## Campus Safety Walk / Orientation Tour

<table>
<thead>
<tr>
<th>TC Campus Tour</th>
<th>AMC Campus Tour</th>
<th>Other</th>
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### Completed

### Emergency Alerts
- Red binders and department specific standard work are located in every department which contains information on how to respond to emergency alerts
- Badge Alert Cards
- Medical Emergencies – crash cart locations / how to call for assistance
- Severe Weather – thunderstorm warnings and tornado warnings
- Active Shooter – Run/Hide/Fight – identify safe rooms before a situation arises
- Overhead paging speaker locations
- Code Assist – patient lifting assistance
- Security Alert – combative individual

### Fire Alarm Pull Stations
- Located by all stairwell exits and main exit points.

### Fire Alarms
- Hospital occupancies – defend / shelter in place
- Business occupancies (MOB/MOP) – evacuate – one person per department is to respond to the mustering station (meeting area)

### Fire Extinguishers
- Location of fire extinguishers – located within 75 feet
- Signs identifying fire extinguisher locations
- At least one staff member should respond to the fire location
- During a fire alarm, elevators can be used if not in the affected area
- Red signs on fire doors indicate Smoke Barriers (the doors will automatically close to define a zone)
- Close all doors - patient rooms, etc.

### Exit Signs Mark The Evacuation Route (see also unit specific standard work)
- If needed, follow the exit signs to an exit
- If necessary, horizontal evacuation occurs first. Go beyond a set of doors identified by the red signs to the adjacent smoke compartment.
- Vertical evacuation would come next, move to an adjacent floor, down is preferable if you are able
- Med sled and evacuation chairs are in each stairwell on top level.
**Oxygen, Vacuum And Medical Air Shut-Off Valves**
- Keep this area clear so it is accessible if needed
- Understand the implications if valves are shut off
- This should only be done under direction of the unit lead or RT in an emergency situation
- Evaluation of who is dependant on these systems needs to be done before shutting them off

**Severe Weather-Thunderstorm Warning**
- Close both blinds in all patient rooms and any other rooms, so equipped

**Severe Weather-Tornado Warning**
- Same as thunderstorm warning, but also move patients/visitors out of patient rooms to bathrooms, inner corridors, nursing alcoves, etc.
- If patient is unable to move from room, move bed away from the window and turn bed to have patient face the door; cover patient with blankets as much as possible.

**Red Outlets**
- Use to plug in IV pumps, beds and vital items into these receptacles
- Connected to the emergency generator and will experience an outage of less than 10 seconds during a power outage, but then the power will be restored after the transfer
- Located in patient rooms, nursing alcoves and nourishment areas

**Laundry Chutes and Trash Chutes**
- Show locations of these on units

**Workstations**
- Red emergency phone (private work areas) For telephone failure – refer to Policy 874)
- Eye wash stations
- Location of lift motors and lifting devices (Clinical areas)
- Nourishment Areas

**Sharps Containers**
- Show Location(s)

**Elevators**
- Location and use

**Hallway Clearance / Equipment Storage / Supply Areas**
- Equipment in hallway over 30 minutes is permanent storage and is not allowed, temporary storage should be to one side of hall, maintain 4 ft clearance in hall
- Storage within 18 inches of ceiling is prohibited

**Contacting Security**
- Emergency 444 (for any code)
- Non-emergency phone is 920-729-2442
- When might you request Security?
- Escorts
- Buddy System – Work in pairs/walk in pairs
- Wearing of Badges
- Lost ID Badges
- Securing of valuables
Signature Page
(Note: Entire document needs to be kept in Employee file.)

Staff Member:

On _____________ I completed the safety/building tour of the __________________ campus.

Name of employee (print):___________________________________________

Employee signature:_______________________________________________

Tour Guide:

Tour was given by: (Print name) ____________________________________

_______________________________________________________________

Signature Date