

# UNIVERSITY OF TOLEDO

SUBJECT: WORK INTERRUPTION CONTINGENCY PLAN

Procedure No: S-08-013

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## PROCEDURE STATEMENT

The University of Toledo will establish guidelines designed to assure the provision of all essential hospital services during a work interruption or building evacuation. This plan shall be implemented in the case of a large scale curtailment of staff or a building evacuation to assure the safe and efficient operation of the hospital.

## PURPOSE OF PROCEDURE

To make certain all essential / critical functions of patient care and Hospital operations are maintained smoothly and in a consistent fashion.

## PROCEDURE

NOTE: In the event that the work interruption is due to a disaster or evacuation situation, personnel will be assigned as set forth in Section II of the Code Yellow procedure (SEE Policy EP-08-001), in accordance with the HICS model.

### I. Notification

- A. Any employee receiving notification of an unscheduled interruption of services shall immediately notify the Telephone Services operator on duty.
  1. Telephone Services shall:
    - upon receipt of notice immediately contact
      - Administrative Coordinator
      - Campus Police supervisor on duty
      - Administrator on call
    - and apprise them of the situation.
  2. The Administrator on call, following consultation with the Provost and Executive Director, Hospitals (if possible), shall make the decision whether the contingency plan shall be implemented.
  3. Once the contingency plan has been implemented, the Campus Police Supervisor on duty shall, as soon as possible, establish the Control Center.

### II. Control Center

#### A. Staffing

1. The Control Center shall:
  - Be staffed by the Administrative Coordinator on duty and the Campus Police Supervisor on duty until relieved by the Administrator on call and/or the Executive Director.

#### B. Location

1. The Control Center shall be located in the area of the Provost and Executive Director's office, Room 221 Mulford Library Building, phone extension #3407.

#### C. Duties

1. General - The function of the Control Center will be to handle all interruption-related problems during the emergency.
2. Specific duties of the Control Center shall include, but not be limited to the following:

- Notify the President and Medical Staff of the emergency situation;
- Initiation of operational analysis of all departments in order to evaluate those functions which are essential to continue;
- Evaluate operational analysis and take steps to assure necessary staffing;
- Evaluate census with the Administrative Coordinator or designee to determine patients who can be immediately discharged;
- Designate level of occupancy which can be continued based on available staffing;
- Evaluate necessity for suspension of elective admissions;
- Assure security of facility, parking areas, and safety of personnel;
- Assure access of authorized personnel to the facility;
- Notify, as is necessary, hospital legal counsel;
- Notify University Communications;
- Establish as necessary, a public information center;

### III. Departmental Responsibilities

A. Upon notification from the Control Center, all hospital departments shall undertake an operational analysis.

#### B. Public Information

1. If directed by the Control Center, a public information center shall be established.
2. Responsibility for news releases to the media regarding the emergency shall be made only following approval of the person in charge of the hospital. No other administrative or Medical Staff representative shall discuss these matters with any media representative. All questions and communications concerning the emergency shall be directed to University Communications.
3. A Representative of University Communications shall staff the Public Information Center at all times.

#### C. Campus Police

1. Institute procedures to assure the security of hospital personnel and property.
2. Institute procedures necessary to assure guaranteed access to the facility for all authorized personnel.
3. Maintain liaison with the Toledo Police Department and other law enforcement agencies as necessary.

#### D. Telephone Services

1. When the Telephone Services operator receives notification that an emergency situation has or may occur, he/she will notify the Administrator on call, the Administrative Coordinator and the Campus Police supervisor on duty of the possible emergency situation.