

Center for MR Research – 3T

Policy 1: Safety Precautions

It is the policy of the Center for MR Research to provide the following safety procedures for the subject and staff members.

PROCEDURE

A. Subject Safety

1. Transportation of UICMC subjects between UICMC Buildings will be done in compliance with CC 3.04 and CC 3.05 of hospital policy.
2. Patients/subjects will always be observed while in the imaging room or hallway.
3. Side rails or restraining devices must be used for patients transported by stretcher.
4. Patients/subjects shall be properly immobilized while on the examination table.
5. Proper assistance must be given when transferring the patient/subject from the stretcher or wheelchair for an imaging exam.

B. Fire & Explosion

1. All staff should familiarize themselves with the RACE and PASS procedures as well as the locations of fire alarms, fire extinguishers and all building exits.
2. In the event of fire, please follow the **RACE procedure**:
 - a. **Rescue** – assist anyone who is endangered by the fire.
 - b. **Alarm** – alert others to the fire by calling “Code Red” and the location, activate the fire alarm and contact the fire department:
 - i. Outpatient Care Center (OCC)
 - Call 5-5555 (312-355-5555)
 - ii. Advanced Imaging Center (AIC)
 - Dial 911.
 - iii. State your name.
 - iv. State location.
 - OCC: “948 building, 1801 W. Taylor”
 - AIC: “980 Building, 2242 Harrison”
 - v. Describe type of fire situation.
 - vi. Specify that we are an MRI facility.
 - c. **Contain** – Confine the fire by closing all doors.
 - d. **Extinguish** – Evacuate to a safe location or extinguish fire if it is safe to do so and/or if life is in danger.
3. If you are comfortable to do so and know how to operate the MR safe fire extinguisher, please follow the **PASS procedure**:
 - a. **Pull** the pin on the extinguisher.
 - b. **Aim** the nozzle at the base of the fire
 - c. **Squeeze** the handle of the fire extinguisher
 - d. **Sweep** from side to side at the base of the flame
4. In the event of fire in an examination room, immediately turn off the main power switch if it is safe.

5. Always follow hospital fire instructions. The Center for MR Research will always be in compliance with Hospital policy EC 1.01 and EC 1.02.

C. Personnel Safety and Broken / Defective Equipment

1. When a staff member notices a defect in the equipment it should be reported immediately to the supervisor and notify all staff that use this equipment.
2. If sparking or burning odor is noted, the equipment should be turned off, and the circuit breaker to the equipment should be turned off. It should be reported to the supervisor and notify all staff that use this equipment.
3. If equipment that slides or rolls seems difficult to move or unstable, it should be reported to the supervisor and notify all staff that use this equipment.
4. Equipment with sharp edges, missing guards or bent guides should be reported to the supervisor and notify all staff that use this equipment.
5. If a staff member breaks any equipment during their shift, please report it immediately to the supervisor and notify all staff that use this equipment prior to leaving for the day.

Sponsor: Director

Date: 05/20_rev3