

STUDENT SAFETY TRAINING

Lubbock MSIII Orientation – July 5, 2011

PERSONAL SAFETY

Develop an action plan for crime prevention and reporting

- In an emergency, dial 9-911 from any campus phone or 911 off campus or from a pay-phone. You may call 911 free of charge from any pay phone.
- Wear your identification badge at all times while on TTUHSC property.
- Don't leave your personal property unattended or unsecured. Property identification marking assistance is available through the Texas Tech Police Department at 742-2000.
- Keep your office and lab doors locked when you are gone and don't loan your keys to anyone.
- Be aware of your surroundings when you enter and exit an area and report suspicious persons and activities.
- Report obscene, profane, threatening, or harassing telephone calls to a supervisor or the Texas Tech Police Department.
- Tell someone when you are leaving, where you are going, and what time you expect to return.
- Don't walk alone, particularly after dark, and don't take shortcuts. The shortest route is not always the safest.
- Don't become predictable. Vary your routes frequently.
- Drive with your vehicle doors and windows locked and don't pick up hitchhikers.
- Don't accept a ride from anyone you don't know well.
- After hours, you can request a Texas Tech Police escort to your car by calling 743-2000. Waiting times for escorts may vary, depending on other Police duties.
- If you have been a victim of a crime, free counseling is available through Student Services and the Employee Assistance Program (EAP).
- Listen and respond to your instincts - they're usually correct.

EMERGENCY CODES

Code Red - Fire Emergency

In case of fire, follow R-A-C-E procedures.

Rescue anyone who may be in immediate danger.

Activate the nearest fire alarm pull station and call **9-911** from a safe location to report details.

Contain fire by closing, but not locking, doors as you leave the fire area.

Evacuate to pre-assigned location outside the building by moving horizontally away from the fire and then using the stairs to get to the ground level.

Code Brown - Severe Weather/Tornado Emergency

Tornado or severe weather has been sighted in the vicinity or on a collision course with the facility. Prior to a "Code Brown" situation, the following announcements may be issued over the public address system:

Severe weather watch: tornadoes or thunderstorms are expected and could become severe.

Severe weather warning: tornadoes or severe weather have been sighted in area, but not necessarily in the immediate vicinity of the facility.

In the event of a Code Brown, move away from windows, doors, and large open areas and seek shelter immediately in the safe area designated by your Unit Safety Officer or the nearest stairwell.

Code Black - Bomb Threat

Denotes a bomb threat has been received and you should evacuate immediately. Should you receive a bomb threat over the telephone, keep the caller on the phone as long as possible. Direct someone else to call 9-911 and notify the Texas Tech Police Department. Keep the caller on the phone as long as possible and try to find out the exact location of the bomb, when the bomb will detonate, the type of bomb, and the outstanding characteristics of the caller, such as sex, age and race. A complete checklist is available on the Safety Services web site at www.ttuhscc.edu/admin/safety.

Code Blue - Cardio-Respiratory Arrest

Denotes a medical crisis. Involved medical personnel will respond immediately.

Code Green - Internal Disaster

Denotes a minor or major internal disaster situation in which the TTUHSC complex has sustained damage and/or created circumstances which necessitated immediate relocation of occupants or evacuation of facility. If the "Code Green" is in your immediate area, evacuate

immediately. Otherwise, close all doors and do not leave your area until you are directed to evacuate or the code is called "All Clear".

Code Yellow - External Disaster

Minor: denotes an external disaster situation in which University Medical Center expects to receive 10 to 15 patients who will require significant emergency treatment.

Major: denotes an external disaster in which University Medical Center expects to receive more than 15 patients who will require significant emergency care. Those who have been assigned disaster response duties should take immediate action. All others should avoid contact with UMC during this emergency.

Code White - Building Evacuation

This is used for internal disasters or any situation requiring evacuation of the entire facility. If a "Code White" is announced, you should evacuate immediately, using the pre-determined evacuation routes.

Code Pink - A child is missing or has been abducted.

Clear corridors and do not allow patients or visitors to leave the clinic areas. Observe movement in public areas and report any suspicious activity to the TTU Police.

TTU Police: 9-911 or 743-2000.

ENVIRONMENTAL SAFETY

Medical Waste

Regulated medical waste (also known as red bag, infectious, biomedical, and biohazardous waste) is any solid or liquid waste that can cause infectious disease or harbors human pathogenic organisms. It includes items such as needles, syringes, gloves, and laboratory and surgical supplies which have been in contact with blood, blood products, bodily fluids, cultures or stocks of infectious agents. However, with the exception of sharps, only waste that contains liquid blood or other potentially infectious material that is saturated or would drip if compressed must be placed in a biohazard container for special disposal.

All contaminated sharps (any contaminated object that can penetrate the skin such as needles, syringes, scalpel and razor blades, broken glass or capillary tubes), must be disposed of in an approved sharps containers immediately after use. Contaminated needles will not be bent, broken, recapped, or removed. Also, despite the safety mechanisms on products such as self-sheathing needles and retractable lancets, these items must be placed in sharps container after use.

Unless saturated with blood or body fluids or known to be infectious, the following items should not be placed in the biohazardous trash: vinyl or latex gloves, bandages, diapers, examination table paper, disposable speculums, sanitary napkins, Q-tips, Kleenex, tongue depressors, paper towels, cups, casts, packaging, or disposable gowns and foot covers.

Personal Protective Equipment (PPE)

TTUHSC provides the necessary personal protective equipment and clothing required for employees and students to be protected from exposure to hazardous material in their work area. Supervisors are responsible for providing appropriate PPE for employees and students, as well as ensuring applicable training and proper use of applicable PPE.

Employees and students are responsible for using the correct PPE when handling hazardous substances or when working in a hazardous environment and should monitor PPE for flaws or defects. Before leaving the work area, employees and students must remove all PPE and place it in the designated area or container for washing, decontamination or disposal.

INFECTIOUS DISEASE EXPOSURE CONTROL

Bloodborne Pathogen Transmission

All bloodborne pathogens are transmitted in the same ways: through body fluids, such as saliva, semen, vaginal secretions, and other body fluids visibly contaminated with blood. Bloodborne pathogens may enter the body and infect a person through a variety of means, including an accidental injury with a sharp object contaminated with infectious material, such as needles, broken glass, or anything that can pierce, puncture, or cut skin; through open cuts, nicks and skin abrasions, even dermatitis and acne; as well as the mucous membranes of the mouth, nose and eyes; and through indirect transmission, such as touching a contaminated object or surface and transferring the infectious material to the mouth, eyes, nose, or open skin.

Reducing the Risks

Many people carry bloodborne infections without exhibiting any visible symptoms. Some do not even know they are infectious. **Universal precautions** resolve this by requiring that all human blood and body fluids be treated as infectious.

- Don't bend, recap, shear or break contaminated needles.
- Do place all contaminated sharps and materials in appropriate puncture-resistant, leak-proof biohazard containers.
- Do report any sharps containers that are missing, mounted too high, or are otherwise not easily accessible.
- Do wash hands frequently because it inhibits the transfer of contamination from the hands to other parts of the body and is a key element in reducing the spread of infection.

- Do wash or flush with water as soon as possible if skin or mucous membranes come in direct contact with blood.
- Don't eat, drink, smoke, apply cosmetics or lip balms, or handle contact lenses where you may be exposed to blood.
- Don't keep food and/or drinks in refrigerators, freezers, cabinets, or on shelves, countertops or benchtops where there may be blood or other potentially infectious materials.

Hand Hygiene Guideline

According to the Centers for Disease Control, Clean hands is the single most important factor for preventing the spread of infectious diseases, and the spread of dangerous germs, including antibiotic resistance in health care settings. Just from contact with body secretions, health-care workers' hands can carry bacteria, viruses, and fungi that may be potentially infectious to others. Hand washing and/or the use of alcohol-based handrubs is necessary *before* and *after* situations in which hands are likely to become contaminated, especially:

- Before preparing/serving food, eating, drinking or snacking
- After contact with mucous membranes, blood and body fluids, and secretions or excretions
- After contact with contaminated items such as chemicals, trash, hazardous waste, equipment or work surfaces
- After coughing or sneezing or touching ears, mouth or hair
- After using the restroom

Even if gloves are worn, hand washing is still extremely important when gloves are removed. Gloves may become perforated and bacteria can multiply rapidly on gloved hands. Proper hand washing technique is vital to infection control. Just rinsing with water is not enough. For thorough cleaning:

- Wet hands with warm, running water.
- Apply a non-abrasive soap and rub hands together vigorously for at least 10-15 seconds. Wash all surfaces thoroughly including wrists, palms, back of hands, fingers, and under fingernails.
- Rinse thoroughly. To avoid recontamination, do not touch the sink or faucet.
- Dry arms and hands using a disposable paper towel. Pat your skin, rather than rubbing, to avoid chapping.
- Use the towel to turn off the water and open the door.

RESPIRATORY PROTECTION

Where respiratory protection is required, TTUHSC will provide medical evaluations, respirators, and training at no cost to employees or students (HSC OP 75.12). Each department is responsible for providing NIOSH-certified respirators approved for protection from *M. tuberculosis*. All respirators will be issued on an individual basis, and only personnel who have undergone medical evaluation, fit testing, and appropriate training will be issued a respirator.

A physician or other professionally licensed health care professional (PLHCP) will review the required medical questionnaire and render a medical evaluation to determine the covered personnel's ability to use a respirator before he/she is fit tested or required to use the respirator in the workplace.