


 OSPITAL NG PARANAQUE 		Document Code: OSPAR-ADS-PTRM-0014
ANCILLARY DIVISION HOSPITAL POLICIES AND PROCEDURES MANUAL APPROVAL MATRIX		Issue Date:
Policy Title: POLICY AND PROTOCOL DURING DISASTER AND EMERGENCY		Page No. of
		Section / Department PT AND REHABILITATION MEDICINE
Prepared By: Nico Ryan V. Dayao, PTRP Chief PT, Rehabilitation Medicine	Reviewed By: Redentor P. Alquiros, MD Head, Medical & Ancillary Services Darius S. Sebastian, MD, MPH, PHSAE Hospital Administrator, Ospital ng Paranaque	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director, Ospital ng Paranaque

I. Statement of Policy

There shall be an emergency protocol in preparation for and in response to a disaster (earthquake, fire, flood) during therapy sessions to ensure the safety of all patients, and the entire staff whenever there is danger.

II. Policy Guidelines

1. Definition of Emergency Disaster Preparedness
 - 1.1. Emergency Disaster Preparedness are measures taken to prepare for and reduce the effects of disasters. It includes predicting and when possible, preventing and mitigating their impact on a certain population, and responding effectively with their consequences.
2. Duties of the Health and Safety Officer
 - 2.1. One physical therapist shall be assigned as a Safety Officer and shall be generally responsible for the following:
 - 2.1.1. Work with the staff to manage, monitor and improve health and safety standards in the workplace.
 - 2.1.2. Educate and inform the staff on how to identify safety risks and set up preventive measures.
 - 2.1.3. Develop emergency procedures (for earthquakes and fires) and coordinate emergency teams.
 - 2.1.4. Develop workplace safety systems, policies and processes
 - 2.1.5. Increase health and safety awareness at all levels within the organization
 - 2.1.6. Take appropriate and effective action if an emergency occurs.
 - 2.1.7. Ensure the escape routes are available for use.
 - 2.1.8. Identify hazards in the work place.
 - 2.2. In case of a fire, the safety officer shall perform the following:
 - 2.2.1. Ensure the alarm has been raised.
 - 2.2.2. Evacuate the staff and patients from the building or area involved.

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- 2.2.3. Check that any staff, companions or patients with disabilities are assisted.
- 2.2.4. Call the operator and give details of the location, severity and cause of the fire, if known
- 2.2.5. Fight the fire if it is safe to do so.
- 2.2.6. When the evacuation signal is heard, ensure that everyone leaves the area as quickly as possible, ensuring that security measures, such as closing fire resistant-safes and undertaken. If this can be done without causing a significant delay in the evacuation procedure. Electrical equipment should also be turned off and unplugged if possible.



3. Evacuation Plans

- 3.1. Wait for the evacuation signal.
- 3.2. Locate the floor plan at your area.
- 3.3. Look for the exit escape routes from each room.
- 3.4. Identify where your emergency supplies, first aid kits and fire extinguishers are kept.
- 3.5. Evacuate quickly and calmly.

4. Earthquake Safety Tips

- 4.1. Stay calm.
- 4.2. Duck, cower, and hold. Duck under the sturdy piece of furniture or under a doorway. Do not duck under beds or other objects that could collapse. Cover your head with your hands and arms to protect yourself from flying glass or falling objects. Hold onto the furniture. If it moves, move with it. Stay under until the shaking stops.
- 4.3. If you brace yourself in a doorway, be careful with the door as it could swing towards you during shaking.
- 4.4. If you cannot get under a table or beside a doorway, sit down next to an inside and protect you head with your arms.

5. Fire Safety Tips

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- 5.1. As most fires are caused by faulty equipment, such fires can be avoided through preventive measures.
- 5.2. There is always the possibility of a fire after an earthquake because of broken or damaged gas lines. Fire following an earthquake has the potential of causing greater loss of lives and damage than from the earthquake itself.
- 5.3. Place fire extinguishers in an accessible location. Test them regularly and recharge after every use or as recommended by the manufacturer.
- 5.4. Do not overload electrical outlets. Replace worn or damaged cords.
- 5.5. If there is a fire, stay low. Heat, smoke and toxic gases tend to rise. If you can, cover your mouth and nose with a wet cloth.
- 5.6. Test the door with the back of your hand. If it is hot, do not open it. Find another escape route. If it is not hot, open it slowly and carefully.
- 5.7. Exit quickly.
- 5.8. If your clothing catches fire, stop, drop and roll. Do not run.