


Name of Policy: <u>Disaster</u> Policy Number: 3364-132-07 Department: Patient Access Approving Officer: Director, Patient Access Responsible Agent: Director, Patient Access Scope: The University of Toledo Medical Center Patient Access Department	 <p>Effective Date: November 9, 1977</p>
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

In the time of a disaster, all employees are to report to their normal duty station. During Code Blue Status 0, employees must remain on duty. Call-in procedure will be implemented during Phase 0.

(B) Purpose of Policy

This policy delineates staff responsibilities and priorities in the event a disaster occurs.

(C) Procedure

Responsibilities of Personnel:

1. Manager
 - a. The Admitting/ER Registration Manager is contacted and will make the determination of how many personnel are to be called in.
 - b. The Manager will notify the Command Center of how many staff members are coming in.
2. Front desk employee in Emergency Registration Department
 - a. Notify the Manager of the Disaster. If unable to reach the Manager, notify Lead Clerk on call.
 - b. Contact Admitting (if staffed) to initiate calling units for a bed count. The bed count list distributed as follows: Admitting, Command Center, Emergency Dept.
3. Additional Admitting Staff
 - a. Report to Manager/Lead Clerk, if present. If Manager/Lead Clerk is not present, report to Emergency Department Front Desk.
4. Additional Emergency Staff
 - a. Report to Manager/Lead Clerk, if present. If Manager/Lead Clerk is not present, report to Emergency Department Front Desk.
5. Patient Information Staff
 - a. Plug in disaster phones. Answer disaster phones until additional assistance arrives. During a disaster drill, continue to answer Patient Information calls. In the event of an actual disaster, first priority is answering the disaster phones.
 - b. Direct families of the victims to the cafeteria.

Admissions to the Hospital

1. Disaster victim admissions will be processed as normal and entered into the Hospital Information System. The Emergency Department or the PARU will call the Admitting Department and give them as much information as they have. Admitting will obtain Disaster Tag number from the caller.
2. The Admitting Clerk will locate a bed for the requesting department and respond as soon as possible.
3. As time/staffing permits, the Admitting Clerk will go to the patient's room to complete the information. Consent will be obtained from the patient/family member whenever possible.
4. The Disaster Tag number will be placed in the comments section of the Patient Management System.

Inpatient/Observation Status Discharge of Disaster Victims

Discharge these patients in the usual manner. If discharge of the disaster victim occurs while we are still operating in the Disaster Status, notify the Command Center Coordinator. Patients can be sent to the Lobby to await transportation home.

Outpatient Disaster Victims (includes ER)

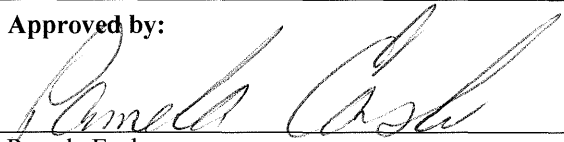
1. Clerk will complete all information on the worksheet.
2. Obtain signatures for consent
3. Attach worksheet and consent with disaster papers.
4. All worksheets will be registered on line in the Admitting Department (unless ER staff is available to assist).

Release of Information

Refer all inquires regarding disaster victims to the Office of Communication at ext. 4255.

Relief of Duty

All staff must receive clearance from the Admitting Manager or Lead Clerk in charge before going off duty.

Approved by:  _____ Pamela Easler Director, Patient Access	Review/Revision Date: 10/3/84 9/28/93 4/23/86 9/7/96 2/17/87 1/22/99 3/15/88 10/01/07 5/2/89 6/3/92 9/3/92 10/2/92 2/12/93 8/31/93
<i>Review/Revision Completed By:</i> Director, Patient Access	Next Review Date: October 1, 2010
Policies Superseded by This Policy:	

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.