



Environment of Care for Contracted Employees

Please keep this information and sign and return the enclosed statement indicating that you have read and understand your role in the safety, security, and environment of care at Children's Hospital Los Angeles.

Emergency Codes (Ext. 33 except where noted)

- Code Blue - Medical Emergency
- Code Orange - Hazardous Material Spill
- Code Red - Fire Emergency
- Code Triage Internal or Code Triage External - Disaster Plan Activation (internal or external)
- Code Yellow - Bomb Threat (Ext. 711)
- Code Pink (infant) or Purple (toddler and above) Hospital Lockdown due to a Missing or Abducted Infant or Child
- Code High Flight Risk- process flow for desire to leave AMA
- Code BERT—Combative Person (4650 Sunset)
- Code Gray - Combative Person (off main campus) (Ext. 711)
- Code Silver - Person with Weapon and/or Active Shooter and/or Hostage Situation (Ext. 711)

CHLA Identification Badges

- CHLA ID badge must be worn at all times when on the CHLA premises
- CHLA ID badge must be worn between the neck and waistline, with the photo facing forward
- If CHLA badge is lost or misplaced, you must immediately report it missing to Security (Ext. 12313) and the Parking Office (Ext. 12214)

CHLA Visitor Passes and ID Badges

- All visitors to CHLA (whether parents, guardians, family members, vendors, etc.) must have a visible CHLA visitor pass or CHLA ID badge at all times while on the CHLA premises
- CHLA Visitor passes and badges are as follows:
- Green Badge - Parents, Legal Guardians or Caregivers to all inpatient care areas (1week pass)
- Yellow Pass - Visitors to inpatient units, OR/ASC (24hr pass)
- Orange Pass - Visitors to Outpatient/Clinic Areas
- Red Pass - Visitors to the Emergency Department
- Blue Badge - First Floor Lobby Pass
- Blue Pass - Other General Hospital Business
- White Pass or Badge - CHLA issued vendor pass or vendor ID badge

Wrong Pass/Badge or No Pass/Badge

- All employees are responsible for:
- Escorting individuals without a CHLA issued visitor pass or ID Badge to the Guest Services Desk or the nearest Security Officer
- Assisting all individuals with the wrong visitor pass or ID badge who are in the wrong area. Example: Visitor with an orange pass is seen in an inpatient care area

Safety

- Know your department's emergency procedures
- Know how to complete an *iReport* in the event something unusual happens to you or your patient
- Know how to report emergencies (Dial 33 or 711)
- Know how to access the CHLA Safety Management Plans and CHLA Policies and Procedures Libraries

Revised 09/13/21

Hazardous Materials/Waste

- Wear proper personal protective equipment
- Know how to properly dispose of chemicals
- Use appropriate labels on all chemicals that are used by you
- Know how to access the CHLA Safety Data Sheets for chemicals in your area

Fire/Life Safety

- Safety of Life - Remove occupant and close the door
- Alarm - Activate a manual pull station and dial 33
- Fight the fire
- Evacuate - If there is danger or smoke

Fire Extinguisher Use - PASS

- Pull the pin
- Aim
- Squeeze the handle
- Sweep the base of the fire

Evacuation Procedures

- Evacuate horizontally beyond next fire/smoke door
- Evacuate vertically, two floors minimum or unit capable of receiving patient type
- Meet at designated assembly area
- Account for all evacuees
- Notify CHLA Incident Command Center at Ext. 16253 of status/missing persons of status/missing persons
- Evacuation Priority - those closest to danger, ambulatory, those you can move yourself, those you need help to move

Emergency Preparedness/Disaster Procedures

- Code Triage Internal or Code Triage External will be communicated through the CHLA Emergency Mass Notification System, overhead page and your CHLA email
- All departments should fill out the unit status report (appendix D)
- All available hospital personnel report to the Command Center

Medical Equipment Malfunction

- Biomedical Engineering is part of the IS department. All requests for medical equipment service should be submitted to the help desk at ext. 14444.
- Prior to use and regardless of ownership all medical equipment must be inspected by the Biomedical Engineering department.
- Sequester, along with its reusable supplies (ECG Cables etc.), any medical equipment suspected of causing harm and submit a service request through the help desk for pick up and investigation by Biomedical Engineering.

Utilities Failure

- Know that the Hospital's emergency power generators will start in less than 10 seconds.
- Know that these power supply systems are tested on a weekly basis
- You may be needed to assist patients whose equipment has failed
- Know process to follow in event of utilization failure



Environment of Care for Contracted Employees

I have been oriented to the following information on the Environment of Care for Contracted Employees:

- Emergency Codes
- CHLA Identification Badges
- CHLA Visitor passes and ID badges
- Wrong Pass/Badge or No Pass/Badge
- Safety
- Hazardous Materials/Waste
- Fire/Life Safety
- Fire Extinguisher Use – PASS
- Evacuation Procedures
- Emergency Preparedness/Disaster Procedures
- Medical Equipment Malfunction
- Utilities Failure

Employee Name (print)

Unit/Department

Employee Signature

Date

Manager Name

Preceptor Name (if applicable)

File Signed and Dated Copy in Employee's Blue File



**ACKNOWLEDGMENT AND UNDERSTANDING OF CONFIDENTIALITY
OBLIGATIONS**

Children's Hospital Los Angeles (CHLA) is committed to the confidentiality, protection, and security of confidential information. All CHLA Team Members as defined by the policy include, but are not limited to, CHLA's employees, members of Board of Directors and Board of Trustees, officers, agents, faculty members, contracted or affiliated physicians, trainees, and volunteers are required to adhere to [COMP-016.0 Confidentiality of Information \(CHLA's Confidentiality Policy\)](#).

Confidential information is defined by CHLA's Confidentiality Policy and includes information, in any form or medium, belonging or relating to CHLA, or any CHLA affiliate, that CHLA may generate, receive, or have access to in the course of its business, subject to the exclusions set forth in the policy. As such, Confidential Information includes, but is not limited to:

1. Medical and certain other personal information about patients and their families and CHLA Team Members;
2. Medical staff records and credentialing files;
3. Nonpublic information pertaining to CHLA's business and practices; and
4. Other internal non-public CHLA information.

By signing this, I acknowledge and agree that:

1. I have received, reviewed, and understand CHLA's Confidentiality Policy. I agree to comply with all confidentiality obligations required of CHLA Team Members under this policy; and
2. I understand I may not use or disclose CHLA's Confidential Information except as authorized by CHLA's Confidentiality Policy or otherwise permitted by applicable law; and
3. I understand Confidential Information must be safeguarded and not left unattended where it can easily be seen or stolen, such as in an automobile.

Signature

Title/Role at CHLA

Printed Name

Date



ACKNOWLEDGEMENT OF SOCIAL MEDIA POLICY

I acknowledge I have read and understand Children's Hospital Los Angeles' [SOCIAL MEDIA POLICY HR 63.0](#) and agree to comply with all terms and conditions of this policy (as it may be amended from time to time) including, but not limited to, prohibition from friending, following, or otherwise engaging with patients of our hospital in an effort to preserve and protect their privacy from being breached.

Student Name (print)

School name

Student Signature

Date

Instructor Name

CHLA Preceptor Name (if applicable)



ACKNOWLEDGEMENT OF HAND HYGIENE POLICY

I acknowledge I have read and understand Children's Hospital Los Angeles' HAND HYGIENE POLICY IC – 212.0 and agree to comply with all terms and conditions of this policy (as it may be amended from time to time) including indications for and methods of hand hygiene in patient care settings, and expectations for nails.

- Natural nail tips should be kept short and no longer than ¼ inch length
- Nail polish (including gel nail polish) may be worn only as long as it is not chipped
- Artificial nails (including overlays, wraps, tips, or attached decorations) are NOT permitted

○ Artificial nails have been associated with documented outbreaks of infection due to gram-negative bacteria and fungi that persists even after the appropriate use of hand hygiene cleansing/sanitization procedures

Student Name (print)

School name

Student Signature

Date

Instructor Name

CHLA Preceptor Name (if applicable)