Web Safety, Security and Emergency Management page. It is essential for the safety of all occupants that individuals comply with these response guidelines.



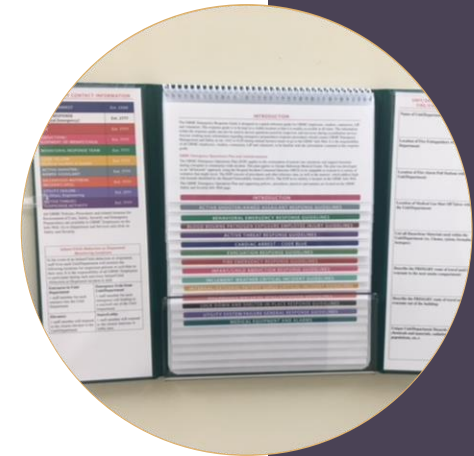
GBMC Emergency Preparedness Guide: **Behavioral Emergency Response Guidelines (WPV)**

- Immediately initiate the following response procedures for incidents involving persons who are **disruptive, aggressive or assaultive**.
 - Attempt to maintain your personal safety
 - Notify security, provide as much information as possible.
 - Inform Security of known weapons, injuries or hostages.
 - The **GBMC Behavioral Response Team (Security, ED and Unit 36 Clinical staff, Nursing Coordinator)** will immediately respond to the location of the incident to provide assistance.
- **Warning Signs of Violence:**
 - Verbally expressed anger and frustration.
 - Body language (threatening gestures, eye contact avoidance).
 - Signs of drug or alcohol use.
 - Presence of a weapon.
- **Maintain Behavior That Helps Diffuse Anger:**
 - Present a calm, caring attitude, acknowledge person's
 - Don't match threats or give orders.
 - Avoid behavior that may be interpreted as aggressive.
- **Environmental Safety:**
 - Don't isolate yourself, maintain an open path between you and the door.
 - Avoid wearing clothing, jewelry and work accessories that can be used as a weapon against you.
 - Use the "Buddy System" when interacting with aggressive persons.
- The GBMC Behavioral Response Team policy and associated annexes are located on the GBMC Info-Web Safety, Security and Emergency Management page. It is essential for the safety of all occupants that individuals comply with these response guidelines



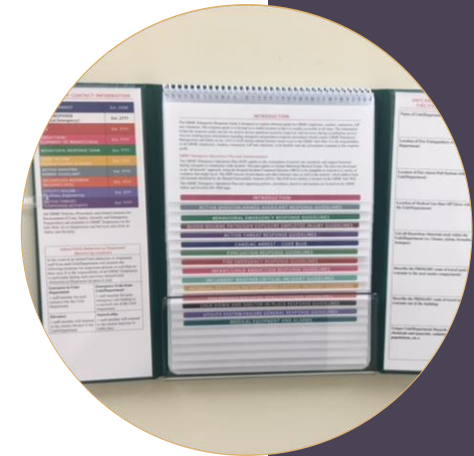
GBMC Emergency Preparedness Guide: **Evacuation Response Guidelines**

- Immediately initiate the following response procedures for incidents which require evacuation of your unit/department.
- **Defend in Place** is the **initial** response for units/departments not directly impacted by the emergency.
 - Close all doors and windows.
 - Reassure all patients and visitors. Remain calm.
 - Prepare: If the emergency is horizontally adjacent to your unit/department, begin preparation efforts to receive those being evacuated from another area
 - Avoid starting procedures or using the telephone for routine calls.
 - Remove all obstructions from the corridors to make it safe to receive evacuees or in case evacuation becomes necessary in your area.
- **Horizontal Evacuation** to the next **smoke compartment** when persons must be moved from the immediate area of the emergency into an adjacent area of safety unaffected by the emergency. Your unit/department specific evacuation map is located in the **GBMC Emergency Response Guide**.
- **Smoke Compartments** are physical barriers that resist fire and provide a barrier between persons and the fire/smoke. Cross-corridor fire doors close automatically when the fire alarm activates, indicating the location of compartment boundaries.
- **Complete Evacuation** is the removal of all patients, staff and visitors from the building in response to a situation that renders the buildings unsafe for occupancy or prevents the delivery of necessary patient care. The GBMC Incident Commander will make the decision if a complete evacuation is applicable to the event.
- **Vertical Evacuation** can be utilized if smoke or fire is present in 2 or more smoke compartments on the same level, or by persons who are ambulatory.
- **The GBMC EVACUATION PLAN** and associated annexes are located on the GBMC Info-Web Safety and Security page. It is essential for the safety of all occupants that individuals comply with these response guidelines.



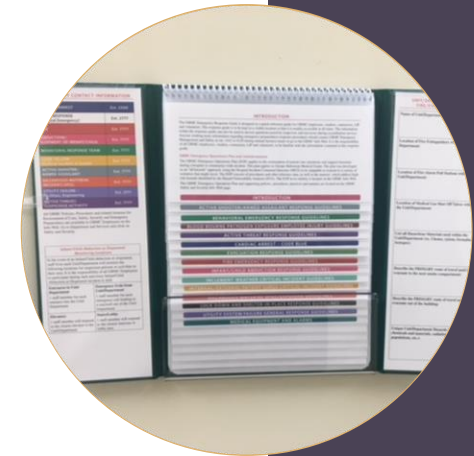
GBMC Emergency Preparedness Response Guide: **Fire Emergency Response Guidelines**

- Immediately initiate the following response procedures for incidents involving smoke, fire or activation of the Fire Alarm System.
 - **S:** Save the patient
 - **A:** Activate the Alarm - Activate the nearest pull station and/or dial **FIRE 3473**
 - **V:** Contain the fire by closing all doors and windows.
 - **E:** Extinguish or Evacuate:
 - **EXTINGUISH**
 - **P** - Pull the pin
 - **A** - Aim at the base of the flames
 - **S** - Squeeze the handle
 - **S** - Sweep side to side
 - **EVACUATE:** Unit/department specific evacuation map is located in the GBMC Emergency Preparedness Response Guide.
- **Medical Air/Gas Shut off Valves**
 - Charge Nurse, Respiratory Therapy and Anesthesiologist are authorized to shut off medical gas(s)
 - Emergency shut-off valves are labeled with the name of the gas and the locations of the valve controls.
- **Fire Prevention**
 - Participate in Fire Drills
 - Keep corridors, pull boxes, extinguishers, exits, stairwells and medical gas shut off valves free from obstructions
 - Know your primary and secondary evacuation routes.
 - Do not prop doors or place items near doors that would prohibit closure
 - Do not store supplies and materials within 18" from the ceiling to protect the sprinkler head
- All Fire Emergency and Evacuation Plans and associated annexes are located on the Info-Web page. It is essential for the safety of all occupants that individuals comply with these response guidelines.



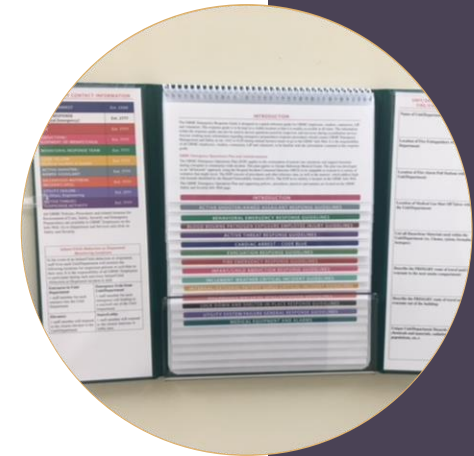
GBMC Emergency Preparedness Guide: **Hazardous Communications Plan**

- **GBMC Hazard Communication Plan:**
 - Is developed to ensure all personnel who handle, use or store chemicals is knowledgeable of the hazards and safe handling practices associated with the chemicals they use.
 - GBMC maintains a current inventory of hazardous materials used in your department which is reviewed annually.
- **Safety Data Sheets** for all hazardous materials is available 24/7 to you on the Info Web.
 - Access the GBMC Info Web,
 - Go to Departments and Services
 - Click on Material Safety Data Sheets
 - Follow directions and prompts
- **Education and Training:**
 - Specific Hazardous Materials and Waste training is provided at the unit/department level focusing on the proper use, safe handling, storage, required PPE, and spill/exposure procedures.
 - Staff are required to complete an annual competency.
- **Labeling: Labels are required to include the following:**
 - Chemical and manufacturer's name
 - Hazard warnings (Pictograms)
 - Labels must be printed in English, legible and prominently displayed on the container.
- **Chemical Spill, Exposure:**
 - Only properly trained and equipped personnel are authorized to abate a hazardous materials spill.
- **Eyewash and Emergency Deluge Showers**
 - Eyewash and emergency deluge showers are placed in high risk areas to provide suitable facilities for quick drenching or flushing of the eyes and body.
- The **GBMC Hazardous Communication Plan** and associated annexes are located on the GBMC Info-Web Safety and Security page. It is essential for the safety of all occupants that individuals comply with these response guidelines.



GBMC Emergency Preparedness Guide: **Hazardous Materials & Waste Spill/Exposure** **Response Guidelines**

- **Incidental Spills/Exposures:** Are classified as incidents which do not pose a threat to human health and/or the environment and can be abated at the time of release by appropriately trained staff. Only properly trained staff are authorized to abate a hazardous materials spill.
- **Emergency Spills/Exposures:** Are classified as incidents which pose a threat to human health and/or the environment or an incident which exceeds the capabilities of properly trained staff.
- **Immediate Response for Spills/Exposures:**
 - S – Safety is the priority. Remove persons from immediate area
 - I – Isolate by closing doors and keeping people away from the area
 - N – Notify immediate supervisor and Security
 - If the incident is contained and does not pose an immediate threat to human health and/ or the environment, Security will notify a Hazardous Materials Spill Response Specialist to respond for clean up and disposal.
 - If the spill is not contained and/or poses a threat to human health and/or the environment Security will immediately notify 911. .
 - Obtain (SDS) Safety Data Sheet
 - Anyone with an exposure should immediately seek medical treatment.
- **Chemotherapy Special Precautions**
 - Spill kits are kept at the bedside during chemotherapy administration.
 - Spill kits are available in all locations where chemotherapy is received, used and/or stored to ensure availability in the event of the spill
- The hospitals **Hazardous Materials and Waste Plan** and associated annexes are located on the GBMC Info-Web Safety and Security page. It is essential for the safety of all occupants that individuals comply with these response guidelines



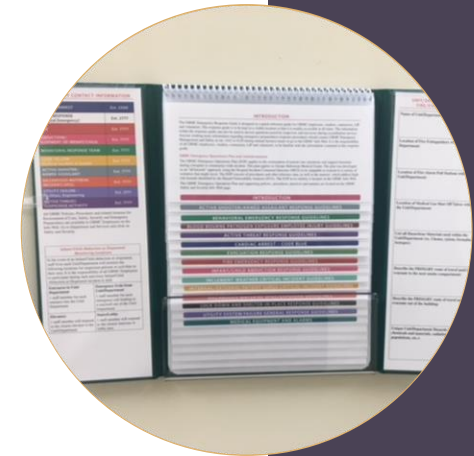
GBMC Emergency Preparedness Guide: **Medical Equipment & Alarms Response Guidelines**

- **Patient Owned Equipment:**
 - Personally owned electrical devices are **prohibited**. (e.g. fans, radios, coffeemakers etc.)
 - The use of personally owned electrically powered medical equipment, is discouraged.
 - Contact Clinical Engineering if patient owned equipment is identified.
- **Product Alert or Hazard Recall:**
 - Clinical Engineering will contact affected units/departments of hazard alerts or recalls, and ensure the equipment is removed or repaired.
- **Medical Device Incident: Patient Injury/Death**
 - Immediately reported incident to Clinical Engineering and the Risk Management department.
 - The incident, if applicable will be investigated and a report filed with the Federal Drug Administration as required by the Code of Federal Regulations.
 - Refer to the **GBMC Medical Device Recall and Safe Medical Device Act Policies**.
- **Medical Equipment Service, Repairs and Replacement:**
 - Medical Equipment malfunctions or failures - immediately remove the device from service.
 - Complete the service/repair tag include:
 - specific information about the nature of the problem,
 - when the failure occurred,
 - employee name,
 - and any other relevant information.
 - The person that reports the issue must attach a copy of the work request to the defective device.
 - Each clinical department is responsible for ensuring back up medical equipment is available. .
- **Equipment Alarms:**
 - Personnel must be familiar with the proper response procedure for alarm sounds associated with patient care equipment and hazard alerting systems in their areas and/or used in the performance of their work.
 - Ex. rescue alarm systems in bathrooms, oxygen sensors and alarms built into patient care equipment.
 - Clinicians are required to ensure that alarms are sufficiently audible with respect to distances and competing noise within the unit.
 - The **GBMC Medical Equipment and Alarm Policies** and associated annexes are located on the Info-Web. It is essential for the safety of all occupants that individuals comply with these response guidelines.



GBMC Emergency Preparedness Guide: **Utility Failure Response Guidelines**

Type of Failure	General Staff Response
Computer/IT System	Initiate unit/department downtime procedures
Electrical System	Verify all critical equipment is plugged into red outlets (emergency power) , hand ventilate if necessary, utilize emergency lighting kits
Fire Alarm System	Implement Fire Watch, minimize fire hazards in your unit/department, use phones and runners to report a fire.
HVAC System	Monitor patients for excessive heat or cold. Monitor temperature and humidity in surgical service areas – Complete cases in progress ASAP. Do not begin new cases.
Medical Gas and Vacuum	Contact Engineering and Respiratory Therapy to alert them of the failure. Closely monitor and support patients with portable medical gas cylinders. Be prepared to hand ventilate and have portable suction available. Consider relocating patients to a non-affected area.
Nurse Call System	Isolated failures such as chair or bed alarms relocate the patient or remove and replace chair or bed. For a total system failure, strategically place staff throughout the unit department to monitor patients that need assistance. Prepare to relocate patients.
Sewage or Internal flooding	Sewage Failure – Units/Departments will be supplied with plastic bags and absorbent to be put in the toilets. Bags and absorbent will be changed after each use. In the event of significant flooding, staff will prepare to relocate patients and visitors.



GBMC Emergency Preparedness Guide: **Utility Failure Response Guidelines Cont.**

Type of Failure	General Staff Response
Loss of Water	Conserve water and modify and patient care as appropriate. Bottled water will be distributed to all patient care areas for drinking purposes. Do NOT drink any water from the tap or use the ice machine. Use waterless hand sanitizer.
Loss of Elevators	Do not attempt to rescue persons. Immediately notify Security. If there is no immediate threat to life, Facilities will contact Elevator Vendor to free occupants. If occupants are in immediate danger or there is an immediate threat to life, Security will notify 911. All elevators are equipped with an emergency phone that directly rings to the hospital operator.

- The **GBMC Utility Failure Plan** and associated annexes are located on the Info-Web. It is essential for the safety of all occupants that individuals comply with these response guidelines.

