



Middlesex Hospital Safety & Security **Employee Orientation & Guide**

Contacting Protective Services (Security)

- Officers on duty 24/7 ready to assist; patrols made regularly
- Main Security Office located on the first floor of the hospital
 - Staffed hours Monday through Friday
 - 7:30a-8:30a; 11:30a-12:30p; 2:30p-3:30p
- Phone and pager numbers for non-emergency situations (Prefix 358)
 - Security Office x6596
 - Emergency Department Security Post x6598
 - On-Duty Supervisor x5900
 - Safety and Emergency Management Coordinator, Kevin McGinty, x5908
 - Operations Manager, Patrick Murray x4021
 - Protective Services Department Director, Jim Hite, x6597
 - Lost and Found - Volunteer Services, x6735
- Call x55 for all emergencies
- E-mail that will reach all Security Officers: "Security@midhosp.org"
 - Please be mindful; this email group contains over 40 contacts.

Badges

- Obtained in Protective Services (Security) Department
- Photo identification; badges should be worn in a visible location at all times
- Type of badge issued; depends on hospital role
- Kronos number; For punching in/out at the timeclock and cafeteria/gift shop purchases
- Badge access; Access authorization according to your position

Escort Service

- Security Officers provide 24/7 vehicle escorts; call x5900

Smoking Policy

- No smoking in hospital or on hospital property

Weapons

- Hospital policy prohibits possession of firearms, explosives or other weapons
- Weapons carried by law enforcement officers exempt in most areas
- Further information located in weapon policy in hospital Safety Manual

Lost and Found

- Volunteer Services maintains the Lost and Found, x6735

Safety Manual

- Safety Manual available to all departments electronically; on the intranet
- Hard copies located in Security Department

Parking

- All employees required to provide current vehicle information to Security and must display a hospital vehicle parking sticker or hanger
- Employees are to park at Greenfield, Ball Field, St. Mary's or the State Building for 1st shift, Monday through Friday.
- 2nd & 3rd shift employees may park in the employee garage after 1:00 pm.
- All staff may park in the employee garage on the weekend on any shift.
- Middlesex Mutual Parking Garage; Apply with Security Department
- Shuttle service available; Middlesex Mutual Garage and State Building
- Students and Interns should park at the State Building; 117 Main Street Extension
- If you come to visit, a note should be put on the dashboard of your vehicle indicating this
- Lock your vehicle; put anything of value i.e. electronics, cell phones, purses, in the trunk

Security may provide assistance with jump-starting vehicles; however, we cannot help you gain access due to locking your keys inside it.

Incident Reporting

- Don't be afraid to report incidents; occurrences must be documented
- Notify your supervisor when an injury occurs and/or if you are not sure how to report an incident

Workplace Violence

- Workplace violence is any physical assault, threatening behavior, or verbal abuse occurring in the work setting. This includes all patients, visitors and coworkers
- All workplace violence incidents must be reported to security by calling x5900
- Workplace Violence Hotline x6325 for anonymous reporting
- Anonymous reporting form; Security Intranet page, under "forms"

Life Safety Deficiencies:

- Do not do the following:
 - Prop doors
 - Block fire extinguishers
 - Block pull stations
 - Block exits
 - Clutter hallways

Fire Procedures

- Code for fire scenarios is “Dr. Pyro”
- Fire drills are held routinely
- Site location and rooms are to be tagged as evacuated and appropriate
- Fire Site / Evacuation tags are located with fire extinguishers
- Review in depth fire procedure for your area – including fire doors, safe compartments, evacuation routes

RACE Procedure:

R-Rescue:

- Remove person in immediate danger and close off that area

A-Alarm/activate

- Pull the nearest fire alarm pull box; also Dial “55”

C-Contain

- Close doors and windows

E-Evacuate

- To nearest safe compartment; extinguish if safe to do so

Fire Extinguisher Types:

- ABC
 - Effective on all classes of fire; can be used on A (combustible), B (liquid), C (electrical) fires
- K
 - Wet Chemical; Effective for fighting fires involving cooking fats, grease, oils
 - Only use after Ansul (kitchen fire suppression) system has been discharged
- MRI Safe-
 - White Co2 extinguishers that have been cleared for use around the magnet

Live Fire Extinguisher Training:

- Employees of designated departments must complete live fire extinguisher training
- All other employees are encouraged to complete the training as well
- Schedule posted on Security Intranet page and shared with department managers.

Fire Extinguisher Usage (PASS)

- P: Pull the pin
- A: Aim at the base of the fire
- S: Squeeze the handle
- S: Sweep side to side at the base of the fire

Fire Response Tips:

- Do not use an elevator during a Dr. Pyro
- No microwave popcorn, ever, anywhere
- Do not leave microwaves unattended when in use
- Know locations of exits, fire pull stations, fire extinguishers and room tags
- Keep stairwells and exits free from clutter
- Tag rooms after making certain no one is inside, close the door after tagging
- If door is hot to touch, do not open it
- Understand importance of knowing what to do in the event of a fire scenario

Disaster Announcements

- **Plan D**
 - External or internal disaster
- **Dr. Pep**
 - Evacuation of patients from the hospital
- **Special Drill In Effect**
 - Bomb threat
- **Dr. Ida**
 - Infant door alarm for Pregnancy & Birth Center and Pediatrics
- **Dr. Strong**
 - Threatening, aggressive or violent situation
- **Dr. Flood**
 - Internal flooding situation
- **Team A**
 - Cardiac Arrest/person requiring cardiopulmonary resuscitation
- **Team P**
 - Medical emergency for persons under 18
- **Radiation Drill In Effect**
 - Radiation contaminated patient
- **EMR**
 - Medical emergency for non-patients
- **Rapid Response Team**
 - Used when a floor is summoning help from a medical team to assess a patient whose medical condition has rapidly deteriorated
- **Dr. Stork**

- Pregnancy & Birth Center emergency notification for any medical emergency involving a pregnant person
- **Armed Intruder/Active Shooter**
 - Active Shooter/Armed Intruder - employees should be aware of the best possible means of providing protection if there was an active shooter in the area.
 - Run/Evacuate
 - Hide/Shelter
 - Fight/Take Action
- **Lockdown**
 - All or part of the building is locked due to a threat or urgent situation

x55 Designated Switchboard Emergency Phone Number

[Department of Safety and Security Website](#)
(click on link)