

Miscellaneous

Internal Building Meeting spot – per announcement

External Evacuation assembly area – Outside at top of Parking Lot (far end of “U”).

Reference the SHC policy: Emergency Evacuation Procedures @

<http://shs-manual.ucsc.edu/policy/emergency-evacuation-procedures>

Overhead page for Medical Emergency – “CODE BLUE” + location

Overhead page for show of force – “DR. SLUG” + location

Overhead page to lock the doors & close shades – “ALL STAFF SECURE THE BUILDING”

Reference the SHC policy: Emergency Announcement Procedure/Paging System @

<http://shs-manual.ucsc.edu/document/paging-system>

Emergency survival guide posters – exits, stairwells, elevators

Emergency exit maps – at exits

Panic Alarms denoted with a small RED triangle

After Hours Care handouts - at each main entrance X 5

MSDS available from EH&S homepage

http://ehs.ucsc.edu/msds_and_chemical_info/

Student Affairs Care Line to report students in distress = 459-3456

“See, Say, Do”

CruzAlert - UC Santa Cruz's emergency notification system. The below website explains the system & allows staff to sign-up or update their CruzAlert contact info

<http://emergency.ucsc.edu/cruzalert/cruzalert-emergency-notification-system>

Training video on how to prepare & respond to violence (20 minutes):

<http://www.ucop.edu/riskmgmt/eoc-training.html> (Please view)

Safety Scavenger Hunt (South Wing)

3 Fire Extinguishers - back door, near Insurance & Medical Records, Break-room 1328

2 Panic Alarms - Billing office 1334, Insurance office 1304

2 Fire Alarms - back door, door near parking lot

2 Paper process packets - Medical Records (Master), Billing office 1334
Reference SHC policy: Emergency Mode Operations Paper Systems

Procedure @

<http://shs-manual.ucsc.edu/search/node/paper%20process>

Hand sanitizer station – Insurance lobby

Flash lights

Shred bins – Mail Room 1307

Battery recycling – Mail Room 1307

Chocolate Bin - 1332

Safety Scavenger Hunt (East Wing Floor 1)

ADA door actuator

Patient masks. Reference SHC policy: Proactive Isolation Precautions @

<http://shs-manual.ucsc.edu/content/proactive-isolation-precautions>

3 Fire Extinguishers - end of hall & near Pharmacy & in SHOP

1 Hazard binder/MSDS - Pharmacy

3 Panic Alarms - Pharmacy, SHOP 1420A, Maggie's office 1442

3 Fire Alarms - end of hall, at entrance near Pharmacy, Administrative Offices exit

1 Paper process packet - Pharmacy Files/Emergency

Sharps Solutions – Medicine disposal and home sharps – Pharmacy
Reference SHC policy: Medical Waste Management Plan @

<http://shs-manual.ucsc.edu/document/medical-waste-management-plan>

Flash Light – Pharmacy end of counter

Hand sanitizer station – Pharmacy lobby

2 CERT Backpacks - Robert and Diane's offices - 1448 & 1450 (Emergency Operations packs with supplies for trained leaders)

Safety Scavenger Hunt (Basement)

5 ADA door actuators

Patient masks

1 O2 tank w pocket mask, ambu bag, stethoscope, blood pressure cuff, O2 mask & nasal canula, oral airway, record keeping form; back hallway

Reference SHC policy: Responding to Medical Emergencies @

<http://shs-manual.ucsc.edu/policy/responding-medical-emergencies>

1 Spill Kit - under clean sink in Lab.

Reference SHC policy: Hazardous Emergencies @

<http://shs-manual.ucsc.edu/policy/hazardous-emergencies-0>

2 Fire Extinguishers - Lobby, Back Lab Hallway

3 Hazard Binders/MSDS - Lab + Dirty Utility 0236, Central Supply 0240, X-ray Dark Room 0246A

2 Panic Alarms - Lab, X-ray office desk

2 Fire Alarms - Lab back hallway, Lobby

2 Eye Wash - Lab near dirty sink, X-ray by processor

2 Paper process packets - Lab in wall file, X-ray office

1 Exhaust hood - Lab

1 Medical/Biohazardous Waste – Central Supply 0240

Reference SHC policy: Hazardous Waste Management @

<http://shs-manual.ucsc.edu/policy/hazardous-waste-management>

1 Campus Emergency Blue Phone – Outside main basement door

N-95 Masks - Central Supply

Blood Glucose Monitor – Phlebotomy drawer near wall

Shred Bins. Reference SHC policy: Citizenship @

<http://shs-manual.ucsc.edu/policy/citizenship>

Flash Lights

Hand sanitizer station – basement lobby

Safety Scavenger Hunt (West Wing Floor 1)

ADA door actuator

Hand sanitizer station

Patient masks

1 O2 tank w pocket mask, ambu bag, stethoscope, blood pressure cuff, O2 mask & nasal canula, oral airway, record keeping form; 1229

2 Spill Kits - 1229, Dirty Utility 1236

2 Anaphylaxis kits - 1229, Nurse's station

4 Fire Extinguishers - near shower 1240, end of UC near Rm 1, between bathrooms in SDC, near the elevator/solarium

1 Hazard binders/MSDS - Nurse's station 1215

4 Panic Alarms - Nurse's station X2, Reception under 1st station, Triage 1

5 Fire Alarms - Front doors, near courtyard door in long hall, near Triage, at stairwell door, Conference Room

N95 masks - 1215

2 Paper process packets - Nurse's station, Front Desk/Reception

2 Eye Wash Stations - bathroom next to office 1214 (*use hand held shower*) and Morgan Lens - 1229

1 AED/ Red Cart - 1229

Flash Lights - 1229, Exam Rooms, Triage 2 bottom of cart, Nurse's Station

Shred Bin – long hall alcove

Safety Scavenger Hunt (West Wing Floor 2)

Patient masks

Hand sanitizer station

ADA door actuator

1 O2 tank w pocket mask, ambu bag, stethoscope, blood pressure cuff, O2 mask & nasal canula, oral airway, record keeping form; 2256

3 UCSC Disaster Medical Kits/Duffle Bags (see attach content list) - 2101

2 Spill Kits - Nurse's Station, 2236

4 Anaphylaxis kits - Nurse's Station, 2256, 2218, 2212

4 Fire Extinguishers; each exit – near stairwell, lobby, internal hallways near lobby X 2

1 Hazard binders/MSDS - Nurse's Station 2219

4 Panic Alarms - Nurse's Station X 2, 2201, Reception

2 Fire Alarms - Front Door, Stairwell

1 Disaster radio; Nurse's Station 2219 – Use during campus emergency to communicate with Emergency Operations and Student Affairs

4 PAPR's - 2101 - plus 4 extra batteries (changed weekly by Dave B.)

N95 masks - 2201 and Nurse's Station, 2101

2 Paper process packets - Nurse's Station 2219, Reception

1 Needle Stick Protocol - Nurse's Station 2219

See SHC policy: Workers Compensation for UCSC Employees @ <http://shs-manual.ucsc.edu/document/workers-compensation-ucsc-employees>

1 Eye Wash - 2256

Liquid Nitrogen - Nurse's Station 2219

Flash Lights - Exam rooms

Shred bins

Safety Scavenger Hunt (East Wing Floor 2)

ADA door actuator

Hand sanitizer station

2 Fire Alarms – at each end of hallway

3 Fire Extinguishers – at each end of hallway and internal entrance to group room

Shred bin

Panic Alarms – offices (Info Only = no need to look)

Abdominal Pads – 1 pkg (7 each)

Alcohol Wipes – 1 box

Band-Aids – 2 boxes

Bandages: 4" x 180" – 1 box (12 each)

2" x 180 – 1 box (12 each)

Ace Bandages – 2" – 2 each

Ace Bandages – 4" – 6 each

Blanket-rescue – 2 each

First Aid booklet – 1 each

Gauze: Xeroform Petrolatum – 1 box

Gloves – Powder free nitrile – 1 box Large

Hand Sanitizer – alcohol based – 1 bottle *Expiration Date:* _____

Ice packs – instant – 2 each

Notebook – 1 each

Pocket Mask – 1 each

Povidine Solution – 1 bottle *Expiration Date:* _____

Sheets – 2 each

Sphgmomanometer (black case) – 1 each

Splints: Arm – 2 each

Leg (exterior of kit) – 2 each

Sponges: Gauze 2" x 2" – 1 package

Gauze 4" x 4" – 1 package

Stethoscope – 1 each

Tape: 1" – 1 package (7 rolls)

2" – 1 package (7 rolls)

Misc: (box in kit)

Airways (assorted) – 4 each

Felt tip pens: Red & Black – 1 each

Pencil – 1 each

Penlights – 6 each

AM/FM radio – 1 each

AA batteries – 2 each *Expiration Date:*_____

D batteries – 2 each *Expiration Date:*_____

Scissors – 1 pair

Soap bars – 2 each

Digital Thermometers – 1 each + covers

Triage tags – 1 package

2012 Name:_____ Date:_____

2013 Name:_____ Date:_____

2014 Name:_____ Date:_____