

THE WAVE INTERNATIONAL, LLC

**PART-TIME & PER DIEM
INDEPENDENT CONTRACTOR
ORIENTATION PACKET**

NAME: _____ **POSITION:** _____

DATE: _____

C H E C K L I S T

In order to comply with regulatory standards, each part-time and per diem independent contractor must review the procedures in a number of area. This study guide will allow you to review this information in an efficient manner.

√	Tour of Facility	√	Confidentiality
√	Fire Safety Response to Fire/Bomb Threats	√	Incident reports
√	Fire Extinguishers	√	Smoking Policy
√	Emergency Power	√	Keys
√	General Safety	√	Accident and injury
√	Fax/Copies	√	Introduction to Staff
√	Medical Emergency	√	Job Duties & Functions

I acknowledge I have been given an orientation to the facility and I understand the above information.

Independent Contractor Signature

Date

Print Name

Supervisor Signature

Date

STUDY GUIDE

FIRE SAFETY

Response to A Fire

The facility is equipped with smoke detectors that will automatically sound an alarm. We need to immediately call 911 in case of a Fire.

If you see a fire, you should use the **RACE** acronym:

R	escue	Remove anyone from immediate danger.
A	larm	Sound the alarm with a manual pull station.
C	onfine	Close all doors and windows.
E	extinguish	Know locations and how to use fire extinguishers.

Each staff member will be familiar with the building's Emergency Exits locations. Each room will have a floor plan describing the emergency exits and evacuation routes. The floor plan will be posted in several locations in the hallways and be attached in the Fire Plan.

The facility has a designated "Fire Marshall(s)" to be in charge of the evacuation for their area. This will ensure that a systematic and timely evacuation will take place and that all procedures are followed and completed per the Fire Plan.

All local Emergency Telephone Numbers are available to staff and are located in each office.

The first person to discover a fire (or potential) should immediately assess this situation and the surroundings and then:

1. **REMOVE** individuals (if any) from immediate danger to designated areas outside and away from the building.
2. **ANNOUNCE** the first by pulling the nearest Fire Alarm Box (if available), or instruct another staff member to call **911** if you are involved in removing individuals from immediate danger. Calmly notify other staff members of the "CODE RED" emergency. Announce "'Code Red, Location _____, " three times.
3. **CONFINE** Staff will immediately begin closing doors and windows to help confine the fire, heat and smoke upon hearing "CODE RED ANNOUNCEMENT". Designated staff will also begin to evacuate patients*** and personnel to the nearest emergency exit(s) that is away from the fire.

***Staff should be continuously aware of those patients needing assistance in the case of an emergency situation so that their evacuation can be made as quickly as possible when necessary.

4. **EXTINGUISH ONLY ATTEMPT TO EXTINGUISH A FIRE IF YOU ARE NOT EXPOSING YOURSELF, OTHERS, OR THE BUILDING TO A POTENTIALLY DANGEROUS SITUATION.**

5. **911** should be called if the situation cannot be controlled or contained by using the facility's Emergency Fire Plan guidelines and Administrators'/Designee's directions.
6. It is recommended that the facility's Receptionist be the designed person to contact outside emergency personnel or call **911**, if the situation permits.
7. **ALL CLEAR:** An "All Clear" announcement will be made once the threat of danger has past and it is determined that it is safe for patients, staff and visitors to re-enter the building. The "All Clear" announcement will be made by the Administrator/Designee, or by the Fire Department personnel.
8. Documentation of the event should be made and kept in the administrative files.

USE OF FIRE EXTINGUISHERS

Fire extinguishers are located throughout each facility. All extinguishers in all facilities are ABC, which means they can be used on any type of fire including flammable liquids, chemical, paper or electrical fires.

To use a fire extinguisher, you must:

1. Pull the pin in the handle.
2. Squeeze the handle and aim the extinguisher at the base of the fire in a sweeping motion.

Whenever an extinguisher is used, it must be recharged, regardless of whether you have used all the extinguisher chemical from the container. If you use an extinguisher, contact maintenance **DO NOT PLACE A USED EXTINGUISHER BACK WHERE IT WAS OBTAINED.**

RESPONSE TO BOMB THREATS

Although rare, we must be prepared for a bomb threat or the planting of a bomb at the facility.

If you receive a bomb threat via phone, be sure to find out where the bomb is located and when it is to explode. Note any indication that the caller might be familiar with the facility. If possible, prolong the conversation as much as possible to note any distinguishing voice characteristics or background noises.

The Regional Coordinator must be notified immediately and will notify the police by calling 911. The Regional Coordinator on call is to be notified immediately and will make any and all necessary decisions throughout the emergency.

If evacuation is deemed necessary, a Code will be announced and patients will be evacuated. A headcount of all patients is to be taken immediately and any missing patients reported to the Communication Center, which will be in the facility's reception area.

Staff are not to divulge to the patients the reason for the evacuation. Patients should be reassured that they will receive excellent care and that all is well.

Upon arrival, the police and/or fire chief will be placed in charge and provided with floor plans and master keys.

If you find what appears to be a bomb, DON'T PANIC! Try to isolate the item, if possible, by either closing doors or windows. Clear all staff members and patients from the area. Follow the steps outlined above for a bomb threat to notify authorities and commence evacuation.

Study the bomb threat policy in your Safety Manual for further details.

EMERGENCY POWER

The facility has an emergency power battery that will automatically begin operation seconds after loss of power. Emergency power is provided to limited areas, mostly in patient care areas. Any light switch or outlet which is red is supplied with generated power during a power outage.

All exit signs, hallways and the elevator are covered by emergency power.

GENERAL SAFETY CONSIDERATIONS

Each staff member is an additional set of eyes in the battle for a safe facility. If you see something that is a potential safety hazard, you should report it to your supervisor. If there is something that is an immediate danger, please notify maintenance.

FAX/COPIES

The fax and copier are not for personnel use.

MEDICAL EMERGENCY

In the case of a medical emergency call 911.

CONFIDENTIALITY

All staff are to adhere to Confidentiality Laws.

INCIDENT / UNUSUAL OCCURRENCES

In case of observing an unusual occurrence please notify an Empower Staff Member on duty. You will be asked to complete an incident / Unusual Occurrence Report.

SMOKING POLICY

As a Healthcare facility, we recognize the hazards of smoking and discourage this activity. In order to maintain a pleasant environment, smoking is not permitted within or on the facility grounds.

KEYS

Your supervisor will provide you a front door key if indicated to perform job function.

ACCIDENT AND INJURY

In case of an accident and/or injury please notify an Empower Staff Member on duty.

INTRODUCTION TO STAFF

You will also be introduced to Empower staff members that you would interact with relative to your job functions.

CODES

CODE BLUE: This indicates a medical emergency. Appropriate staff will respond to this code. Specific procedures have been outlined and reviewed with nursing staff on this. For staff not involved in the code itself, it is best to stay out of the way. You can contribute to this effort by clearing carts and other items out of the hallway, holding doors for emergency personnel, directing EMTs or ambulance personnel to the area, answering the phone, assisting with patients, etc.

CODE D: This indicates a disaster emergency. There is a comprehensive plan of operation to be implemented in the event of a major disaster within our community. In addition to closing the facility to all unauthorized persons, this plan is designated to insure that sufficient personnel and medical supplies can be made available on short notice to handle such emergency situations. For purpose of disaster preparedness, the facility conducts disaster drills periodically. Instructions concerning your responsibility in the event of a disaster will be given during the orientation program. Further instructions will be provided by your supervisor.

CODE RED: This indicates a fire emergency. Fire safety is of critical importance. During a fire alarm, all staff have specific assignments and responsibilities as outlined in the Fire Plan applicable to their departments. The Fire Plan provides a complete explanation of the departmental fire drill and evacuation procedures. Instructions concerning your responsibilities in the event of a fire will be given during your orientation program. Further instructions will be provided by your supervisor.