(A) Policy Statement

Guidelines/Procedures for Heart and Vascular Center personnel shall be provided in the event evacuation of parts of the UT Medical Center becomes necessary.

(B) Purpose of Policy

To provide efficient operation in the event of a disaster within the UT Medical Center which necessitates evacuation procedures.

(C) Procedure

1. When evacuation procedures are initiated, Heart and Vascular Center employees should respond as follows:

   A. Return all inpatients to their nursing units. Direct outpatients to the outside.

   B. Department Head or designee (most senior supervisor or most senior staff member on duty) should see that employees are accounted for or located.

   C. Employees should remain in HVC waiting area for further instruction by the Administrator, nursing supervisor or by public announcement.