

CLINICAL OPERATIONS PROCEDURE

Fire Procedure

Children's Health Center, Daniels, Lake Crystal, Main, Mapleton, North, Sleep Center, Urgent Care Adams and Wickersham

Fire is a danger that every healthcare worker must take seriously. It is the policy of the Mankato Clinic, Ltd. to protect the building occupants from fire and the products of combustion. The clinic meets the threat of fire in two ways: by preventing fires from starting and by being prepared in case a fire does break out. In the event of a fire, clinic personnel are to act calmly, deliberately and confidently.

Important Things to Know:

- **“RACE”**
Rescue patients, visitors, staff from the immediate area
Activate the alarm system-overhead page
Contain the fire
Extinguish the fire with fire extinguisher

- **“PASS”** (When using a fire extinguisher)
Pull pin
Aim nozzle at the base of the fire
Squeeze handle to activate contents
Sweep nozzle along base of fire

Procedure If Staff Person/s Come Upon A Fire:

1. Stay calm.
2. **Rescue** patients, visitors, staff away from immediate area to an area past the nearest set of fire doors. Be prepared to evacuate building as directed by Clinic Manager/designee.
3. **Activate the alarm system-Pull fire alarm/call 911**
4. **Per Location: Dial appropriate extension to overhead page:**
 - Children's Health Center: 2800
 - Daniels: 3090
 - Lake Crystal: 2810
 - Main: 2825
 - Mapleton: 2704
 - North: 2850
 - Sleep Center (Front Desk): 8520
 - Urgent Care Adams (Front Desk): 2061
 - Wickersham: 2800
5. **Announce Overhead: “FIRE located in _____ (specify area/location)” Repeat 3 times.**
6. **Check** rooms and close doors.
7. If **Evacuation** is NOT necessary, wait for **“Fire all clear”** announcement before returning to area.
8. If **Evacuation** IS NECESSARY- Follow the evacuation procedure for your location.

To be taken directly to your Evacuation Procedure:

- Using you mouse, place curser over desired location
- Hit “ctrl” button and click location

[Daniels Evacuation Procedure:](#)

[Lake Crystal Evacuation Procedure:](#)

[Main Evacuation Procedure:](#)

[Mapleton Evacuation Procedure:](#)

[North Evacuation Procedure:](#)

[Sleep Center Evacuation Procedure:](#)

[Urgent Care Adams Evacuation Procedure:](#)

[Wickersham Evacuation Procedure:](#)

Children’s Health Center Evacuation Procedure:

1. Exit Routes:

West Staff Entrance, by elevator #3: Facing employee parking lot.

Utility Door: Facing employee parking lot.

Lobby: Facing Hwy 22 and guest parking lot.

East link door way: leads to Wickersham.

2. It is important for all occupants to know what exits to use AND what exits not to use. Staff in each Department/area should make sure all occupants have heard that evacuation is necessary and is taking place.
3. Each Manager/designated staff will direct all patients, visitors, and staff within his/her department to exit and then gather outside the building in the FRONT parking lot on EAST side of building (the public/visitor parking lot). It is important to move at least 100 feet away from the building.
4. The main elevators in the center of the building run on emergency power, so they should work unless the fire is in the vicinity of the elevator. The service elevators do not have emergency power so they cannot be used.
 - If main elevators cannot be used, and you have a wheelchair bound patient please do one of the following:
 - If patient can be lifted, please call overhead page for assistance if needed.
 - If patient cannot be lifted or helped down the stairwell in their wheelchair, staff should place the patient in a safe area away from the fire and notify the fire department immediately of their exact location as they are evacuating the building.
5. Fire Department will notify staff when it is safe to go back into the building.

Designated Staff/Control Panel Operators

*Include persons from Maintenance, Housekeeping and CSR.

*Are responsible for securing building in an emergency

*During a FIRE, are responsible for checking and identifying the specific location of fire on the alarm panel

Central Registration Staff

*Be aware of activated alarm light

*Direct firemen to the location of the fire

*Keep front entry area clear

*Check the public restroom areas for occupants

*Assist occupants out of building during evacuation

Maintenance/Housekeeping Personnel

*Direct fire fighters to location of fire when they are using delivery entrance to enter building

*Maintenance Technician's "designated staff" patients, staff,
Person also (see above)

Department Managers or designated staff

*Make decision to evacuate building (may be made with help of fire fighters, law enforcement, etc. depending on type of emergency)

*Provides evacuation directives to visitors during any type of emergency
*Responsible for securing your department before exiting the building.

***ALL staff in ALL departments/areas should be aware of and assist in helping anyone who may need assistance getting out of building during evacuation. Nursing may use paging system or runners to request help.**

*Clinic Manager/designee is responsible for completing the "Fire Drill Evaluation" form after a drill AND an actual FIRE situation. Retain copy in clinic. Send original to the Director of Building Operations located at the main Clinic and a copy to Employee Health at Urgent Care Adams

Daniels Evacuation Procedure:

1. **Exit Routes:**

MAIN ENTRY: Located on SOUTH side of building

SIDE EXITS: One located in Receiving Area and other is "Employee" entrance. Both are on WEST side of the building.

BACK EXIT: Located on NORTH corner of building between physicians' offices.

2. When announcing an evacuation, it is important to include which exit/s to use AND not to use AND which part of the building to stay away from. Staff should quickly check all rooms to verify that all occupants have heard that evacuation is taking place AND that all people are accounted for. Business Office staff/Receptionist should check the public restroom areas when evacuating.
3. Clinic Manager/designee will direct all patients, visitors, and staff to exit and then gather outside of building in the parking lot on SOUTH SIDE of building. Clinic Manager/designee will take roll call once people are outside of building. It is important to move at least 100 feet away from the building.
4. Under NO circumstances should any personnel, patients, visitors go back into building. If you think someone is still in the building, notify the Clinic Manager/designee and/or fire fighters immediately.
5. Fire fighters will notify staff when it is safe to go back into the building by giving the "FIRE all clear" announcement.

**When fire fighters arrive, clinic staff should direct them to the location of fire.

****Clinic Manager/designee will complete the “Fire Drill Evaluation” form after a drill AND an actual FIRE. Keep ORIGINAL AT CLINIC, send a COPY to Employee Health located at Urgent Care Adams.**

Lake Crystal Evacuation Procedure:

Procedure for Evacuating Building:

1. **Exit Routes:**
“Door One”: Located on EAST side of building, looking out at Murphy Street. (Main entrance to clinic)
“Door Two”: Located on WEST side of building, looking out at the employee parking lot
2. When announcing an evacuation, it is important to include which exits to use and not to use AND which part of the building to stay away from. Staff should quickly check all rooms to verify that all occupants have heard the announcement.
3. Clinic Manager/designee will direct all patients, visitors, and staff to exit and then gather outside of building on the NORTH portion of the main packing lot. Clinic Manager/designee will take roll call once people are outside of building. It is important to move at least 100 feet away from the building.
5. Under NO circumstances should any personnel, patients, visitors go back into building. If you think someone is still in the building, notify the Clinic Manager/designee and/or fire fighters immediately.
6. Fire fighters notify staff when it is safe to go back into the building by giving the “FIRE all clear” announcement.

Other Important Things to Know:

Front Desk Staff Responsibilities:

- ✓ **Announce the “FIRE” AND give specific location 3 times over the paging system (x2810)**
- ✓ Call 911 (If unable to call from clinic, go to nearest phone and place call) ****Once call is made, Lake Crystal Fire Department and Police Department are automatically notified.**
- ✓ Meet fire fighters and give specific location of the fire.
- ✓ If evacuation is NOT necessary, announce “FIRE all clear” 3 times over the paging system when notified to do so.

Clinic Manager/Designee Responsibilities:

- ✓ Direct all patients, visitors, staff to exit and gather outside building on NORTH portion of main parking lot when an evacuation of building is necessary
- ✓ Take roll call of all patients, visitors, staff once the evacuation has occurred
- ✓ Notify fire fighters when it is thought that someone may still be in the building
- ✓ Get directives from fire fighters that it is safe to go back into building.
- ✓ Complete the “Fire Drill Evaluation” form after a drill AND an actual FIRE situation. **Keep ORIGINAL AT CLINIC, send a COPY to Employee Health at Urgent Care Adams.**

All Staff Responsibilities:

- ✓ Check rooms in your area and assist patients, visitors, staff in moving to safe location and, when necessary, evacuating building
- ✓ Remain with patients, visitors, and other staff
- ✓ Notify Clinic Manager/designee and/or fire fighters if you feel someone is still in the building

***Lake Crystal Clinic staff is responsible for securing the building during emergency situation. This includes supplying information on the emergency status and making decisions regarding the safety and welfare of the building's occupants.**

*When Fire Department arrives, they may assume responsibility for securing the building/situation.

****Clinic Manager/designee will complete the "Fire Drill Evaluation" form after a drill AND an actual FIRE. Keep ORIGINAL AT CLINIC, send a COPY to Employee Health located at Urgent Care Adams.**

Main Evacuation Procedure:

**Decision to evacuate will be made by Maintenance Department (Director of Building Operations & Maintenance Technicians). Maintenance staff is the designated "Fire Control Panel Operators". They are responsible for securing the building in ANY type of emergency. They will respond directly to the location of the emergency to take command of the situation. (In the event of a FIRE emergency, staff are to follow all instructions from Maintenance. Mankato Fire Department may assume responsibility of situation when they arrive at clinic.)

*****For evening and weekend emergencies requiring evacuation:** Urgent Care staff will take charge of the situation until fire fighters arrive on the scene.

1. **Main Clinic's Designated Exits:** (See Maps of clinic for specific "pathways/routes" to exits)

***EMPLOYEE Entrance at EAST END of building facing the Dickinson Street Employee Parking Lot.**

***MAIN/FRONT Entrance at SOUTHEAST SIDE of building facing Patient/Visitor parking lot.**

***1st FLOOR:**

***Exit to hospital on WEST end of building.**

***Exit to lawn area between clinic and hospital SOUTHWEST side of building.**

***Exit out in "Receiving Area" on WEST end of building.**

***LOWER Level exit to hospital**

It is important for occupants to know what exit/s to use AND what exit/s not to use in the event of a fire and/or other emergency. Be alert to what information is given in evacuation announcement. Quickly check ALL rooms (including restrooms) to make sure all occupants are aware that an evacuation of the building is necessary and is taking place. Assist patients, visitors, and staff as necessary.

1. The Main elevators in the center of the building run on emergency power, so they should work unless the fire is in the vicinity of the elevator. The service elevators do not have emergency power so they cannot be used.

If main elevators cannot be used, and you have a wheelchair bound patient please do one of the following:

- If patient can be lifted, please call overhead page for assistance if needed.
- If patient cannot be lifted or helped down the stairwell in their wheelchair, staff should place the patient in a safe area away from the fire and notify the fire department immediately of their exact location as they are evacuating the building

2. Department Director/Coordinator/designee will direct patients, visitors, staff to take appropriate route to the appropriate exit/s, AND will instruct all to gather in the DICKINSON STREET EMPLOYEE PARKING LOT once outside the building. Directors/Coordinators/designee will take roll call of the patients, visitors, and staff.
3. Under NO circumstances should any patients, visitors, or staff go back into building. If you think someone is still in the building, notify a Director/Coordinator/designee and/or a fire fighter immediately.
4. For FIRE situation, fire fighters will notify the appropriate person/s when it is safe to go back into the building. For other types of emergencies, appropriate authorities responding to emergency will notify the appropriate clinic person/s when it is safe to enter building.

****Clinic Manager/designee will complete the “Fire Drill Evaluation” form after a drill AND an actual FIRE. Keep ORIGINAL AT CLINIC, send a COPY to Employee Health located at Urgent Care Adams.**

MAPLETON Evacuation Procedure:

Procedure for Evacuating Building:

1. **Exit Routes:**
 - ***Back Entrance:** Located on SOUTH side of building, looking out at the employee parking lot.
 - ***Main Entrance:** Located on NORTH side of building, looking out onto Main Street.
 - ***To exit Lower Level:** One stairway that comes out by Front Desk area and one stairway that comes out into MAIN entrance of clinic.
2. When announcing an evacuation, it is important to include which exits to use and not to use, which stairways to use and not to use, and which part of the building to stay away from. Staff should quickly check every room in the clinic to verify that all occupants have heard the announcement.
3. Clinic Manager/designee will direct all patients, visitors, and staff to exit and then gather outside of building in the BANK’S parking lot. Clinic Manager/designee will take roll call once people are outside of building. It is important to stay at least 100 feet away from the building.
4. Under NO circumstances should any personnel, patients, visitors go back into building. If you think someone is still in the building, notify the Clinic Manager/designee and/or fire fighters immediately.
5. Fire fighters notify staff when it is safe to go back into the building by giving the “FIRE all clear” announcement.

***Clinic Manager/designee will complete the “Fire Drill Evaluation” form after a drill AND an actual FIRE situation. Keep ORIGINAL AT CLINIC, send a COPY to Employee Health located at Urgent Care Adams.**

***Mapleton Clinic staff is responsible for securing the building during emergency situation. This includes supplying information on the emergency status and making decisions regarding the safety and welfare of the building’s occupants.**

*When Fire Department arrives, they may assume responsibility for securing the building/situation.

NORTH Evacuation Procedure: **Procedure for Evacuating Building:**

Exit Routes:

“Door One”: Located on SOUTH side of building, looking out at main parking lot. (MAIN entrance)

“Door Two”: Located on SOUTHEAST side of building, at end of hallway, looking out at Lookout Drive & SCTC.

“Door Three”: Located on SOUTHWEST side of building, at end of hallway, looking out at Pleasant View Drive & the employee parking lot.

“Door Four”: Located on NORTHWEST side of building, at end of hallway, looking out at Pleasant View Drive & the employee parking lot.

“Door Five”: Located on NORTHEAST side of building, at end of hallway, by the “Mechanical Room”.

1. When announcing an evacuation, it is important to include which exits to use and not to use AND which part of the building to stay away from.
2. Staff should quickly check all rooms to verify that all occupants have heard the announcement.
3. Clinic Manager/designee will direct all patients, visitors, and staff to exit and then gather outside of building on SOUTH SIDE of MAIN parking lot. Clinic Manager/designee will take roll call once all people are outside of building. It is important to move at least 100 feet away from the building.
4. Under NO circumstances should any personnel, patients, visitors go back into building. If you think someone is still in the building, notify the Clinic Manager/designee and/or the fire fighters immediately.
 - Fire fighters will notify staff when it is safe to go back into the building by giving the “FIRE all clear” announcement.

Other Important Things to Know:

***North Mankato Clinic staff is responsible for securing the building during an emergency situation. Securing the building includes supplying information on the emergency status and making decisions regarding the safety and welfare of the building’s occupants.**

***Front Desk staff is to repeat FIRE announcement three (3) times AND make 911 call when alerted to do so. (911 MUST be called in order to activate the Fire Department since clinic does not have red alarm pull handles within the building.)**

***If Front Desk is unable to call 911 from the building, they are to go to nearest phone and place the call.**

***When Fire Department arrives, they assume responsibility of the situation.**

***Clinic Manager/designee is responsible for completing the “Fire Drill Evaluation” form after a drill AND an actual FIRE situation. Retain copy in clinic. Send original to the Director of Building Operations located at the main Clinic and a copy to Employee Health at Urgent Care Adams.**

Sleep Center Evacuation Procedure:

If evacuation is necessary, all staff and patients are to **gather in the grassy area**, across the parking lot, on the West side of the building.

You may exit the building through the front patient entrance on the West side of the building, or the staff entrance on the East side of the building. ***Firefighters will notify staff when it is safe to go back into the building “FIRE ALL CLEAR**

*Clinic Manager/designee is responsible for completing the “Fire Drill Evaluation” form after a drill AND an actual FIRE situation. Retain copy in clinic. Send original to the Director of Building Operations located at the main Clinic and a copy to Employee Health at Urgent Care Adams.

Urgent Care Adams Evacuation Procedure:

1. **Exit Routes:**

MAIN ENTRANCES: Located on NORTH AND EAST side of building.

BACK EXIT: Located on WEST side of the building, which is the back side of the Urgent Care Adams building, also the employee entrance.

2. When announcing an evacuation, it is important to include which exit/s to use AND not to use AND which part of the building to stay away from. Staff should quickly check all rooms to verify that all occupants have heard that evacuation is taking place AND that all people are accounted for. Receptionist should check the public restroom areas when evacuating and employee health or another staff member should check the staff bathroom.
3. Clinic Manager/designee will direct all patients, visitors, and staff to exit and then gather outside of building in the parking lot on NORTH SIDE of building. Clinic Manager/designee will take roll call once people are outside of building. It is important to move at least 100 feet away from the building.
4. Under NO circumstances should any personnel, patients, visitors go back into building. If you think someone is still in the building, notify the Clinic Manager/designee and/or fire fighters immediately.
5. Fire fighters will notify staff when it is safe to go back into the building by giving the “FIRE all clear” announcement.

**When fire fighters arrive, clinic staff should direct them to the location of fire.

Clinic Manager/designee will complete the “Fire Drill Evaluation” form after a drill AND an actual FIRE situation. **Keep ORIGINAL AT CLINIC, send a COPY to Employee Health located at Urgent Care Adams

Wickersham Evacuation Procedure:

***DO NOT USE ELEVATOR.**

Exit Routes:

- **FRONT entrance.** Located on EAST side of building, FIRST FLOOR, facing Hwy 22 and guest parking lot.
- **BACK entrance.** Located on WEST side of building, FIRST FLOOR, facing employee parking area.

- **Back CONNECTOR**, FIRST FLOOR, going to Mankato Surgery Center.
- **Back DELIVERY** area. Located by Central Supply/Maintenance on FIRST FLOOR.
 1. It is important for all occupants to know what exits to use AND what exits not to use. Staff in each Department/area should make sure all occupants have heard that evacuation is necessary and is taking place.
 2. Each Manager/designated staff will direct all patients, visitors, and staff within his/her department to exit and then gather outside the building in the FRONT parking lot on EAST side of building (the public/visitor parking lot). It is important to move at least 100 feet away from the building. **Remember: DO NOT USE ELEVATOR.**
 3. Main elevators cannot be used. If you have a wheelchair bound patient please do one of the following:
 - If patient can be lifted, please call overhead page for assistance if needed.
 - If patient cannot be lifted or helped down the stairwell in their wheelchair, staff should place the patient in a safe area away from the fire and notify the fire department immediately of their exact location as they are evacuating the building
 4. Under NO circumstances should any staff, patients or visitors go back into the building. If you think someone is still in the building, notify your department's Manager/delegated staff and/or fire fighters immediately.
 5. Fire Department will notify staff when it is safe to go back into the building.

Designated Staff/Control Panel Operators

*Include persons from Maintenance, Housekeeping and CSR.

*Are responsible for securing building in an emergency

*During a FIRE, are responsible for checking and identifying the specific location of fire on the alarm panel

Central Registration Staff

*Be aware of activated alarm light

*Direct firemen to the location of the fire

*Keep front entry area clear

*Check the public restroom areas for occupants

*Assist occupants out of building during evacuation

Maintenance/Housekeeping Personnel staff

*Direct fire fighters to location of fire when (may be made with they are using delivery entrance to enter etc. depending building

*Maintenance Technician is a "designated staff" patients, staff, Person also (see above)

*Complete the "Fire Drill Evaluation" Form.

Keep original at clinic. Send a copy to the Quality Management Dept.

Department Managers or designated

*Make decision to evacuate building

help of fire fighters, law enforcement,

on type of emergency)

*Provides evacuation directives to

visitors during any type of emergency

*Responsible for securing your department before exiting the building.

***ALL staff in ALL departments/areas should be aware of and assist in helping anyone who may need assistance getting out of building during evacuation. Nursing may use paging system or runners to request help.**

*Clinic Manager/designee is responsible for completing the “Fire Drill Evaluation” form after a drill AND an actual FIRE situation. Retain copy in clinic. Send original to the Director of Building Operations located at the main Clinic and a copy to Employee Health at Urgent Care Adams

Document Management & Maintenance History

Procedure Number: EAP-007		
Director: Laurie Dahl		
Author: Lara Birk		
Contributors:		
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Maintenance History		
<i>Date:</i>	<i>Action Taken:</i>	<i>Reason for Change:</i>
11/12/2014	Add Content	Addition of Children’s Health Center
5/13/2016	Remove Content	Express location closed
Content developed and approved by the following committees:	Other:	Date:
	Other:	Date:
	Other:	Date:
Next Review Date: May 1 st 2017		
Retirement Date:		

The following table provides a summary of the modifications to the document:

- Date of action.
- Action taken: review; add/change/delete content; discontinue or retire document.
- The reason for the change: change in law; change in practices, no changes made.

CLINICAL OPERATIONS PROCEDURE

Lock Down Procedure

Children's Health Center, Daniels, Lake Crystal, Main, Mapleton, North, Sleep Center, Urgent Care Adams and Wickersham

Mankato Clinic has implemented a "lock down" procedure in the event that the clinic needs to limit access into and out of the building to:

1. Protect those employees, patients, and visitors from a known outside threat.

Procedure for LOCK DOWN:

1. Staff may call 911 to alert them of an immediate threat against the Mankato Clinic, Ltd (Specify your location)
 - If city officials call the clinic to notify us of a threat, we do not need to call 911 again.
2. If there is reasonable and reliable information that the clinic may be threatened from outside the building, notify Administration of the threat.
3. ADMINISTRATION CONTACT LIST:

-Laurie Dahl: 317-8726	-Keith Bauer: 317-3035
-Dan Hart: 380-9272	-Bruce Leonard: 317-6819
-Julie Gerndt: 381-4457	-Marcia Bahr: 327-2375
-Randy Farrow: 612-812-7357	-Steve Hatkin: 763-548-4913
4. Administration may elect to call a "Lock Down". Whoever receives the call to begin "Lock Down" will announce the code overhead by dialing:
 - **Children's Health Center: 2800**
 - **Daniels: 3090**
 - **Lake Crystal: 2810**
 - **Main: 2825**
 - **Mapleton: 2704**
 - **North: 2850**
 - **Sleep Center (Front Desk): 8520**
 - **Urgent Care Adams (Front Desk): 2061**
 - **Wickersham: 2800**

Announce overhead the following message: "This Mankato Clinic site is on Lock Down, staff please proceed to your Assigned entrance and ensure no one enters or exits the building" repeat the announcement 3 (three) times.

ACTION: Staff should go to their Assigned entrance and ensure no one enters and are advised NOT TO EXIT the building.

Children's Health Center

West Staff entrance by elevator#3: Pediatrics: South nurse station send one nurse.

Utility Door West and Stairwell: I.T. send one staff.

East Stairwell: R.O.I. send one staff.

Lobby: D.S. send one staff, and Pediatrics send one staff

East Link Doorway: Pediatrics: North nurse station, send one nurse.

MAIN CLINIC

LOWER LEVEL: Basement link to the hospital: Staff from Lab
Receiving door: Maintenance staff

FIRST FLOOR: East employee entrance: Radiology staff
Lobby front door: GI/ENDO staff
Central registration staff
Urgent Care staff
Hospital Link: Neurology staff
Cardiology/Nuclear Medicine staff
West employee entrance: Maintenance staff

WICKERSHAM CLINIC

Main Front Door: Eye care center staff
Central registration staff
Foot and Ankle staff
Back Employee Entrance: Family Practice and Allergy staff
ENT staff
Receiving Door and Link to MSC: Maintenance staff

ALL OTHER CLINIC LOCATIONS

Staff members at each location will secure all entrances/exits:

Main patient entrance

Employee entrance

Receiving door

5. Post a sign at all doors stating "THIS LOCATION IS CURRENTLY CLOSED"
6. **If a person forcibly enters the building, call 911 immediately.**
7. Remain in a central location away from doors and windows or as directed by law enforcement. Until the "Lock down All Clear" Is called.

Situational Dependent:

- It may make more sense for patient to remain in building. (i.e.: violent event in the parking lot)
- In another situation may make more sense for patient to leave building for their safety. (i.e.: site notified of a potential y violent person coming to our location)

Document Management & Maintenance History

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Author: Lara Birk		
Contributors:		
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11/12/2014	Add Content	Addition of Children's Health Center
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CLINICAL OPERATIONS PROCEDURE

Missing Person Procedure

Children's Health Center, Daniels, Lake Crystal, Main, Mapleton, North, Sleep Center, Urgent Care Adams and Wickersham

Mankato Clinic has implemented a "Missing Person" procedure in the event that the clinic needs to limit access into and out of the building to:

1. Locate lost or missing patients, visitors, or children.

Procedure for Missing Person:

1. Announce "Missing Person" code overhead by dialing:

- Children's Health Center: 2800
- Daniels: 3090
- Lake Crystal: 2810
- Main: 2825
- Mapleton: 2704
- North: 2850
- Sleep Center(Front Desk): 8520
- Urgent Care Adams (Front Desk): 2061
- Wickersham: 2800

Repeat Missing Person announcement 3 (three) times.

2. A representative (code member) from each department will report to the department that announced the code.
3. The following information will be shared about the missing person:
 - a. Name
 - b. Age
 - c. Clothing
 - d. Where they were last seen
 - e. Locations and hallways that need to be searched

Return to your areas and relay the patient description to other employees.

4. **A second representative from each department will report to your assigned entrance: See Below**

Children's Health Center

West Staff entrance by elevator#3: Pediatrics: South nurse station send one nurse.

Utility Door West and Stairwell: I.T. send one staff.

East Stairwell: R.O.I. send one staff.

Lobby: D.S. send one staff, and Pediatrics send one staff

East Link Doorway: Pediatrics: North nurse station, send one nurse.

MAIN CLINIC

LOWER LEVEL: Basement link to the Hospital: Staff from Lab

Receiving Door: Maintenance staff

FIRST FLOOR: East Employee Entrance: Radiology staff

Lobby Front door: GI/ENDO staff

Central Registration staff

Urgent Care staff

Hospital Link: Neurology staff

Cardiology/Nuclear medicine staff

West Employee Entrance: Maintenance staff

WICKERSHAM CLINIC

Main Front Door: Eye Care Center staff

Central Registration staff

Foot and Ankle staff

Back Employee Entrance: Family Practice and Allergy staff

ENT staff

Receiving Door and Link to MSC: Maintenance staff

ALL OTHER CLINIC LOCATIONS

Staff members at each location will secure all entrances/exits:

Main patient entrance

Employee entrance

Receiving door

5. **ACTION: Staff should go to their assigned entrance and ensure no one enters or exits the building.** Inform visitors that we are in a missing person lock down and NO ONE is able to enter or exit the building until "all Clear" is called.
6. Once the missing person is found announce an overhead page: **"Missing Person All Clear"**.
7. The missing person will be returned to the department/area they went missing from.
8. **If lost/missing person is not found after 15 minutes: Contact 911 for assistance.**

Document Management & Maintenance History

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Author: Lara Birk		
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- The reason for the change: change in law; change in practices, no changes made.



Tornado Procedure

(Children’s Health Center, Daniels, Dermatology at Rivers Edge, Lake Crystal, Main, Mapleton, North, Sleep Center, Urgent Care Adams and Wickersham)

In the event of severe weather, Mankato Clinic, Ltd. will do everything possible to protect personnel, patients and their families, and visitors.

Important Things to Know:

- **“Severe Weather”** Includes heavy rains, lightening, hail, high winds and tornados.
- **“Tornado WATCH”** Conditions are favorable for severe weather or tornados to develop.
- **“Tornado WARNING”** Severe weather or one or more tornados have actually been sighted and there may be danger to life and property if protective measures are not taken by people who are in its path.
- **“Safe Area”** Area within clinic where there is no OUTSIDE windows and doors.

Procedure for Tornado WATCH:

- ✓ “Weather Alert” radio should be turned on. Regular radio/s should be tuned to local stations for additional weather updates.
- ✓ Staff should remain on alert for the development of worsening weather and/or tornado WARNING.
- ✓ Staff should pull drapes/blinds and close doors to rooms not being used in preparation for possible tornado warning.

Procedure for Tornado WARNING/or Tornado drill:

- ✓ **Check** all rooms (including restrooms) AND close room doors.
- ✓ **Gather** flashlights and radios.

When the weather station, weather alert radios or weather app announce a Tornado WARNING for our county, we need to announce the following information overhead:

- **A Tornado WARNING is in effect for _____ County. We encourage our patients, visitors and staff to stay in the building for safety. Staff please direct people to an inner hallway or the lower level until the all clear is announced.**
- **For a Tornado DRILL we will announce the following: We are having a Tornado Drill; Staff please direct people to an inner hallway until the all clear is announced.**
 - **Please repeat this announcement 3 times**
- Overhead Paging by location:
 - Children’s Health Center: 2800
 - Daniels: 3090
 - Dermatology at Rivers Edge (Front desk): 2837
 - Lake Crystal: 2810
 - Main: 2825

- Mapleton: 2704
- North: 2850
- Sleep Center (front desk): 8520
- Urgent Care Adams (front desk): 2061
- Wickersham: 2800

- ✓ **Move** patients, visitors, staff to **INSIDE hallways AWAY from outside windows and doors** (i.e. exam rooms, procedure rooms near nurses' station. These are considered "safe areas" within the clinic.)
- ✓ **Remain** in safe area/s until the "All clear" announcement has been made by local radio station and/or the "Weather Alert" radio.

****Clinic Manager/designee is responsible for completing the "Tornado Report" form after a drill AND after an actual tornado event has occurred. Keep ORIGINAL AT CLINIC; send a COPY to the Safety Specialist located at Urgent Care on Adams.**

Document Management & Maintenance History

Procedure Number: EAP-003			
Director: Laurie Dahl			
Author: Lara Birk			
Contributors:			
Origination Date: 6/25/2013			
Maintenance History			
Date:	Action Taken:	Reason for Change:	
11/12/2014	Add Content	Addition of Children's Health Center	
2/12/2016	Delete Content	Express location closed	
05/2016	Review and Update	Change in Practices	
04/2017	Review and Update	Addition of Dermatology at Rivers Edge	
Content developed and approved by the following committees:		Other:	Date:
		Other:	Date:
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The above table provides a summary of the modifications to the document:

- Date of action.
- Action taken: review; add/change/delete content; discontinue or retire document.
- The reason for the change: change in law; change in practices, no changes made.