



CLIFTON T. PERKINS HOSPITAL CENTER

8450 Dorsey Run Road, Jessup, MD 20794

Contractor Safety Reference Sheet



Tool Management

- Inventory your tools / fasteners down to the last nail or screw ahead of time - **even 1 dropped screw can become a weapon.**
- Be prepared review the entire inventory with security at the sally port coming and going.
- Track all your tools & count your fasteners while in the patient area.
- **NEVER** leave your tools unattended, all tools and materials are to be secured and/or supervised, AT ALL TIMES, in such a manner as to prevent patient access.
- **DO NOT** block the egress unless prior approval was given in planning meetings.



Dress Code & PPE

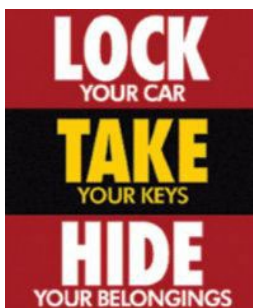
- Follow hospital infection control protocols, such as wearing a mask in patient areas.
- Contractor is to dress in a professional / appropriate manner –



- No sleeveless shirts
- Shirts must be worn at all times
- No shirts with logos depicting tobacco, alcohol, gangs, violence, profane language, etc.



- Contractor may not use of any type of profane language.



Smoke Free

- CTPHC maintains a “Smoke Free” environment.
- No smoking or the use of any tobacco is permitted on the hospital grounds.
- No alcohol, drugs, weapons or other contraband (as determined by the hospital) shall be brought onto the premises.



- **NO FRATERNIZATION WITH THE PATIENT POPULATIONS** (ie: cannot provide food, money, tobacco, matches, fluids, drugs, etc.)

Patients Confidentiality

- Every contractor MUST sign an Acknowledgement of Confidentiality Form.
- All information & issues involving patients are considered **STRICTLY CONFIDENTIAL**.
- Photographing patients or their information is a **VIOLATION** of patient confidentiality.
- Prior approval must be obtained if contractor wishes to photograph or video. CTPHC reserves the right to confiscate any and all photographs, negatives, video tapes, CELL PHONES, and any other materials obtained to this violation.
- To ensure patient confidentiality, please refrain from all Cell Phone Usage in the Patient Care Areas.



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EMERGENCY CODES

Code	Description	What You, the Contractor, Should Do
Code RED	Fire	<ol style="list-style-type: none"> 1. If fire is observed, pull alarm or notify staff to DIAL 5 to report the fire. Use R.A.C.E or P.A.S.S. if necessary. 2. Stop all work activity and quietly move any walkway obstructions then stand against the nearest wall. 3. Follow security escort directions. Do not evacuate unless directed. 4. If instruction given, Evacuate with the Ward Unit.
Code PINK	Infant Abduction	<ol style="list-style-type: none"> 1. This code is unlikely to occur but stop all work activity and quietly move any walkway obstructions then stand against the nearest wall. 2. Follow security escort directions.
Code BLUE	Medical Emergency	<ol style="list-style-type: none"> 1. If a medical emergency is observed, notify the nearest staff member to report it by DIAL 5. 2. Stop all work activity and quietly move any walkway obstructions then stand against the nearest wall. 3. Follow security escort directions.
Code GREEN	Combative Person	<ol style="list-style-type: none"> 1. If a combative person is observed, DO NOT ENGAGE, move away from the situation. 2. Notify the nearest staff member to report it by DIAL 5. 3. Stop all work activity, follow security escort directions or quietly move any walkway obstructions, gather tools then stand against the nearest wall to await instructions.
Code GOLD	Bomb Threat	<ol style="list-style-type: none"> 1. Follow security escort directions.
Code GRAY	Elopement	<ol style="list-style-type: none"> 1. Follow security escort directions.
Code ORANGE	Hazard Spill/Release	<ol style="list-style-type: none"> 1. In the event of a chemical spill or environmental hazard, leave the area, if possible close doors to reduce chances of vapors or gases from spreading. 2. Keep people away from the area and notify nearest staff member to report it by DIAL 5. 3. Follow security escort directions and do not re-enter until authorized by emergency personnel.
Code PURPLE	Security Response (such as contraband search)	<ol style="list-style-type: none"> 1. If a security response is observed, DO NOT ENGAGE. 2. Stop all work activity, follow security escort directions or quietly move any walkway obstructions, gather tools then stand against the nearest wall to await instructions.
Code YELLOW	Disaster	<ol style="list-style-type: none"> 1. Notify the nearest staff member to report it by DIAL 5. 2. Stop all work activity, follow security escort directions or quietly move any walkway obstructions, gather tools then stand against the nearest wall to await instructions.
Code SILVER	Active Shooter	<ol style="list-style-type: none"> 1. If an active shooter is observed, notify the nearest staff member to report it by DIAL 5. 2. Follow directions as employees secure the immediate area, lock or barricade doors if able. 3. If instruction given, Evacuate with the Ward Unit.

R.A.C.E. Fire Response Code Word

R = Rescue - anyone in the immediate vicinity of the fire

A = Alarm - pull the fire alarm station or DIAL 5 on a hospital phone

C = Contain – the smoke / fire by closing all doors to rooms and corridors, especially the fire area.

E = Extinguish – If safe to do so, Evacuate the immediate area if necessary.

P.A.S.S. Directions for Fire Extinguisher

P = Pull – the pin at the top of the extinguisher

A = Aim – the nozzle toward the base of the fire

S = Squeeze – the handle lever to discharge the extinguisher

S = Sweep – nozzle back & forth toward the base of the fire.