



## Joan Kirner Women's and Children's Quick Reference Guide

### Emergency Lift Access

1. Emergency lift access in the Joan Kirner Women's and Children's will have the following program from Thursday 16 May (N.B. These lifts will have an additional use on move day Wednesday 15 May):
  - In a medical emergency setting, if any medical, nursing or security staff swipe the reader at the front of the emergency lifts, then;
    - i. two lifts will arrive asap to the floor where the swipe card reader was accessed.
    - ii. this will over-ride any 'non-emergency' travel so if passengers are travelling in one of the two activated emergency lifts, they will be told a 'code blue' is underway and the lift will be directed to the floor that triggered the emergency.
  - Appropriate verbal and visual cues will inform passengers that a 'code blue' is taking place.
  - They will be general purpose at any other time i.e. no dedicated lifts, thus other staff will be able to access for clinical or other relevant duties.
2. Emergency over-ride keys give the user the power to take control of the three emergency lifts. This is to allow first responders (or responders to a concurrent emergency) to dictate the destination of the lift.
  - The decision was made to permanently leave the emergency over-ride keys inside the three 'staff' lifts and attach them appropriately.
  - This ensures that a second emergency team (i.e. ICU, anaesthesia) can transport a patient in a timely manner without being over-ridden by the initial emergency call.
  - Spare keys will also reside with the Manager of Security and emergency nurse responders.
3. Signage is not required above the lifts now as they won't be dedicated for clinical emergencies. However signage has been arranged for:
  - Above swipe card readers on each floor with the instructions 'Swipe for medical emergencies'.
  - Above swipe card readers on each floor that activate the doors exiting the emergency lift foyer. The two swipe card readers are in close proximity, so this is to avoid confusion.

4. Education and communication will be conducted locally to relevant staff

- Medical staff in O&G and Midwifery staff will be facilitated by Glyn Teale, Joanne Said and Adele Mollo.
- Medical staff in Anaesthesia will be facilitated by Liz Hessian and Jonathan Galtieri.
- Nursing staff in ICU and CCU and ICU medical staff will be facilitated by Thea Collier-Grace and Wendy Watson.

5. Evaluation and Audit

- Staff experience from relevant areas will advise as to whether an evaluation of this aforementioned process is warranted.
- Audits of inappropriate staff access will be conducted if required.