



**Orientation and Competency for:**

Contracted Employees

Vendors

Residents

Affiliated Students

Professional Guests

Job Shadows

**Instructions:**

Please read the following Emergency Preparedness Procedures and Competency Policies thoroughly.



# Emergency Preparedness Procedures

# Bomb Threat Checklist

The following is a checklist to be utilized by a staff member receiving a call which threatens safety or security.

Complete all possible items immediately following the call.

**Do not hang up.**

## 1. Caller's name and location

2. Sex  Male  Female

3. Age  Adult  Child

## 4. Bomb Facts (ask caller the following)

- When will it go off?
- Building
- Exact Location
- Why was it placed

5. Call  Local  Long Distance

Record the number on the caller ID window

## 6. Voice Characteristics

### Tone

- Loud
- Soft
- High Pitch
- Low Pitch
- Stutter

### Speech

- Fast
- Slow
- Distorted
- Cursing
- Slurred

### Language

- Excellent
- Good
- Fair
- Raspy
- Nasal
- Lisp
- Disguised
- Poor
- Pleasant

### Accent

- Local
- Not Local

### Manner

- Poor Grammar
- Well-Spoken
- Taped
- Message Read
- Emotional
- Irrational
- Deliberate
- Laughing

## 7. Background Noise

- Office Machine
- Factory Machines
- Bedlam
- Animals
- Quiet
- Street Traffic
- Airplanes
- Train
- Voices
- Music
- PA System
- Radios
- Party
- Static

# OrthoNebraska Emergency Information

## For Code Announcements call 5555

For 911 response use these locations:

### OrthoNebraska Hospital

2808 South 143rd Plaza Omaha, NE 68144

### Oakview Medical Building

2727 South 144th Street Omaha, NE 68144

Specify "East A or B or West A or B entrances, or  
Emergency Department

### Arbor Street Building

2425 South 114<sup>th</sup> Street 2<sup>nd</sup> Floor, Omaha, NE  
68144

### Administration

Administrator on Call ext. 1021 (402-609-1021)

Administration Office ext. 1000 (402-609-1000)

### Facilities/Building Management

Manager ext. 1102 (402-609-1102)

Security Coordinator ext. 1100 (402-609-1100)

### Safety Coordinator/ Decontamination

ext. 2605 (402-609-2605)

cell 402-699-7074

### Infection Preventionist

ext. 2603 (402-609-2603)

cell 402-216-6663

### Environmental Services Coordinator

ext. 1121 (402-609-1121)

cell 402-289-7676

### Biomed Engineering

ext. 1106 (402-609-1106)

### Nebraska Regional Poison Center

Toll Free (1-800-222-1222)

Metro Area 402-955-5555

### Hospital Command Center

Administration Conference Room

ext. 1086 (402-609-1086)

(Emergency situation only)

### Backup Hospital Command Center

Arbor St. Building Treehouse Conference Room

ext. 1095 (402-609-1095)

# Active Shooter (Code Silver)

## Policy EC 60

If an active shooter, (someone who is trying to kill people with a firearm, knife, or weapon is in your vicinity:

**Dial 911 to report “Code Silver” and location of the assailant. Call ext. 5555 when it is safe to do so.** Even if you activated a panic button try to call 911 to relay “Active shooter”. The Emergency Department Access Representative will overhead page a “Code Silver” announcement 3 times. Silence your cell phone. Do **NOT** activate the fire alarm.

Take one of the following actions:

- 1. HIDE** – out of the shooter’s view, block entry to your hiding place, turn off lights, and lock doors. Lie flat. Do not huddle with a group of people. Follow police instructions.
- 2. EVACUATE** – have an escape route and plan in mind. Leave your belongings behind, except your cell phone. Keep your hands visible. Follow police instructions.

# Behavioral Emergency

## EC 12-Hostile/Aggressive/Violent Patients & Visitors

For assistance in securing an out-of-control patient, visitor or staff member who presents an immediate danger to self or others, or any dangerous or life-threatening situations:

1. If you feel you are in danger, dial **911**. Advise the dispatcher of your location and explain the situation in detail. You may also press a panic button (location described on the right).
2. The responding police officer determines who will take charge.
3. Complete Patient/Visitor/Student Incident Report.

### Dr. Strong: Policy EC 12-Hostile/Aggressive /Violent Patients and Visitors

If there is a patient or visitor whom is upset, angry, or other out of the ordinary behavior, which is not immediately dangerous to life and health, and you feel that the situation can be handled internally without calling the police, you may call ext. 5555 the Emergency Department Access Representative. Tell the Emergency Department Access Representative you have a behavioral situation requiring assistance, and to overhead page “Dr. Strong”. State your exact location. A team of OrthoNebraska Hospital responders will report to the location to assist you with the person.

“Dr. Strong” is available M-F during day shift hours. Call 911 on night shift and weekends if you feel threatened.

Panic Button Locations	Department Location
OrthoNebraska Hospital	Lobby Access Desk
	Patient Financial Counselor
	2nd Floor Inpatient East/West Nurses Stations
(OMB) Oakview Medical Building	Clinic Level 1 Access Desk Clinic
	L- 1 POD’s X-ray, Clinic L -2 Access Desk
	Clinic Level 2 POD’s DME, Therapy Pool, OT Hand Clinic Suite 218
	Sports R. Center, Outp. 218, Imaging Desk, Imaging Tech Room
	Administration, Suite 205 desk, ED Front Desk, ED Nurse S. 1, ED Nurse S. 2
(ASB) Arbor St. Building	OMB Info Desk, Rheumatology Access Desk, Infusion Nurse Station
All Exit Doors	

# Blood and/or Body Fluid Exposure

In the event of an exposure to body fluid or blood the individual should:

## Body Fluid Exposure

### 1. Provide immediate first aid:

- For a splash into eyes, flush eyes with lots of water (15 min. minimum).
- For a needle stick, cut, wound or splash onto the body or mucous membrane other than the eyes, wash the exposed body part with lots of soap and water.
- Remove soiled clothing, place in biohazard bag. Contact infection Preventionists for cleaning of contaminated clothing (402-609-2604),

### 2. Call Nebraska Medical Center Post-Exposure Paging at 402-888-OUCH.

### 3. Complete appropriate Incident Report Form and notify your Manager.

### 4. If exposure occurs from patient contact, do not allow the patient to leave before contacting The Nebraska Medicine Employee Health (402-888-OUCH).

## Blood Spill

Use the spill kits located in your department or obtain and use appropriate PPE.

### 1. Contain Spill

### 2. Secure Area

### 3. Absorb blood

### 4. Disinfect with disinfectant

### 5. Contact EVS (402-609-1121) if further assistance is needed

# Bomb Threat

## If you receive a telephone bomb threat:

1. Do not hang up.
2. Remain calm.
3. Try to prolong the conversation. Use the Bomb Threat Checklist.
4. Note what you hear (noises, accents, etc.).
5. Does the caller seem to know about OrthoNebraska Hospital?

**Dial 911 and report the bomb threat to the authorities. Give exact location and building. Then call the Administrator/Administrator on Call, ext. 1021.**

Identify yourself and give the dispatcher all the information you have about the call/caller.

After the call, complete the bomb threat checklist.

Do not use a cell phone, radio, or pager. Do not use the light switch.

## If you discover a bomb, suspicious item, or a package:

1. Leave it untouched, if you are handed the package or item, put it down on a stable surface with as little disturbance as possible. Don't carry it to another location or show others.
2. Call 911, then call Facilities Manager at ext. 1101 (402-609-1101).
3. If directed, evacuate your area, preparing patients to leave.
4. If evacuation is necessary, follow evacuation routes for fire.
5. Complete a list of important information and an incident report.

# Cardiac Arrest (Code Blue)

## Policy PC 12-AEDs and Crash Carts

### **OrthoNebraska Hospital (other than Surgery) & Oakview Medical Building:**

1. Dial ext. 5555 and inform the Emergency Department Access Representative that a Code Blue has been activated and state location. Do not hang up until the ED Access Representative has verified the information. The ED Access Representative will overhead page "Code Blue" and (location) 3 times.
2. In the Oakview Medical Building - A nurse from the ED and physician, if available, will respond to the code location and bring a stretcher for transport. Once critical care has been completed the patient will be transported to the ED for further care. Anesthesia will respond if available. For Code Blue in the public restrooms, use landmarks to identify which restroom (Oakview Medical Building, 2nd floor public women's public restroom by Ortho West Clinic")
3. Initiate BLS and ACLS protocols. Crash Carts/Defibrillators are located in Surgery, PACU, Pre-Op, 2 West inpatient floor, ED, and Outpatient Surgery Pre/Post Op. The AEDs are located behind the hospital front desk, Outpatient Therapy, MRI, Aquatic Therapy, and Sports Conditioning Center. Contact the patient's primary and admitting physician(s) for telephone support. In the absence of a physician, the RN is responsible for directing the Code Blue.
4. Call 911 if additional assistance is warranted.
5. If the patient requires transfer to another facility, the Patient Facility Transfer Policy (MS-12) shall be initiated.
6. Complete an incident report and contact Administrator on Call as soon as possible.

### **Arbor Street Building:**

1. Summon help, assess patient and initiate BLS if necessary.
2. AED is located on the wall, by the doorway, which divides the two main areas of ASB.
3. Call 911.
4. Continue BLS until the EMS/911 takes over care of the patient.
5. Assist rescue team as needed.
6. Complete an incident report and contact AOC as soon as possible.

### **OrthoNebraska Clinics (Ortho & Rheumatology):**

1. Initiate BLS/ACLS protocols contact a physician/physician assistant in clinic for assistance. Defibrillators are located behind the Outpatient Therapy, MRI, Aquatic Therapy, and Sports Conditioning Center. In the absence of a physician/physician assistant, the RN is responsible for directing the Code Blue.
2. Once critical care has been completed the patient will be transported to the ED for further care by wheelchair.
3. If patient is not responding to critical care, call 911.
4. Continue BLS until the EMS/911 takes over care of the patient.
5. Assist rescue team as needed.
6. Complete an incident report and contact AOC as soon as possible.

# MSDS Retrieval/Chemical Spill/Splashes

## Policy EC 42-Hazard Communication & EC 45-Chemical Spill Response

Safety Data Sheets (SDS) are documents that contain safety information on potential hazards of chemicals used in the hospital (health, fire, reactivity, and environmental). SDS can be accessed at OrthoNebraska Hospital online through the intranet home page. Click on "Safety/Security"; then, "Online SDS". Enter product/chemical in the search bar.

### Chemical Splash First Aid

- **Eye Contact** - Flush eyes (with eyelids open) with water for a minimum of 15 minutes and seek medical attention. If contacts are present, remove before flushing eyes.
- **Skin Contact** - Promptly remove any contaminated clothing and flush the affected area with water for a minimum of 15 minutes. Use a safety shower when contact is extensive. Seek medical attention.

1. **Clean Up of a Small Chemical Spill: Use spill cleanup kits located in your Department.** If you spill a chemical, you are responsible for the cleanup. Don personal protective equipment (PPE)-double nitrile gloves, gown, surgical mask and visor.
2. Contain Spill - cover area with blue or other pad (Chux) or towel.
3. Isolate spill area - place caution sign at spill site and prevent access.
4. Place potentially contaminated PPE and blue pads in a sealed clear plastic bag.
5. For Hospital contact OrthoNebraska Safety Coordinator at ext. 2605 for proper disposal guidelines.  
For Clinic contact Compliance Coordinator at ext. 2609 for proper disposal guidelines.

**Formalin Spill** - Use Formaldehyde spill kit located in OrthoNebraska Hospital Surgery EVS closet.

- **Mercury Spill** - Contact Safety at extension 2605 or cell 402-699-7074 for mercury spills.
- **Report** - In all instances of employee exposure an incident report will be completed, and Employee Health will be notified.
- In the event of a large chemical spill call 911 for Hazmat Response.

**Hazardous Material is any product that has the following signal words on the label:**

Caution	Warning	Corrosive
Explosive	Danger	Toxic
Flammable	Reactive	Under Pressure

# Child/Infant Abduction (Code Adam)

## Policy EC 32

Protection of infants and children while in our facility is a responsibility of all staff personnel. Children can become victims of abductions by strangers as well as non-custodial parents and family members. Small children should never be left alone. Be alert to any unusual situation or behavior that might put an infant or child at risk, such as:

- Confrontations by two or more individuals over a child/infant.
- Calls or questions from strangers or non-custodial parents regarding when appointments are scheduled.
- Strangers or non-custodial parents inquiring about building layout or emergency exits.
- Disturbance which could be a diversion to facilitate abduction.
- Frightened child refusing to go with an unfamiliar adult.

When a member of OrthoNebraska staff is notified of a missing child, the OrthoNebraska staff member will gather the following: Description (age, color of hair, color of eyes, gender, etc.); Clothing being worn & where last seen; Advise the reporting party to remain where they are in case additional information is needed.

### Notification

**OrthoNebraska Hospital & Oakview Medical Building, dial ext. 5555. Inform ED Access Representative who will announce Code Adam via overhead page three times.**

**Staff member to call Administrator/Administrator on Call 402-609-1021 (1021).**

**Call 911 if necessary.**

### OrthoNebraska Hospital: Exit Monitoring Locations

1. Patient Access - Main Entrance
2. Post Op - PACU/Recovery Door
3. Pre Op - East Exit
4. Surgery Desk - West Exit
5. Inpatient 2 West - West Stairwell
6. 2 East - East stairwell  
(2W will place a person here if 2E is not occupied)
7. Facilities - Garage Exit

### First Floor Oakview Medical Building: Exit Monitoring Locations

1. Information Desk -1st Floor Main hallway and East A Entrance
2. ED Patient Access - ED ambulance and main ED entrances
3. Emergency Department - ED door to corridor and South exit
4. Outpatient Surgery Scheduling Desk - monitor waiting area and East A entrance
5. Pre/Post Op/PACU-monitor the corridor, looking in both directions
6. Imaging view the hallway to the East B entrance
7. First Floor Sports Conditioning Center- North hallway and exit.
8. L1 Clinic view East B exit.

### Second Floor Oakview Medical Building: Exit Monitoring Locations

1. Physical Therapy Access - West B entrance; observe long hallway to the south and stairway to the 1st
2. Physical/Occupational Therapy - the North stairwell
3. Administration - Monitor the corridor and West A Entrance
4. Rheumatology/Infusion Center: Monitor the South Stairwell
5. L2 Clinic to monitor Skywalk Door

**Refer to OrthoNebraska Hospital's Safe Haven Policy (PC-105) for Abandonment of Infant Circumstances.**



## Civil Disturbance

- Patients are to remain in their room.
  - Notify authorities by dialing 911. Give location, including direction if necessary, and details of the disturbance.
  - Personnel are to remain in own area of assignment.
  - Close patient room doors, blinds, and drapes.
  - Reassure patients.
  - Await further instructions.
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## Earthquake/Explosion

### **If a tremor strikes when you are inside:**

1. Stay inside the building. Watch out for falling debris. Stay away from windows and mirrors.
2. Stand inside a door frame or crawl under a table or desk.

### **After the tremor is over:**

1. Check for injured people. Do not move seriously injured people unless they are in immediate danger.
2. If you think the building has been damaged, evacuate. Aftershocks can level severely damaged buildings.
3. Pull the fire alarm if needed, you can call 911 to report an emergency, otherwise do not use the telephone.
4. Do not use plumbing or anything electrical (including elevators) until after the utility and electrical lines have been checked.
5. Open doors carefully, watching for objects that may fall.
6. Do not use matches or lighters. Watch for fires that may have started.
7. Be prepared for additional aftershocks.

**Facilities Management and/or building owner will inspect all damage from the earthquake and determine priority of repair work needed.**

### **The Code Triage plan will be activated, if necessary.**

#### **If explosion occurs in your area:**

1. Remove patients and personnel from immediate danger area.
2. Activate fire alarm system and call 911.
3. Prepare for further evacuation if necessary.
4. Reassure patients and guests.
5. Notify your Manager.
6. Call the Administrator/Administrator on Call at ext. 1021

(402-609-1021). If in another area, await specific instructions.

## Code Triage

### Policy EC 62-Code Triage Disaster Plan (Hospital Only)

A mass casualty situation can create an influx of patients that requires immediate medical attention beyond the capability of normal clinical operations.

#### Code Triage “Standby”

If OrthoNebraska Hospital is alerted to a potential situation in the community, or on our campus, a **Code Triage “Standby”** may be activated. During a **Code Triage “Standby,”** hospital staff continues to operate as usual; Management organizes and assigns positions in anticipation of a response and activation of the Emergency Operations Plan. During a **Code Triage “Standby,”** all employees will immediately return to their assigned work areas. Administration will activate the Hospital Incident Command System (HICS) as needed.

#### Code Triage “Activate”

When **Code Triage “Activate”** is announced, each department will assess their duties and reassign responsibilities to allow staff to report to the **Personnel Pool in education** and assist in the response. When the Emergency Department Physician, ED Manager or Charge Nurse, has determined that an external or internal disaster may impact the Emergency Department, the **Emergency Department RN shall:**

1. Notify the Administrator On Call (AOC) (402-609-1021), ext. 1021). The AOC will authorize the ED Access Representative to make the overhead announcement of **“Code Triage Standby or Activate”**.
2. OrthoNebraska Hospital staff who are at home may receive notification through the Amerilert system.
3. While the **“Code Triage”** is in effect, department phone lines will be kept open.
4. The Administrator on Call will alert physician’s clinics within the Oakview Medical Building as needed.
5. Follow your department-specific plan.

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## Code Decon (Hospital Only)

### Policy EC 61-Decontamination of Contaminated Patient

In the event contaminated victims arrive at the Emergency Department entrance, staff will direct the patients back outside using the door they entered. Inform the patients that we will assist them but they do need to go back outside. Obtain as much information as possible regarding the nature of the contaminant.

**If there are 3 or more victims who claim to be contaminated, call 911 and tell the dispatcher you have a HazMat situation and need the HazMat team to assist with decontamination.**

#### For 1 or 2 ambulatory patients:

1. **Isolate the patient.** Instruct patient to remove their clothing outside by use of the doffing kits, located in the ED Supply Room under the counter.

2. ED Access Representative will announce by overhead page, **“Code Decon Emergency Department”** three times. The nurse or ED Access Representative will call the Administrator on call (ext. 1021) requesting the decontamination team be activated by Amerilert, The Decontamination Team is available 24/7 to conduct decontamination operations.
3. Decontamination: ED staff should put on Level C- PPE located in the Supply Room.
4. Next, using the wrench stored by the decontamination shower, turn on the water faucet by the shed in the driveway.
5. Ask the patient to stand in the driveway, and direct patient to self-decon using the soap provided and the shower hose to spray their body.
6. Avoid allowing contaminated victims into the ED.
7. Wearing Level C- PPE, the nurse can assist in decontaminating the patient. Provide the patient with a hospital gown. Once decontaminated, the patient can enter the ED triage area for registration. Remove Level C- PPE.

In the event that the Emergency Department is contaminated, it may need to be shut down until it is thoroughly decontaminated.

# Fire Emergency (Code Red)

## Policies EC 40-Fire prevention & EC43-Evacuation

If you smell something burning, but see no smoke, call the Administrator on call (ext. 1021) and the Facility Manager if you are not able to determine the cause of the smell or the situation warrants further action.

### 1. If staff or Licensed Independent Practitioners (LIPS) see smoke or a fire is sighted: R.A.C.E.

- **Rescue** - Move all patients from immediate danger.
- **Alarm** - Pull the nearest fire alarm, the monitoring system will automatically notify the fire department.
  - **dial ext. 5555, to state the location of the fire.** The ED Access Representative will announce "Attention Code Red", & fire location, repeated 3 times. Call 911 to verify the fire alarm was received, then call the Administrator on call at ext. 1021 or 402-609-1021.
  - "Attention, Code Red, All Clear" will be announced after the fire department has given the "all clear".
- **Confine** - All OrthoNebraska employees will assist in the confinement of fires by closing doors in the department.
- **Extinguish/Evacuation** - If safe to do so, extinguish the fire with extinguishers located throughout the building. Communicate evacuation directions to other areas. All employees will assist in the evacuation of patients, visitors, and staff. In the hospital staff will "Defend in Place" by evacuating patients to another smoke compartment if necessary, on the same floor and it is safe to do so. In a total evacuation, patients, visitors, and staff should meet at Evacuation Assembly Zones A, B, C, or D. List all names of everyone evacuated and give to the Hospital Incident Command Center.

### 2. Staff and LIP roles and responsibilities at the fire's origin/activated zone at the Hospital.

- **Follow R.A.C.E.**
- **Clear the hallways of ALL equipment, including crash carts so that patients, visitors, and employees can be removed from the area if necessary.**
  - During a fire, it may be necessary to shut off medical gas to the affected area (fire event only).
  - Make sure the doors to all rooms are closed and evacuate as necessary-away from the fire to other smoke compartments or lower floor as necessary. Do not use the elevators during a fire alarm, use the stairs.

### 3. Staff and LIP roles and responsibilities in areas AWAY from the fire point of origin.

- Personnel should remain on standby until an "all clear" has been announced. Return to your assigned area, if safe to do so.
- **Clear the hallways of ALL equipment. Close all doors.**
- Prepare to receive patients from origin/activated zone.
- Assist as needed in moving patients.

### 4. Oakview Medical Building (OMB)/Clinic Employees, all patients, staff, LIPS, and visitors must evacuate the building in a fire or smoke situation.

### 5. Roles of visitors, students, licensed independent practitioners during fires:

- Report discovery of fire to floor Manager or staff.
- Visitors should remain with their family member and await further instructions.
- Physicians should report to the evacuation area and care for their patients.
- Students and other licensed independent practitioners should report to the Charge nurse for instructions.
- May be asked by the charge nurse to assist in the R.A.C.E. process.

### Horizontal Evacuation Locations (Hospital Only)

Department:	Evacuate to:
Inpatient 2 West	Inpatient 2 East
Inpatient 2 East	Inpatient 2 West
Pre-Op/Post-Op/PACU	East-West Corridor
Main Lobby & Access	Parking Lot in Front of OrthoNebraska Hospital
Surgery	East-West Corridor

# Severe Weather Plan

## Policy EC 56-Severe Weather Plan

### Definitions

#### **Severe Thunderstorm Watch & Warning**

Issued when conditions are right for severe thunderstorms. Be alert for changing conditions. Thunderstorm watches and warnings are announced via overhead page by the ED Access Representative. Warnings are issued when a severe thunderstorm is in progress. Be alert for the possibility of a tornado or flash flood developing.

#### **Tornado Watch**

Issued by the National Weather Service when storms with strong winds, rain, and hail are expected in the area. A tornado watch may last several hours.

#### **Tornado Warning**

Issued when a tornado has actually been sighted and is threatening the community. At this time, the Civil Defense Warning Sirens are sounded, and the emergency messages are broadcast by the media. A tornado warning usually lasts for thirty minutes or less, but may last longer.

#### **Straight-line Winds**

Civil Defense Sirens will sound when straight-line winds exceed 80 mph. There may not be a warning issued by the National Weather Service for Straight Line Winds. The only warning may be the sirens.

### Responsibilities

#### **Tornado Watch**

"Tornado Watch is in effect" will be announced via overhead page.

Staff will close blinds, curtains, doors, assess the need for wheelchairs and oxygen, and move away from window areas and ensure that any disaster supplies are ready to use. Staff will remain alert for additional weather reports.

#### **Tornado Warning**

1. "Tornado Warning is in effect" three times will be announced via overhead page.
2. All staff will return to their department and are not allowed to leave the building, unless there is an emergent situation. Transportation of patients is suspended.
3. Close all doors, including fire doors.
4. Staff will reassure patients and assist/move patients to the inner most hallways, away from windows, preferably with two walls of protection. Bring patients shoes or slippers. Provide needs for the patient, such as oxygen.
5. Make sure patients are comfortable and bring blankets, pillows, flashlights (at night), and weather radio if possible.
6. Surgical cases are continued at the surgeon's discretion. No new cases will be started.
7. Upon notification of the end of the warning, the "All Clear" will be announced by the ED Access Representative via overhead page. Staff and patients will return to their areas.
8. Emergency Department staff will periodically check waiting area room monitors for patient arrivals.
9. Staff in other patient care areas should be alert for additional patient/visitor arrivals and guide them to designated shelter areas.

#### **Straight Line Winds**

When the Emergency Department Access Representative becomes aware of the Sirens sounding for Straight-line winds, they will announce "Warning Sirens are sounding for Straight Line Winds, evacuate to your tornado safe zones now".

When the Douglas County Emergency Management Agency has declared an "All Clear", an overhead page announcing "All Clear" will be made by the ED Access Representative three times.

# Severe Weather Plan

## Policy EC 56-Severe Weather Plan

### Evacuation Areas (Hospital)

#### Hospital: 1st Floor

Department:	Evacuate to:
Surgery	Surgery Core Hallway (Rooms 1-4)
Pre-Op/Post-Op PACU	East/West Corridor
Front Desk Staff	Consultation Rooms East/West Corridor

#### Hospital: 2nd Floor

Department:	Evacuate to:
Inpatient 2 East	Hallway Between Rooms 205-212 or Between Fire Doors
Inpatient 2 West	Hallway Between Rooms 218-224 or Between Fire Doors
Kitchen	Impatient Unit Rooms 205-212

### Evacuation Areas (Oakview/ASB)

#### Oakview Medical Building: 1st Floor

Department:	Evacuate to:
Therapy Pool/Performance & Conditioning Center:	Main Hallway Corridor
Imaging	Imaging Interior Offices
Facilities Management Staff	OrthoNebraska Hospital Surgery Core Rooms, Interior Offices
Emergency Department	ED Treatment Rooms
Outpatient Surgery (OPS)	Break Room/ Main Corridor Hallway
Laboratory	1st Floor Main Corridor Hallway
Extended Recovery	East/West Corridor
Information Desk	1 <sup>st</sup> Floor Main Corridor Hallway
Ortho Clinic Staff	1st Floor Main Corridor Hallway

#### Oakview Medical Building: 2nd Floor

Department:	Evacuate to:
Physical Therapy	Interior Treatment Rooms/Offices
Administration IT/ Rheum, Infusion	Administration Interior Offices IT office, Rheum, Infusion Tx Rooms
Ortho Clinic Staff	1st Floor Main Corridor Hallway be sure to avoid Windows

#### Arbor Street Building

Seek shelter in interior core office spaces, copy room, break room, or in stairwell.

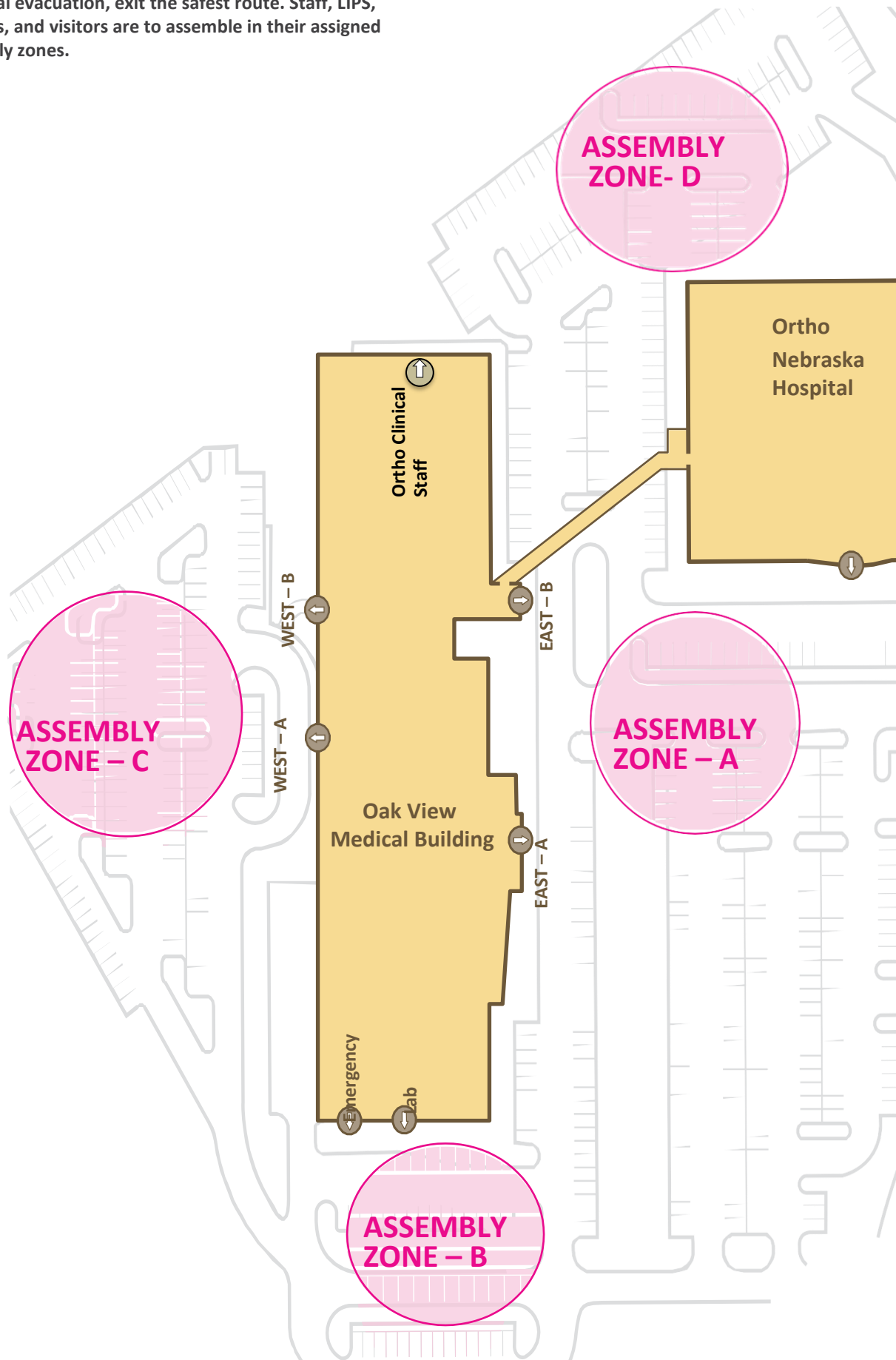
## Systems Failure

Failure of:	What to Expect:	Who to Contact:	Responsibility of User:
Computer Systems	Computer Systems Down	Urgent Support Applications: Ext. 2704 (402-609-2700) Urgent Support Network Ext. 2700 (402-609-2700)	Use downtime forms
Electrical Power Total Failure	Failure of all electrical systems not connected to the emergency power system.	Ext. 1101 (402-609-1101). Refer to HICS Incident Response Guide #10	Ensure that critical equipment in your dept. is plugged into the red outlets.
Elevators Out of Service Person Stuck on Elevator Between Floors	Person may need to be freed. All vertical movement will be by stairwell.	Ext. 1101 (402-609-1101) 911 if unable to free person.	If you notice that the elevator is not working properly, notify Maintenance immediately.
Fire Alarm System/Sprinkler System	No fire alarm. In areas equipped with sprinklers, they are available as long as water is accessible.	Ext. 1101 (402-609-1101)	Follow Interim Life Safety Measure if told to do so. Keep exits clear. Establish fire watch if outage is >4hrs, per Fire Prevention Policy.
Medial Gas or Vacuum Systems	Equipment alarms and malfunctions, OR/PACU, Extended Recovery have "piped" in medical gases.	Ext. 1101 (402-609-1101)	For oxygen, use portable oxygen in tanks.
Natural Gas Odor	Gas odor, potential for explosion and or fire.	Ext. 1101 (402-609-1101)	Stay out of area if possible. Do not use light switch.
Steam Failure	Equipment does not function properly.	Biomed Ext. 1106 (402-609-1106) Facilities Ext. 1101 (402-609-1101)	Tag out malfunctioning equipment, remove from care area, retrieve an alternate if available.
Sewer Stoppage	Drains backing up. Incident Commander will provide direction. See HICS Incident Response Guide.	Ext. 1101 (402-609-1101)	Do not use effected drain or toilets. If necessary, place a plastic bag over toilet, with kitty litter in the bag for toilet use. For extended time, activate portable toilet MOU.
Telephones	Phone service is down.	Urgent Support Ext. 2707 (402-609-2700)	Use cell phones, two-way radios, email, emergency phones located on 2W, and PT Therapy pool.
Water shutoff	Sinks, toilets, etc. inoperative. No sprinkler system. No water for chiller and air conditioning. Incident Commander to review Incident Response Guide for Water Shutdown.	Ext. 1101 (402-609-1101)	Obtain bottled water for drinking and washing. For planned water shutoff, have large buckets of water available for flushing toilets. Activate alternate Sterilization Plan.
Water, Non-Potable Contaminated, Not Safe to Drink	Tap water unsafe to drink. Ice from ice machines can't be used. See HICS Incident Response Guide.	Ext. 1101 (402-609-1101)	Obtain bottled water for drinking and washing. Sterilization processing may be affected.
Ventilation Heating Air Conditioning	No air circulating. No heating or cooling.	Ext. 1101 (402-609-1101)	Use fans for cooling temporarily until HVAC is fixed or alternate arrangements are made.

# Evacuation Assembly Zones A, B, C, D

Patient census and staff lists must be given to the Incident Commander Center.

In a total evacuation, exit the safest route. Staff, LIPS, patients, and visitors are to assemble in their assigned assembly zones.





# Abuse and Neglect, Reporting and Identifying





<b>Section:</b>	Provision of Care
<b>Subject:</b>	Abuse and Neglect, Reporting and Identifying
<b>Number:</b>	PC-60.7
<b>Effective Date:</b>	July 23, 2018
<b>Reviewed Date:</b>	July 23, 2018

**Policy**

Possible victims of abuse or neglect are to be identified using criteria that address abuse of vulnerable adults and children, physical or sexual assault, and domestic violence.

New employees who have direct contact with patients are oriented to the criteria and procedures for reporting suspected abuse, neglect, or exploitation.

**Procedure for Identification of Abuse, Neglect, or Exploitation:**

- A. Patients are assessed for possible abuse or neglect using “Criteria for Identifying Victims of Abuse/Neglect and Domestic Violence”. (Attachment 1)
- B. Concerns regarding assessment findings will be documented and communicated to the physician responsible for the patient’s care.
- C. A listing of community agencies can be provided. “Community Agencies for Abuse/Neglect and Domestic Violence” (Attachment 2).
- D. The clinical staff continually monitors the safety of patients while at OrthoNebraska, including the identification of injuries that may occur while a patient.

**Definitions: (based on Nebraska State Statutes)**

- A. Abuse of a child is defined as abuse that causes or permits a minor child to be:
  - 1. Placed in a situation that endangers his or her life or physical or mental health.
  - 2. Cruelly confined or cruelly punished.
  - 3. Deprived of necessary food, clothing, shelter, or care.
  - 4. Left unattended in a motor vehicle if such minor child is 6 years of age or younger.
  - 5. Sexually abused.
  - 6. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

<b>Accountability:</b> OrthoNebraska Hospital Staff and Physicians	<b>References (Policies, Attachments &amp; Forms):</b> Nebraska State Statute 28-902 Nebraska State Statute 28-348 to 28-387 ED-6 Caring for Victims of Suspected Sexual Assault
<b>Author:</b>  Christine Ellett, RN, MSN Quality and Accreditation Manager	<b>Approval:</b>  Melissa Anderson, RN, BSN Nursing Executive



<b>Section:</b>	Provision of Care
<b>Subject:</b>	Abuse and Neglect, Reporting and Identifying
<b>Number:</b>	PC-60.7
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6. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.
- 
- B. Abuse of a Vulnerable Adult is defined as “abuse shall mean any knowing, intentional, or negligent act or omission on the part of a caregiver, a vulnerable adult, or any other person which results in physical injury, unreasonable confinement, cruel punishment, sexual abuse, exploitation, or denial of essential services to a vulnerable adult.
  - C. Domestic Violence and abuse are defined by the relationships that may include spouses, or former spouses, individuals who are cohabiting or have formerly cohabited, current or past boyfriends, girlfriends, or fiancés, as well as persons with whom parenthood of a child is shared, may be suspects or victims in domestic violence situations. These categories may also apply to same sex marriages.
  - D. Vulnerable adult is defined as any person eighteen years of age or older who has a substantial mental or functional impairment, or for whom a guardian has been appointed under Nebraska Probate Code.

**Procedure**

- A. Reporting of suspected abuse or neglect: .
  1. When an individual suspects abuse or neglect and the victim/patient is not in imminent danger, the reporter should call the Child and Adult Abuse and Neglect Hotline (1-800-652-1999). If the victim/patient is in imminent danger, ensure the welfare of the victim/patient and call the Omaha Police Department at 911.
  2. When reporting to the hotline or the police, include the following information:
    - a. Name of victim//Patient
    - b. Brief description of injury
    - c. Victim/Patient’s address
    - d. Location of where the injury occurred
  3. The reporter will provide information that supports your suspicion/evidence of abuse or neglect, including information from the medical record. Obtain the name and badge number of the Officer taking the report and placing the protective custody.
  4. Inform the department manager or designee and the administrator on call that CPS or Police have been contacted. The manager or designee in coordination with staff, will ensure the safety and welfare of the child until determination of disposition of patient. The reporter shall immediately document in the patients’ medical record that such communications were made and the events surrounding the suspected abuse or neglect incident. If applicable, obtain the name and badge number



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of the Officer taking the report and placing the protective custody and document this in the medical record.

5. Complete an incident report.
  6. For sexual assault, refer to the Emergency Department at OrthoNebraska Hospital (ED-06 Caring for Victims of Suspected Sexual Assault).
- B. Every health care provider shall immediately report to law enforcement every case in which the health care provider is consulted for medical care for physical injury which appears to have been received in connection with, or as a result of, the commission of a criminal offense.
- C. Failure to report abuse or neglect of children or vulnerable adults, or injury or violence connected with commission of a criminal offense is a Class III misdemeanor. Confidential communication is suspended under these circumstances.



# Bloodborne Pathogens

Bloodborne pathogens are infectious microorganisms present in human blood or other potentially infectious materials (OPIM) that can cause disease in humans. Other potentially infectious materials” includes:

- The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between bodily fluids;
- Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
- HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV).

- Hepatitis is inflammation of the liver, there are several strains of hepatitis however hepatitis B and C are the primary concern from blood and body fluid exposure
- Hepatitis B is transmitted through direct contact with blood or body fluids of an infected person and often leads to chronic infection. Many people do not exhibit symptoms and never fully recover entering a “carrier” state. Symptoms are often similar to a mild flu, with initial fatigue, possible stomach pain, loss of appetite, and nausea. As the disease progresses jaundice and darkened urine can occur.
- Hepatitis C is transmitted through blood or body fluids and often through shared needles or needlesticks. Hepatitis C is a progressive disease – about 75 to 85% develop chronic hepatitis, 20% develop cirrhosis, which can be life threatening. Symptoms include jaundice, fatigue, dark urine, abdominal pain, loss of appetite, and nausea. Eighty percent of infected individuals have no signs or symptoms.
- Human immunodeficiency virus (HIV) causes acquired immune deficiency syndrome. HIV attacks the body’s immune system, weakening it so that it cannot fight other deadly diseases. HIV is spread through sexual contact with infected persons, infected needles, and less commonly, through transfusions of infected blood or blood products.

Exposure to blood borne pathogens can come from a variety of sources:

- Needlesticks (most common)
- Contaminated sharps (broken glass, scalpels)
- Contact with mucous membranes (eye, nose, mouth) or broken skin

Health care workers can protect themselves from blood borne pathogens through implementation of universal precautions. Universal precautions is an approach to infection control where all blood and certain body fluids are treated as if they are infectious. Health care workers should use appropriate PPE (gowns, gloves, eye protection, etc) whenever potential exposure to bodily fluids are expected. Other methods to reduce risks of exposures include use of safer medical devices such as safety needles, needless systems, and appropriate sharps disposal containers. OrthoNebraska also offers Hepatitis B vaccination for all employees.

If exposure to blood or OPIM occurs:

1. Provide immediate first aid
2. Call Nebraska Medicine Post-Exposure Paging at (402)880-OUCH
3. Complete incident report form and notify manager
4. If exposure occurs from patient contact do not allow patient to leave before contacting Nebraska Medicine OUCH line



# Confidentiality Policy



<b>Section:</b>	Management of Human Resources (HR)
<b>Subject:</b>	Confidentiality
<b>Number:</b>	HR-10.7
<b>Effective Date:</b>	March 1, 2018
<b>Reviewed Date:</b>	April 1, 2021

**Purpose:**



OrthoNebraska is committed to the principle of ensuring confidentiality of patients, employees and organizational operational information. It is the responsibility of each employee to understand and abide by this policy.

**Policy:**

**A. Handling of Confidential Information**

All employees who have access to confidential information such as patient, employee or organizational operations shall be prohibited from reviewing, discussing, revealing or disposing of information in an unauthorized manner. Access to this information is restricted to those for whom it is necessary in order to perform their assigned job. This information includes but is not limited to patient records, employee records, files, information obtained from organizational or medical staff committees, inquires from family and friends, media or external agencies about patients or employees, and any information obtained from computerized systems including security access codes. Employees wanting access to their own patient medical records or financial records must follow the policy for patient access of medical information or Protected Health Information (PHI).

1. Requests for information should be handled as follows:
  - a. Requests for information about patients from family members or friends should be referred to the appropriate care area. Authorization for release of information must be obtained from the patient.
  - b. Requests for patient or organizational information from external agencies should be referred to Administration.
  - c. Requests for Employee Health records should be made directly through the OrthoNebraska Employee Health Nurse.
  - d. Requests for information related to employees including reference check should be referred to Human Resources.

<b>Accountability:</b> Administration Managers/Assistant Managers Human Resources Employee Health Medical Records Patient Accounts	<b>References (Policies, Attachments &amp; Forms):</b> Patient Confidentiality Information Agreement IM05-Uses and Disclosures of Protected Health Information MR16-Release of Information
<b>Author:</b>  Jaime Damkroger, Human Resources Director	<b>Approval:</b>  Levi Scheppers, Chief Executive Officer





<b>Section:</b>	Management of Human Resources (HR)
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- e. Requests for information related to Medical Records should be referred to the Medical Records Department.
- f. Requests for patient account information should be referred to the Patient Accounts Department.

**B. Breach of Confidentiality**

Employees should be made aware that a breach might not be a deliberate attempt to divulge confidential information but can include casual, unnecessary or unauthorized review and/or discussion of confidential matter. For example, informal discussion in public areas such as elevators, hallways or the cafeteria can be a breach of confidentiality. Any breach of confidentiality may be subject to corrective action.

**C. Confidentiality Agreement**

Each employee, student, contracted agency staff, vendor and resident of OrthoNebraska will be required to sign a Patient Confidentiality Information Agreement as a condition of employment.



**Drug Free  
Workplace &  
Drug and  
Alcohol  
Testing Policy**



<b>Section:</b>	Management of Human Resources (HR)
<b>Subject:</b>	Drug Free Workplace & Drug and Alcohol Testing Policy
<b>Number:</b>	HR-09.8
<b>Effective Date:</b>	March 01, 2018
<b>Reviewed Date:</b>	April 01, 2021

**PURPOSE:**

OrthoNebraska is committed to maintaining a drug free work environment for the safety and well-being of its patients, employees, medical staff members, visitors and guests. The unlawful manufacture, distribution, dispensation, possession, sale or use of alcohol, drugs, and other controlled substances by employees in the workplace, or before reporting to work, can seriously endanger the safety of OrthoNebraska’s patients, is inconsistent with the behavior expected of employees, subjects all employees to unacceptable safety risks, and undermines OrthoNebraska’s ability to operate effectively and efficiently.

**POLICY:**

The unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance or alcohol in the workplace or while engaged in OrthoNebraska business off OrthoNebraska property is strictly prohibited. Such conduct is also prohibited during non-working time to the extent that, in the opinion of OrthoNebraska, it impairs an employee’s ability to perform on the job or threatens the reputation or integrity of OrthoNebraska. Additionally, the use of “designer drugs,” defined as a drug with properties and effects similar to a known hallucinogen or narcotic but having a slightly altered chemical structure, especially such a drug created in order to evade restrictions against illegal substances, is also prohibited. Notwithstanding anything in this policy to the contrary, OrthoNebraska reserves the right to permit, at its sole discretion, the moderate consumption of alcoholic beverages at a OrthoNebraska-sponsored event or on OrthoNebraska property for celebratory or other approved purposes outside of normal working hours. Notwithstanding anything in this policy to the contrary, this policy shall be implemented and enforced in accordance with applicable state law. This policy applies to all OrthoNebraska employees and applicants

<b>Accountability:</b>	<b>References (Policies, Attachments &amp; Forms):</b>
OrthoNebraska Hospital Staff Licensed Independent Practitioners OrthoNebraska Hospital Managers Employee Health Human Resources	Controlled Substances Act, 21 U.S.C. § 801 MS-21 Medical Staff Health HR- 82 Pre-Employment Assessment

<b>Author:</b>	<b>Approval:</b>
 Jaime Damkroger, Human Resources Director	 Levi Scheppers, Chief Executive Officer



<b>Section:</b>	Management of Human Resources (HR)
<b>Subject:</b>	Drug Free Workplace & Drug and Alcohol Testing Policy
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for employment. For policies applicable to any impairment of Licensed Independent Practitioners, see MS-21.

### A. DEFINITIONS

1. **Adulterated Test:** A verified test result that the specimen contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.
2. **Alcohol:** Means ethanol, isopropanol or methanol. It includes, but is not limited to, beer, wine, and liquor.
3. **Drug:** A substance considered to be a controlled substance and included in Schedule I, II, III, IV, or V under the federal Controlled Substances Act, 21 U.S.C. § 801, et seq.
4. **Drug or Alcohol Test:** Any chemical, biological, or physical instrumental analysis, authorized by OrthoNebraska, administered for the purpose of determining the presence or absence of a Drug or its metabolites or of Alcohol.
5. **Illegally Used Drug:** Any Drug (a) which is not legally obtainable; or (b) which is legally obtainable but has not been legally obtained. The term includes prescription drugs not legally obtained and prescription drugs not being used for prescribed purposes. It also includes marijuana.
6. **OrthoNebraska Management Representative:** A supervisor, manager, assistant manager, OrthoNebraska officer, Human Resources representative, the Administrator on Call or a member of Employee Health.
7. **OrthoNebraska Property:** OrthoNebraska property includes hospital vehicles, hospital property, parking lots and other hospital-controlled areas adjacent to the actual buildings.
8. **Reasonable Suspicion:** Suspicion that an employee is using or has used Drugs or Alcohol in violation of the OrthoNebraska’s Drug Free Workplace Policy based upon specific, objective and articulable facts, and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon, but are not limited to:
  - a. Observable phenomena while at work, such as direct observation of Drug or Alcohol use or abuse or the physical symptoms or manifestations of being impaired due to Alcohol or other Drug use;
  - b. Abnormal conduct or erratic behavior while at work or significant deterioration in work performance;
  - c. Report of Alcohol or other Drug use provided by a reliable and credible source;
  - d. Evidence that an individual has tampered with a Drug or Alcohol Test during the individual’s employment with OrthoNebraska; and/or



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- e. Evidence that an employee has manufactured, used, possessed, sold, solicited, distributed, or transferred Drugs while working or while on OrthoNebraska's Property.
- 9. **Substituted Test Result: A verified test result that the specimen has creatinine and specific gravity values that are so diminished that they are not consistent with human urine.**
- 10. **Under the Influence: An employee is Under the Influence if the employee is affected by** Drugs or Alcohol, or the combination of Drugs and Alcohol. The symptoms of influence are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by a medically-accepted Drug or Alcohol Test and, in some cases, such as Alcohol, by a layperson's opinion.

## **B. PROHIBITED CONDUCT**

- 1. To ensure a safe and productive work environment for all employees, OrthoNebraska has determined that the following employee conduct is prohibited:
  - a. Being Under the Influence of an Illegally Used Drug or Alcohol on OrthoNebraska's property, on OrthoNebraska business or during working hours;
  - b. Use, consumption, possession, distribution, transfer, manufacture, sale or storage (including in a desk, locker, automobile or other repository) of a Drug, an Illegally Used Drug or Drug paraphernalia on OrthoNebraska's Property, on OrthoNebraska business, or during working hours, including meal breaks;
  - c. Consumption, possession, distribution, dispensation, sale or storage (including in a desk, locker, automobile or other repository) of Alcohol (other than in reasonable quantities at an OrthoNebraska sponsored event) on OrthoNebraska's Property, on OrthoNebraska business, or during working hours, including meal breaks;
  - d. Use, consumption, possession, solicitation, distribution, transfer, manufacture, or sale of an Illegally Used Drug off OrthoNebraska's Property that may adversely affect OrthoNebraska, the employee's work performance or safety, or the safety of others at work;
  - e. Switching, adulterating or committing any other misconduct pertaining to any breath, blood, saliva or urine sample collected for Drug and/or Alcohol Testing;
  - f. Refusing to consent to Drug or Alcohol Testing or refusing to submit a breath, blood, saliva or urine sample for testing. The following conduct will be treated as a refusal to submit to testing:
  - g. Failing to provide an adequate sample for testing without a valid medical



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- explanation; or
- h. Engaging in conduct that clearly obstructs the testing process including, but not limited to:
  - 1). Not reporting to the collection site in the time allocated;
  - 2). Failing to cooperate with transportation assistance to and from the collection site; or
  - 3). Failing to remain readily available for a post-Accident or Incident test;
- i. Conviction under any criminal Drug statute or conviction under any criminal Alcohol statute for a violation occurring in the workplace, while conducting OrthoNebraska business or during nonworking time if the conviction is relevant to the employee's job (e.g., such as a job involving driving and a drinking and driving conviction);
- j. Failure to notify OrthoNebraska of any arrest or conviction under any criminal Drug or Alcohol statute within five days of the arrest, conviction or plea of nolo contendere (i.e., no contest), for a violation occurring in the workplace or occurring while conducting OrthoNebraska business; or
- k. Refusing to sign the Acknowledgment and Consent Form.

### C. DRUG AND ALCOHOL TESTING

OrthoNebraska may require pre-employment or Reasonable Suspicion Drug and Alcohol Testing.

1. **Pre-Employment Testing:** Following a conditional offer of employment, job applicants may be required to undergo Drug and/or Alcohol Testing. All pre-employment Drug and Alcohol Testing will be at a time and place determined by OrthoNebraska. Applicants are required to complete a consent form before undergoing the Drug and Alcohol Testing. Any job applicant who refuses to submit a required specimen or sample for Drug and/or Alcohol Testing will not be considered for employment. Any applicant who has received a conditional job offer is not allowed to report to work before the test results are known. A job applicant whose pre-employment Drug and/or Alcohol Test result is confirmed positive will be denied employment with OrthoNebraska.
2. **Reasonable Suspicion:** OrthoNebraska shall test its employees for Drugs and/or Alcohol based on Reasonable Suspicion as defined in Section 1 of this Policy.

### D. PROCEDURE FOR TESTING

1. All Drug and Alcohol Testing will be done in conformance with applicable state and federal laws. Tests will only be conducted by a laboratory certified pursuant to the federal Clinical Laboratories Improvement Act of 1967. A written record



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of the chain of custody for a specimen will be maintained from the time of collection until the specimen can be discarded. The indication of a positive result by preliminary screening procedures will be confirmed by gas chromatography-mass spectrometry or other approved scientific testing techniques. A sufficient quantity to permit retesting of all specimens producing a positive test result will be preserved for at least 180 days. Test results will only be disclosed to the employee and to OrthoNebraska's employees who need to know the results for a reason connected to their employment.

2. Substances to be tested may include, but are not limited to, drugs such as Tetrahydrocannabinol (THC, i.e. Marijuana), Cocaine, Amphetamines, Methamphetamines, Opiates, Barbiturates, Benzodiazepines, and Phencyclidine (PCP). Employees and job applicants will be advised of the reasons for the request to submit to a Drug and/or Alcohol Test by an OrthoNebraska Management Representative. An OrthoNebraska Management Representative will inform tested employees and applicants of test results. An Alcohol Test is deemed to be a positive test if the result is .04, expressed in terms of grams of Alcohol per two hundred ten liters of breath or its equivalent. A Drug Test is deemed to be positive if there is any detectable amount of a Drug, as defined in Section 1. Any test result that is diluted, substituted, or adulterated will be treated as a positive test result. All positive tests will undergo confirmatory testing. An employee or applicant has the right to explain, in a confidential setting, a positive test result or any information which the employee considers relevant to the test.
3. An employee or applicant has the right to refuse to undergo testing; however, any employee refusing or failing to submit the specimen or sample required to perform the Drug and/or Alcohol Test is subject to disciplinary action, up to and including termination of employment, and any applicant refusing or failing to submit the specimen or sample for Drug and/or Alcohol Testing will not be considered for employment with OrthoNebraska.
4. An employee whose Drug and/or Alcohol Test is confirmed positive will be terminated immediately. An applicant whose Drug and/or Alcohol Test is confirmed positive will not be considered for employment with OrthoNebraska.
5. In addition, OrthoNebraska encourages its employees to seek assistance with Drug and/or Alcohol problems before receiving a confirmed positive Drug and/or Alcohol Test; however, requests for assistance following receipt of a Drug and/or Alcohol Test will not alter OrthoNebraska's right to take appropriate disciplinary action.
6. Any employee who tries to alter test results may be terminated immediately.
7. A positive Drug and/or Alcohol Test may impact an employee's ability to receive workers' compensation or unemployment compensation benefits.



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**E. CONFIDENTIALITY**

1. All actions taken under the authority of this policy will be kept confidential to the maximum extent possible. Information related to test results, investigations, possible employee violations, suspensions, rehabilitation programs, and medical treatments will be communicated only on a strict “need to know” basis.

**F. REPORTING TO A REGULATORY AGENCY**

1. OrthoNebraska will comply with all reporting requirements under applicable law generated by Drug and/or Alcohol Testing.

**G. EMPLOYEE COMPLIANCE**

1. Employee compliance with the requirements of this policy is a condition for initial and continued employment. All employees are required to comply fully and promptly. Failure to do so will result in disciplinary action, up to and including termination of employment.





# Social Media



<b>Section:</b>	Information Management (IM)
<b>Subject:</b>	Social Media
<b>Number:</b>	IM-37.1
<b>Effective Date:</b>	January 11, 2021
<b>Reviewed Date:</b>	January 11, 2021

**Introduction**

Social media is a set of powerful communications tools that have a significant impact on the organizational and the professional reputation of OrthoNebraska. Social media shall be defined as any website or application which enables a user to create and share content or to participate in social networking. These sites include, but are not limited to, LinkedIn, Twitter, Facebook, Instagram, Snapchat and YouTube.

Employees are encouraged to follow OrthoNebraska on social media and share our stories with friends and family members. However, employees must be careful not to disclose any protected health information online. Employees should also conduct themselves with care and professionalism - especially if they are easily identifiable as an employee of OrthoNebraska.

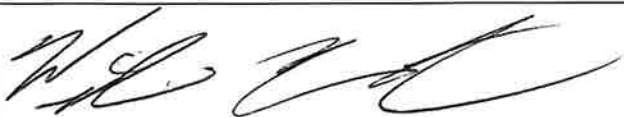
Social media sites may be blocked on OrthoNebraska computers to protect the risk of malware and the release of patient information.

**Procedure**

**A. OrthoNebraska Corporate Use of Social Media**

1. OrthoNebraska engages in social media channels in order to further communications goals, including: increasing brand awareness, recruiting new employees, showcasing community involvement, or any other purpose as determined by the Marketing & Strategic Planning department.
2. Any post or interaction with the public from a OrthoNebraska social media account will be conducted by the Marketing & Strategic Planning department. It is this department’s responsibility to maintain social media accounts and credentials. While other departments often provide content, it must be approved by a representative of this department before made public.
3. The Marketing & Strategic Planning department reserves the right to remove/delete comments that it believes are inappropriate for any reason.

<b>Accountability:</b> OrthoNebraska Staff Marketing & Strategic Planning Department	<b>References (Policies, Attachments &amp; Forms):</b> HR-10 Confidentiality LD-06 Business Ethics IM-27 Acceptable Use Internet IM-04 Privacy, Confidentiality and Security of Patient Proprietary Information
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<b>Author:</b>  William Citro, Digital Marketing Strategist	<b>Approval:</b>  Chris Denney, Strategic Planning Director
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<b>Section:</b>	Information Management (IM)
<b>Subject:</b>	Social Media
<b>Number:</b>	IM-37.1
<b>Effective Date:</b>	January 11, 2021
<b>Reviewed Date:</b>	January 11, 2021

## B. Employee Use of Social Media

1. Employees should never discuss patient health information (PHI) or specific encounters on social media with each other, even without using patient names and in private messaging. See *Confidentiality (HR-10.7)*. The posting of photographs and recordings (audio and video) of OrthoNebraska facilities, employees, and patients is prohibited without prior consent from the Marketing & Strategic Planning Department.
2. Employees should take care if interacting with current or former patients on social media due to the potential sensitivity of the topic and to protect the privacy of both parties. However, employees may offer general statements of support when patients mention or tag OrthoNebraska or their care provider by name, as the patient has already disclosed the fact they sought treatment at OrthoNebraska. Again, see *Confidentiality (HR-10)*.
3. If a patient requests specific information or advice regarding treatment, they should be encouraged to contact their care team.
4. Employees who use social media to disparage, abuse or incite conflict with others and who are easily identifiable as employees of OrthoNebraska may face corrective action. Employees may not post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to another person or entity.
5. When signing up for accounts, employees will not use a work e-mail address unless acting in an official capacity for OrthoNebraska, or as authorized by the Marketing & Strategic Planning department.
6. If an employee posts and discloses their employment at OrthoNebraska (for example, to establish credibility), the employee should speak in the first person and make it clear any posting reflects the individual's opinion and not that of OrthoNebraska.
7. Physicians may opt to create professional, rather than personal, social media accounts to further their individual goals. This policy does not apply to those accounts. Physicians will work with the Marketing & Strategic Planning department on a case-by-case basis.
8. Many other policies involving internet use and communications also apply to social media usage. Participation should comply with all existing OrthoNebraska policies, including but not limited to:
  - a) Privacy, Confidentiality and Security of Patient Proprietary Information (IM-04)
  - b) Internet Usage Policy (IM-27)
  - c) Business Ethics (LD-06)



# Tobacco Use

For the health and well-being of our employees, patients, and visitors, it is the policy of OrthoNebraska to provide an environment free of tobacco use on all properties and within OrthoNebraska vehicles. OrthoNebraska also complies with the tobacco use policies of the other campuses on which OrthoNebraska operates. Prohibited tobacco use includes but is not limited to: all tobacco products used in the form of cigarettes, pipes, cigars and/or in any smokeless form and other substitute forms, such as clove cigarettes and electronic cigarettes. The use of FDA approved nicotine replacement products is permitted.

For additional information please contact Human Resources