

# **SANFORD HEALTH – Thief River Falls M.N. ORIENTATION FOR NON-EMPLOYEE STAFF**

## **Important Internal Telephone Numbers**

Hospital Emergency (internal): 5001  
Security Emergency (internal): 9-911  
Security Non-Emergency: 218-683-4489  
Hospital Switchboard: "0"  
Supply Chain Management: 218-683-4368  
Biomedical Engineering: 218-683-4245  
Central Processing: 218-683-4145  
Maintenance & Engineering: 218-683-4488

## **Outside Telephone Numbers**

Dial "9" to obtain an outside line from any in-house phone.

Cell Phones If you are using a cell phone to call any 5-digit number posted in this booklet, you must first call the area code (if you are from out of state), prefix number, and then five digits; i.e. 218-683-XXXX.

Please abide by the "No Cell Phone" use signage posted in some areas of the hospital.

## **Emergency Codes & Basic Responses**

When responding to unusual events and incidents, Sanford Health employees, vendors, and contractors should follow basic emergency procedures as established at Sanford Health. See the below procedure listings for more information.

To report a hospital emergency, such as a medical emergency (i.e. cardiac arrest), or smoke, or fire, call 911 and provide the appropriate information as requested.

## **Interaction With Patients**

All employees, vendors and contractors are expected to offer a greeting when passing patients and guests. Vendors and contractors should keep patient interactions to a minimum. Refer any patient care questions to the appropriate staff.

## **Identification Badges**

Appropriate identification badges are required to be worn at all times and **visible (above the waist)** while on hospital premises.

## **Confidentiality**

All employees, vendors, and contractors must respect the patient's legal right to privacy and maintain the confidentiality of information regarding patients, Sanford Health staff, and hospital operations. Information concerning patient, staff, or hospital operations must not be discussed inside or outside the facility, except in connection with patient's care and on a need-to-know basis only.

## **Infection Control**

Sanford Health practices standard precautions in all patient care settings. Standard precautions require that gloves be worn whenever contact with blood or other body fluids is possible.

Regular hand hygiene is necessary before and after patient contact, and after glove removal (soap and water or alcohol based foam). Wall hand sanitizers are located throughout the facility. Additional personal protective equipment (PPE), such as masks, gowns, and eye protection, is available as the situation warrants. Sanford staff will direct you to use appropriate precautions on these occasions.

A sign posted on the patient's door will alert you to the level of protection and steps needed to observe the guidelines. Direct any questions to hospital staff before initiating patient contact.

## **Guns**

Sanford Health bans guns on its premises. Law enforcement officials are permitted to carry their weapons when in facility on official business.

## **Parking**

Parking for non-employee staff is available anywhere except in patient designated areas.  
Local police, County deputies/sheriff, or Highway Patrol on-duty may park in the designated parking space.

**Under no circumstances will valet or other designated parking be used.**

### **Tobacco-Free Environment**

Sanford Health is a tobacco-free campus. This is to provide comfort and safety of our staff, patients and visitors. Smoking is NOT allowed anywhere in the hospital or on the campus property.

### **Violence-Free Workplace**

Sanford Health is committed to providing a harassment-free environment in which the talents of a diverse workforce are both valued and respected. Harassment, including sexual harassment, whether verbal or physical, is illegal, unacceptable, and will not be tolerated.

Sanford has a zero tolerance policy for violence in any form (i.e. threatening or intimidating conduct) in the work environment.

## **RESPONSE PROCEDURES**

### **Code Red – FIRE**

Fire, visible smoke, or flame **R.A.C.E.**

**Rescue:** Persons in immediate danger.

**Activate:** Pull fire alarm station. Call 3-1234 to report fire type and location.

**Contain:** Close all doors to area. Inform patients/visitors of situation.

**Evacuate/Extinguish:** Consider own safety.

Using Fire Extinguishers: **P.A.S.S.**

Pull pin from extinguisher.

Aim the hose of the extinguisher.

Squeeze the trigger.

Sweep the area affected.

Movement in a Code Red:

\*You may go through closed doors EXCEPT in affected area.

\*Elevator use NOT allowed stairs may be used.

\*EVACUATE when in evacuation facility.

**DR. ARMSTRONG – Uncontrollable Situation or Combative Person(s)**

Dial 5001.  
Identify self. Give exact location, describe situation. Request Code Green to be called to the area.

**CODE BLUE – Cardiac Arrest.**

Call 5001.  
Clearly report: Location. Incident. Stay on phone. Medical team will respond.

**CODE NINE-NINE – Missing Person**

Call 5001.  
Clearly report: Age, Sex, and Description of person missing (color of clothing, location last seen)

**CODE ADAM – Missing infant/child abduction**

Call 5001  
Clearly report: Age and Sex

**CODE BRAVO**

Any bomb threat received by anyone at Sanford will be assumed to be “Legitimate”.  
Overhead Page: “Attention, all floors, Code Red Bravo” will be repeated three times.

**SUSPICIOUS OBJECTS**

Do **NOT** move or touch the object.  
Notify Security at 9-911 immediately.  
Clearly report location **and** type of object.  
Wait for further direction from Administration/Security

**SUSPICIOUS PERSON(S)**

Call 9-911.  
Clearly report: Location and situation. Give a physical description of suspect (color of clothing, direction they were heading). Stay on the phone.

**NON-EMERGENCY SITUATIONS & SECURITY ESCORTS**

Call (218-683-4488)

Clearly report: Location, incident, physical description. Stay on the phone.

## **ELECTRICAL SAFETY**

Contact 218-684-5846 (Maintenance) or 218-683-4245 (Bio-Med) (internal) if you see any visible problems, overheating, sparks, physical damage, fire, or smoke. Do not attempt to repair equipment yourself.

Be aware of preventive maintenance labeling system used on electrical devices by the hospital.

- Use red emergency electrical outlets for patient care equipment only.
- Disconnect equipment by grasping plug (not the cord) when unplugging.
- Never use electrical appliances around water or moisture.

## **SEVERE WEATHER**

### **Winter Storm Emergency**

Attention all floors: A Winter storm emergency is now in effect.

### **Tornado Warning**

Attention all floors: The National Weather Service has issued a tornado warning for our area.

Move to Lower Level-interior hallway in visiting building.

Assist staff as directed.