HOSPITAL OFF-SITES

REFERENCE CARDS

SAFETY MANAGEMENT

FIRE SAFETY

HAZARDOUS MATERIALS AND WASTE MANAGEMENT

SECURITY MANAGEMENT

EMERGENCY MANAGEMENT

MEDICAL EQUIPMENT MANAGEMENT

UTILITIES MANAGEMENT
Stony Brook University Hospital strives to maintain a safe and healthful environment for work, study and care. Among its highest priorities are the safety and health of its employees, patients, students, and visitors. The objective of the Safety Management Plan is to actively reduce the risk of exposure to potentially hazardous conditions that could result in physical injury, illness or property loss. The Plan is based on applicable laws and regulations, best practices, and organizational experience and knowledge. The Plan also provides for a safe environment through comprehensive risk assessment, inspection/audit/sampling, occupational exposure monitoring, policy and procedure development, occupational safety training, ergonomic evaluations, and injury & illness prevention and investigation.

**How You can Help make SBUH a Safer and Healthier Work Environment**

- If you see something, say something. Report unsafe conditions to your supervisor, Environmental Health & Safety (EH&S 4-6783), or University Police (911) immediately.
- Always follow your departmental work procedures and EH&S’s policies (accessible on the Intranet). If you are unfamiliar with a specific procedure, request training.
- Review Material Safety Data Sheets (on Hospital Intranet under “Resources” or in departmental blue binder) and product label prior to using new products.
- Use lifting equipment or ask for assistance when handling patients, heavy supplies or equipment.
- Wear your personal protective equipment such as gloves, goggles, gown or N95 respirator, as required.
- Be careful and alert to your surroundings. If you see spillage or wet floors, please take immediate action to remedy if trained or call appropriate personnel.
- Avoid rushing as you or others may be injured.
- Secure loose wires to minimize tripping hazards.

**Respirator Information**

**Respirator Fit Testing:**
EH&S provides N95 respirator training and fit testing for Hospital staff. Schedule is posted on:

⇒ Hospital’s weekly announcements
⇒ EH&S’ website: www.stonybrook.edu/ehs/healthcare/
⇒ or call EH&S at 4-6783

**Order N95 Respirators through Lawson:**
- 3M 1860S (small): Lawson #24815
- 3M 1860 (regular): #21723
- Inovel/Moldex 1510 (XS): #51154
- Inovel/Moldex 1511 (S): #26414
- Inovel/Moldex 1512 (M): #26416
- Inovel/Moldex 1513 (L): #26415

**Injury Notification Procedures**

⇒ Injured employee must notify their supervisor or designee.
⇒ If medical attention is needed, employee should report to Employee Health & Wellness (If life threatening injury or off-hours, employee should go to the ED).
⇒ Ensure that Employee Injury/Illness Report form is fully completed within 24 hours and immediately faxed to 2-2687. Supervisor must complete “Supervisor” section including planned corrective action prior to faxing. Injured employee must keep original injury report for their records; Supervisor keeps a copy. *This report form is available on the intranet in the “Resources” section, under “Forms”.*
⇒ Employee must call the Accident Reporting System (ARS) at 888-800-0029.
⇒ If employee has medical care by a private physician, employee needs to ensure medical provider accepts Workers’ Compensation prior to an office visit as well as inform the provider that the injury is work-related. Employee must provide medical documentation from their private physician to Timekeeping if they lose time from work.
The Fire Safety Program at Stony Brook University Medical Center’s off-site facilities is designed as a prevention program. Safe building design and maintenance of protective features is the first step in protecting building occupants. Our goal is the quick detection of potential hazards including those that could result in fire or smoke conditions as well as those that would prevent containment of fire or smoke or impede response or evacuation. The objective of the fire safety training and education program is to prevent risks through recognition and detection of potential hazards. Insuring appropriate staff response during emergencies is our number one priority. All staff are trained in RACE procedures.

### FOR EMERGENCIES INVOLVING FIRE/SMOKE OR LARGE HAZARDOUS CHEMICAL SPILL:
**CONTACT THE LOCAL FIRE DEPARTMENT OR 911.**

<table>
<thead>
<tr>
<th>Facility</th>
<th>Fire Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stony Brook Technology Center</td>
<td>Setauket</td>
<td>941-4441</td>
</tr>
<tr>
<td>Stony Brook Medical Park</td>
<td>Stony Brook</td>
<td>751-3434</td>
</tr>
<tr>
<td>Stony Brook Life Care Center</td>
<td>Hampton Bays</td>
<td>924-5252</td>
</tr>
<tr>
<td>Sleep Disorders Center</td>
<td>Smithtown</td>
<td>911</td>
</tr>
<tr>
<td>Primary Care—Patchogue</td>
<td>North Patchogue</td>
<td>475-1315</td>
</tr>
<tr>
<td>Primary Care—E. Moriches</td>
<td>East Moriches</td>
<td>924-5252</td>
</tr>
<tr>
<td>Primary Care—Islip</td>
<td>Islip Terrace</td>
<td>581-5437</td>
</tr>
<tr>
<td>University Physicians—Islandia</td>
<td>Islandia</td>
<td>911</td>
</tr>
<tr>
<td>Cody Center</td>
<td>Terryville</td>
<td>473-1224</td>
</tr>
<tr>
<td>Coram Health Center</td>
<td>Coram</td>
<td>732-5018</td>
</tr>
<tr>
<td>Gyrodyne at Flowerfield</td>
<td>St. James</td>
<td>265-1500</td>
</tr>
</tbody>
</table>

**RACE Procedures:**
- **Remove**
- **Alarm**
- **Confine**
- **Extinguish or Evacuate**

**Fire Extinguisher Procedures:**
- **Pull pin, start from 8 feet back**
- **Aim at base of fire**
- **Squeeze handle**
- **Sweep side-to-side**

**Fire Code Phrases:**
- **Code Red:** Fire/Smoke
- **Code Green:** All Clear

If you have Fire Safety questions, contact EH&S at 4-6783
<table>
<thead>
<tr>
<th>Material</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batteries (Alkaline)</td>
<td>Dispose in regular trash</td>
<td>Questions, EOC Off-site Coordinator: 4-4066</td>
</tr>
<tr>
<td>Batteries (Non-Alkaline/Rechargeable)</td>
<td>Ni-CD, Ni-MH, Hg, Pb, Li-ion. Large Lead Acid Batteries cannot go in regular trash.</td>
<td>EOC Off-site Coordinator: 4-4066</td>
</tr>
<tr>
<td>Cans/Bottles/Paper</td>
<td>Bottle and can recycling containers are available in some facilities. Place waste paper in blue recycling containers or, if confidential, put in confidential bins.</td>
<td>• Bottles/cans, blue paper bins: Campus Recycling, 2-9297 • Confidential paper: Linen, 4-1461 (7AM-2:30 PM); off hours: Distribution Services, 4-2980</td>
</tr>
<tr>
<td>Chemotherapy / Hazardous Chemical Spill</td>
<td>Use appropriate spill kit. If over 1 gallon or assistance needed, call local Fire Dept or 911.</td>
<td>Need assistance, call local fire dept or 911 General questions, contact EH&amp;S 4-6783</td>
</tr>
<tr>
<td>Cylinders</td>
<td>For gas cylinder return, contact supplier.</td>
<td>For gas cylinder return, contact supplier.</td>
</tr>
<tr>
<td>Hazardous Waste</td>
<td>Don’t pour chemicals down the drain. For any chemical waste disposal questions, contact EH&amp;S.</td>
<td>EOC Off-site Coordinator: 4-4066</td>
</tr>
<tr>
<td>Lamps (Flurosecent bulbs)</td>
<td>Don’t discard used fluorescent bulbs in the trash.</td>
<td>EOC Off-site Coordinator: 4-4066</td>
</tr>
<tr>
<td>Pest Control</td>
<td>Hospital leased properties (Tech Park, Hampton Bays, Cody, Sleep, Psych, Clark House, Gyrodyne) have pest management contractor, coordinated by the Offsite Facilities Manager.</td>
<td>Tech Park + other hospital leased properties: Off-site Facility Manager, 4-4380 Other facilities: contact landlord</td>
</tr>
<tr>
<td>Radioactive Material</td>
<td>Coordinated by EH&amp;S Radiation Protection Services.</td>
<td>EH&amp;S, 4-6783</td>
</tr>
<tr>
<td>Refrigerator, Freezers, Air Conditioners</td>
<td>Refrigerant and hazardous materials must be removed prior to disposal.</td>
<td>EOC Off-site Coordinator: 4-4066</td>
</tr>
<tr>
<td>Regulated Medical Waste (RMW) or Red Bag Waste</td>
<td>Items soaked or saturated with blood or body fluids.</td>
<td>EOC Off-site Coordinator: 4-4066</td>
</tr>
<tr>
<td>Toner/Printer Cartridges</td>
<td>Toner Cartridges: Return to manufacturer. Printer Cartridge: Place in interoffice envelope and address to University Recycling, Z= 6551.</td>
<td>EOC Off-site Coordinator: 4-4066</td>
</tr>
</tbody>
</table>
The University Hospital Off-Site Facilities are under the police jurisdictions of the local police departments. All off-site facilities should call 911 in the event of a police emergency. Reporting of criminal activities issues from patients, visitors and staff must be made to the local precinct using the county wide 911 system. The Off Site Facilities Manager provides security services at Tech Park through a contracted Security Company from 4:30 p.m. to 8:30 a.m. Monday through Friday and provides 24 hour service on weekends and Holidays. Contact the Off Site Facilities Manager at 444-4380 for information or service.

TECH PARK SECURITY SERVICES PROVIDES THE FOLLOWING:

- Patrols all parking lots.
- Logs the activities, which are reviewed by the Off Site Facilities Manager.
- Tours each building during the shift, checking exterior doors and windows.
- Checks personnel working after hours and on weekends.
- Escorts visitors and employees, as directed by the Off Site Facilities Manager.
- Provides access to closed buildings (prior notification must be made with the Off Site Facilities Manager).
- Assists authorized staff with access to closed buildings when there are problems with locks or keypads.

AS MEMBERS OF OUR COMMUNITY DO THE FOLLOWING TO HELP CREATE A SAFE ENVIRONMENT:

- Wear your University ID at all times while in an off-site location.
- Report any Security issues or potential hazards to the Off Site Facility Manager, 4-4380
- Secure all valuables when leaving your office or work area.

**Personal Safety Tips:**

- Be aware of your surroundings.
- Do not expose expensive jewelry, money or the contents of your purse or bag.
- Do not carry large sums of money.
- Never leave anything unattended in any area even if you are only leaving for a short break.
- Be cautious with personal information.
- Trust your instincts.

REMEMBER, CRIME REQUIRES THREE BASIC THINGS: A CRIMINAL WITH A DESIRE, ABILITY AND OPPORTUNITY. YOU CANNOT CONTROL THE CRIMINAL’S DESIRE OR ABILITY, BUT YOU CAN MAKE SURE THEY DO NOT HAVE THE OPPORTUNITY.
**Comprehensive Plan Addresses Many Potential Events**
- Emergency Management Policies and Procedures Manual is at every off-site facility
- Staff must know where their unit’s Manual and power outage emergency kit (containing flashlights, batteries, glow sticks, extension cord and duct tape) are located. **Contact the Off-Site EOC Coordinator at 4-4066 for kit replacement items.**

**Manual Topics**
- Command Post Policy
- External Disaster Policy
- Bomb Threat Policy
- Bioterrorism Policy
- Radiation/Hazmat Decontamination Policy
- Physical Plant Failure Plan
- Communication Failure Plan
- Weather Emergency Plan
- Medical Monitoring Equipment Failure Plan
- Fire & Evacuation Plan

**Departmental Plans**
Every department must have a department specific emergency preparedness plan
- How would this department respond to an “event”?
- How would this department call in additional resources, i.e. personnel and equipment?
- How would this department allocate additional inpatient beds as needed?

**Hospital Incident Command System**
- Identifies the specific chain of command
- Identifies responsibilities for all individuals
- Provides for a rapid and effective means of communication and notification
- Preplanned comprehensive system to allow rapid mobilization of required resources

**Activation of Plan**
- Any employee who learns that a large number of disaster victims may be received in the Emergency Department should immediately notify their administrative supervisor who will call EMS at 4-1911.
- All employees must be aware that if the plan is activated they should speak with their supervisor to get instructions as to what their role is.

Employees should also have a personal household emergency plan!  
Visit www.ready.gov

The emergency preparedness manual and departmental specific plan should be referenced once the plan is activated.
## Ten Critical Steps for Handling Possible Bioterrorist Events

### 1. Maintain an index of suspicion.

In an otherwise healthy population, some associations are very suggestive, especially when seen in clusters, high numbers, or unusual presentations.

- **Hemoptysis** .................. Plague
- **Flaccid Paralysis** .................. Botulism
- **Purpura** .................. Viral Hemorrhagic Fevers (VHF)
- **Wide mediastinum** .................. Anthrax
- **Centripetal (peripheral towards the center) rash** .................. Smallpox

### 2. Protect yourself and your patients.

Use appropriate personal protection equipment (PPE). Prophylaxis: vaccines, if available; or antibiotics, if risks are known.

### 3. Adequately assess the patient.

Review and assess the patient’s history. Also, ask:

- Are others ill?
- Were there any unusual events?
- Was there an uncontrolled food source or other environmental factor?
- Was there vector exposure?
- Has the patient been traveling?
- What is the patient’s immunization record?

Perform a physical examination with special attention to the respiratory system, nervous system, skin condition, and hematologic and vascular status.

### 4. Decontaminate as appropriate.

Do not use bleach on exposed people. Soap, water, and shampoo are perfectly adequate for all biological and most chemical agents. Chemically contaminated clothes should be removed and discarded safely. Biologically contaminated clothes can be laundered with soap, water, and, perhaps, bleach.

### 5. Establish a diagnosis. All lab specimens to be hand carried and appropriately labeled. *Do not use the pneumatic tube system.*

Think clinically and epidemiologically; always send specimens for culture.

**Symptom (individuals) Possible Diagnosis**
- Pulmonary Tularemia, plague, staph enterotoxin B (SEB)
- Neuromuscular Botulism, Venezuelan equine encephalitis (VEE)
- Bleeding/purpura VHF, ricin, plague (late)
- Rash (various types) VHF, T2 mycotoxin, smallpox, plague
- Flu-like symptoms Varies

**Immediate Symptoms (large numbers) Possible Diagnosis**
- Pulmonary SEB, mustard, Lewisite, phosgene, cyanide
- Neurologic nerve gases, cyanide

**Delayed Symptoms (large numbers) Possible Diagnosis**
- Pulmonary Biologic agents, mustard, phosgene
- Neurologic Botulism, VEE, other encephalitis


Doxycycline can be used to treat virtually everything (except virals or toxins) while awaiting lab results. Observe pediatric precautions as appropriate.

### 7. Provide good infection control.

Gown, gloves, mask and handwashing, and eyewear if necessary, are sufficient. Recommended isolation precautions for biologic agents include:

- **Standard Precautions** ...... For all individuals/patients
- **Contact Precautions** ...... (herpes, etc.) Viral Hemorrhagic Fevers
- **Droplet Precautions** ...... Pneumonic Plague and Tularemia
- **Airborne Precautions** ...... Smallpox

### 8. Contact Infection Control Nurse for all suspected infectious cases. *All media contact should be channeled through SBUH Media Relations.*

**Agency Telephone Number**
- SBUH Healthcare Epidemiology ----------- Page via the Operator
- SBUH Emergency Medical Services ----------- 444-1911
- SBUH Environmental Health & Safety ------- 911 (via the University Police)
- SBUH Media Relations ------------------------ 444-7880 or page via the Operator
- FBI ---------------------------------------- 518-465-7551 (Albany); 212-384-1000 (NYC)
- Suffolk County Dept. of Health -------------- 631-853-3000
- NYS Health Department --------------------- 866-881-2809
- Centers for Disease Control and Prevention --- 770-488-7100

### 9. Assist in the epidemiologic investigations.

Steps to be taken in an epidemiologic investigation so as to determine who may be at risk.
Count cases; Relate to the at-risk population; Make comparisons; Develop hypotheses; Test hypotheses; Make inferences; Conduct studies; Interpret and evaluate.

### 10. Know and spread this information.

Adapted from a poster distributed by the NYS Department of Health Bureau of Communicable Disease Control from a lecture by Dr. Ted Cieslak, Colonel, US Army
Biomedical Engineering Department (BME) is responsible for the maintenance and management of diagnostic and therapeutic equipment used in the care of patients at Stony Brook University Hospital.

HOURS – Biomedical Engineering is staffed Monday through Friday, excluding SUNY Holidays. Technicians are on call 24 hours/day for emergencies (ADN calls Operator to page Hospital or O.R. BME Technician).

PHONE – 4-1420          LOCATION – HSC Level 1-141

BME performs Preventive Maintenance/Safety Checks (PM) inspections at least once a year on medical equipment in the BME program as evidenced by a BME Inspection tag. You can check if preventative maintenance is due by checking the date on the BME Inspection tag. The date on the tag will represent the date equipment is due for inspection and the inspection interval (e.g. Annual).

HOW TO GET SERVICE:

- Go to BME Web request using the procedure in the next page.
- Read the BME number of the equipment you are having trouble with and enter that BME number and a description of the problem onto the online request form.

WHAT TO DO IN CASE OF MEDICAL EQUIPMENT EMERGENCY:

- DAYS – call BME at 4-1420.
- OFF Hours – contact the ADN to have operator page the Hospital or O.R. BME Technician on call.
- INCIDENT REPORTING – In PSN event report record the BME # of equipment that could possibly have been involved in the patient/equipment incident.
- EMERGENCY POWER – Use outlets with red cover plates.

WHAT TO LOOK OUT FOR:

- UNREGISTERED EQUIPMENT – All electrical medical equipment in the BME program should have a BME number tag or a rental company tag. Our BME tag is evidence that the equipment has received and incoming inspection by BME. If you find a device without a BME tag, report this to BME by calling 4-1420.

- UNREPORTED BROKEN EQUIPMENT – Contact BME for service, using the computer, as soon as you have a problem with a piece of equipment. If you wait, the inventory of shared equipment is reduced, which may create an equipment shortage.

- EXPIRED BME INSPECTION STICKER - Enter a BME service request if you find a device with an expired BME inspection sticker.
Procedure for BME Web Request:

The BME Web page can be reached 2 ways:

1. Go to SBUH Intranet Home Page
   - Go to My Requests
   - Click on “BME Service Request”

2. Click on BME Web Request

Once you’ve reached the BME Web page:

- Enter all the required information and Click on “Save”.
- Click “Send to Printer” to get a confirming report.
- Print the displayed web request confirmation.
- Tape the printed request on the device that needs the BME service.
<table>
<thead>
<tr>
<th>Failure of:</th>
<th>What to Expect:</th>
<th>Who to contact:</th>
<th>Responsibility of User:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Systems</td>
<td>Systems Down</td>
<td>Information Technology (4-4000 OR Help)</td>
<td>Use backup manual systems.</td>
</tr>
<tr>
<td>Electrical power failure with Emergency generator working (Building 37 only)</td>
<td>Many lights are out; red plug outlets are working</td>
<td>Off Site Facilities Manager, 4-4380, LR Beeper, 631-279-2029</td>
<td>Ensure life support systems are on emergency power (red outlets). Complete cases in progress ASAP. Use flashlights.</td>
</tr>
<tr>
<td>Electrical power failure-Total</td>
<td>Failure of all electrical systems</td>
<td>Hospital Leased Properties*: Off Site Facilities Manager, 4-4380 LR-631-279-2029 Other facilities: contact landlord</td>
<td>Utilize flashlights.</td>
</tr>
<tr>
<td>Elevators out of service</td>
<td>All vertical movement will have to be by stairwell</td>
<td>Off Site Facility Manager, 4-4380, LR 631-733-7123 Bldg #6: Elevator Phone connects to the Elevator Company</td>
<td>Inform personnel that elevators are not working—use stairs</td>
</tr>
<tr>
<td>Elevator stopped between floors: People trapped</td>
<td>Elevator alarm bell sounding</td>
<td>Off Site Facility Manager, 4-4380 LR Beeper 631-279-2029 Setauket Fire Dept. 941-4441 Bldg #6: Elevator Phone Connects directly to the Elevator Company</td>
<td>Keep verbal contact with personnel entrapped in elevator</td>
</tr>
<tr>
<td>Fire Alarm Systems</td>
<td>No fire alarm or sprinklers</td>
<td>Hospital Leased Properties*: Off Site Facilities Manager, 4-4380 LR-631-279-2029 Other facilities: contact landlord</td>
<td>Institute fire watch. Minimize fire hazards. Use phone or runners to report fire.</td>
</tr>
<tr>
<td>Natural gas, failure or leak</td>
<td>Odor of gas</td>
<td>Hospital Leased Properties*: Off Site Facilities Manager, 4-4380 LR-631-279-2029 Other facilities: contact local Fire Dept. or 911</td>
<td>Open windows if possible. Do not use any spark producing devices, electric motors, switches, etc. Evacuate.</td>
</tr>
<tr>
<td>Patient Care, Medical Equipment</td>
<td>Equipment/system does not operate properly</td>
<td>Biomedical Engineering 4-1420</td>
<td>Replace and tag defective equipment.</td>
</tr>
<tr>
<td>Sewer Stoppage</td>
<td>Drains back up</td>
<td>Hospital Leased Properties*: Off Site Facilities Manager, 4-4380 LR-631-279-2029 Other facilities: contact landlord</td>
<td>Do not flush toilets. Do not use water.</td>
</tr>
<tr>
<td>Telephones</td>
<td>No phone service</td>
<td>Telenet Supported Locations: Telephone Repair Service 632-7762. Other facilities: contact phone service provider via cell phone</td>
<td>Use cellular phones or pay phone.</td>
</tr>
<tr>
<td>Water</td>
<td>Sinks and toilets inoperative. Sprinkler systems inoperative</td>
<td>Hospital Leased Properties*: Off Site Facilities Manager, 4-4380 LR-631-279-2029 Other facilities: contact landlord</td>
<td>Conserve water; use bottled water for drinking. Be sure to turn off water in sinks.</td>
</tr>
<tr>
<td>Water, Non-potable</td>
<td>Tap water unsafe to drink</td>
<td>Hospital Leased Properties*: Off Site Facilities Manager, 4-4380 LR-631-279-2029 Other facilities: contact landlord</td>
<td>Place “Non potable water—Do Not Drink” signs at all drinking fountains and wash basins.</td>
</tr>
<tr>
<td>Ventilation (HVAC)</td>
<td>No ventilation: no heating or cooling</td>
<td>Hospital Leased Properties*: Off Site Facilities Manager, 4-4380 LR-631-279-2029 Other facilities: contact landlord</td>
<td>If possible, open windows. Restrict use of odorous/hazardous materials.</td>
</tr>
<tr>
<td>Automatic doors not working</td>
<td>Cannot enter or exit building through primary entrance/exit</td>
<td>Hospital Leased Properties*: Off Site Facilities Manager, 4-4380 LR-631-279-2029 Other facilities: contact landlord</td>
<td>Use other secondary entrance/exit. Post signs on non-functioning doors indicating where other doors are located.</td>
</tr>
</tbody>
</table>

* = Hospital Leased Properties are Tech Park, Hampton Bays, Cody Center, Sleep Disorders, SBMP Psych, Clark House, Gyrodyne