



QUINCY FAMILY PRACTICE

EMERGENCY EVACUATION PROCEDURES

If the alarm goes off, follow these procedures as quickly and orderly as possible. Safety officers will attempt to determine if this is a false alarm. Should it be a false alarm, the safety officers will notify staff and patients it is clear to return.

1. Close your office door. Do not take anything with you. Those in offices, conference room or library on the academic side of the building should exit through the physician entrance on the north side of the building. Report to the parking lot north across College Street. Remain there until a head count is completed or a safety officer has issued the "All clear".
2. Front end and transcription staff are responsible for checking the front rest rooms. Staff is to lead all patients in front area out the main entrance and across 11th street. Stand along the fence until a head count is completed and the safety officer has issued the "All Clear".
3. Physicians in clinic, nursing and lab personnel are responsible for clearing patients out of exam rooms, procedure rooms and lab. All doors should be closed after rooms are cleared. Patients may either be evacuated out the front door, across 11th Street to the fence on the west side of the street or out the door on the southeast corner of the building. Those exiting this door should remain in the parking lot on the south side of Oak until a head count is taken or the safety officer issues the "All Clear".
4. Blessing Hospital, if it initiates storm emergency procedures, (tornado or severe thunder storm) will notify Quincy FP switchboard immediately. The switchboard announces a severe storm warning through the overhead speaker system. Physicians and staff lead patients as quickly as possible to either of the center hallways. Close all doors after each room has been emptied. Remain in the hallway until a safety officer issues the "All Clear".
5. In case of an earthquake, staff in each area are to lead patients out of the building as quickly as possible following the emergency exit procedures outlined above with the one exception being, do not take the time to close any doors. A quick orderly exit is of the utmost importance. Remain in your emergency exit location until a safety officer gives the "All Clear" to return to the building or recommends staff return home because the building is unsafe.

6. In case of a chemical spill notify lab at ext. 5740 and administration at ext. 5770 or 5771. If the spill is over 500 ml, this is considered a major spill and Blessing Hospital Environmental Services should be called at ext. 6722. Absorbent is kept in the lab.

Quincy FP Safety Officers – Area Coverage (back up)
Jeanne Hill – FP Center (Sue Aschemann)
Lois Schlueter – Business Office & Lab (Lorraine LaLond)
Mary Ann Epley – Academic Offices (Linda Savage)
Amy Hudelson – Front Area (Chris Drummond)
Joan Miller RN – Clinic Area (Dinah Davidson-Durinda Meyer)

Quincy Infection Control Number: 217-224-9484; ext. 5759

Blessing Hospital Security Extension 6725

Contact Blessing Hospital in an EMERGENCY: Call Blessing operator at ext. 5494. Ask them to page security to Quincy Family Practice at the extension you can be reached at.

In case of evacuation or violent patient we may use Blessing Hotline – 5555. This rings directly to Blessing operator and they handle as an emergency

To call Quincy police or fire – press 9 and dial 911.

To report an injury to either a patient or staff member, call Sue Aschemann at ext. 5770 or Jeanne Hill at ext. 5771. See attached Addendum A for procedures.



Southern
Illinois University
School of Medicine

Addendum A

Report a Patient/Visitor Accident/Injury

Please follow these established guidelines for the reporting of patient /visitor injuries.

If the injury occurs on Blessing Hospital grounds such as the parking lot, sidewalks, etc., please call the Blessing operator. Blessing Hospital will page Blessing security to Quincy Family Practice to report the accident. Please give the operator a contact for security personnel to notify. Blessing Hospital will complete all required documentation. The security personnel will notify the patient/visitor of their policy/procedures. Please notify the Quincy Family Practice Administrator or Assistant Administrator that an accident occurred and that Blessing security was notified.

If the injury occurs within the SIU School of Medicine Quincy Family Practice Center, please contact the Administrator, or the Assistant Administrator. They will complete a SIU School of Medicine Incident Report that will be forwarded to SIU Security. SIU School of Medicine Quincy Family Practice providers may provide medical attention to a patient/visitor whose injury occurred within the facility. In the absence of the Administrator, or Assistant Administrator, the nursing staff has available the SIU incident report forms. Please complete and give to the Administrator or Assistant Administrator for handling.

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