

UNIVERSITY OF TOLEDO HEALTH SCIENCE CAMPUS

SUBJECT: CODE WHITE - EMERGENCY STAFFING DUE TO
SEVERE WEATHER / SNOW STORM

Procedure No: EP-08-008

PROCEDURE STATEMENT

The University of Toledo Medical Center will take all necessary steps to ensure that patient care and other critical institutional functions continue during severe weather conditions.

PURPOSE OF PROCEDURE

To maintain the uninterrupted flow of services and minimum staffing levels during severe weather conditions.

PROCEDURE

(NOTE: Please see University Policy 05-027: EMERGENCY STAFFING and University Policy 05-058: WEATHER EMERGENCIES for additional information concerning staffing issues during emergency conditions.)

If certain weather conditions (including, but not limited to, snow, flood, or earthquake) warrant the announcement of a staffing emergency, such emergency will be announced after discussions between the Administrative Coordinator, administrator-on-Call, Campus Police officer on duty, and other key personnel as needed.

The Administrative Coordinator is responsible for the activation of certain positions of the Hospital Incident Command System (HICS) if necessary to deal with the weather emergency.

The Administrative Coordinator and/or Human Resources (depending on when the staffing emergency occurs) and Administrator-on-Call will contact the following departments providing vital services* for a listing of key personnel who need to report to work and who may need to be picked up and transported to campus:

(*NOTE: The listing below is not necessarily comprehensive. Depending on the nature of the emergency and the specific institutional needs presented by that emergency, personnel from departments not listed below may qualify for pick up and transportation to campus.)

The Medical Director On Call will be contacted to determine which medical staff should be picked up and transported to campus.

Nursing Services	Clinical Laboratory
Central Service	DMAT Staff
Respiratory Therapy	Food and Nutrition Services
Radiology	Health Information Management
Admitting	Environmental Services
Heart Station	Technology Support
Pharmacy	Information Systems
DLAM	Telephone Services
Campus Police	Facilities Maintenance

The listing of key personnel (their names, addresses and telephone numbers) will then be delivered to the Campus Police Department, which will function as the command center for transportation functions.

University employees driving 4-wheel drive vehicles leased or owned by the University of Toledo will pick up and transport to campus the key personnel required for duty, if any staff cannot come to work on their own.

All employees picked up for work are guaranteed a ride home in a 4-wheel drive vehicle (as soon as possible after the completion of that employee's shift based on operational needs and the availability of the next driver and 4-wheel drive vehicle).

Passes for free meals (to be redeemed during the emergency) will be provided to qualified employees:

- If the employee must work an extra 8-hour shift based on unavailability of replacement staff; OR
- If the employee works a double shift, must sleep at the University Medical Center and return for the next shift because of unavailability of staff.

Free meal passes will be available from the Administrative Coordinator.

Sleeping accommodations will be available in vacant patient care areas and in the YMCA Morse Center (with shower facilities) should circumstances warrant. Linen, pillows and blankets will be available through Linen Services, and cots will be transported to sleeping sites and the YMCA Morse Center by University personnel.

If an employee cannot report for a scheduled shift, he/she must call his/her supervisor directly; Campus Police will not accept call-off information in place of that employee's supervisor.

NOTE: Department managers are urged to make serious attempts to identify their department's "essential employees" as those employees who live closest to campus. This will help minimize 4-wheel vehicle drivers commuting extremely long distances to transport employees whose jobs could be performed by employees living closer to the campus.

EVALUATION

After each activation of this procedure, a detailed critique should be made and the report sent to the Safety & Health Committee as soon as is feasible. This critique should include those people who were involved in decision-making and implementation of the procedure, along with verification of all applicable telephone numbers and the contents of the policy.

Source: Safety & Health Committee

Effective Date: 2/24/99

Review/Revision Date: 1/16/02
4/30/03
5/2/05
2/13/08