



erlanger

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Contact Stephanie Spain:
Trauma Prgm
Mgr Adult

Area Life Safety
Management/
Emergency
Operations Plans
Applicability System Wide
Policies

7135 Adult Trauma Services Departmental EOP

Policy Statement

The department Director/Clinical Nurse Manager and/or their or designees, through the chain of command, should be responsible for coordinating and delegating activities within the Adult Trauma Services. The guidelines to be followed should depend on the nature of the emergency/disaster.

The Adult Trauma Services Departmental Emergency Preparedness Manual is located in the document management library which is accessible on both the intra and Internet.

These documents define categories of disasters, responsibilities, job assignments, checklists, evacuation procedures and routes, and employee notification information.

Who Should Read This Policy? (Scope)

Members of the Adult Trauma Services departments must read and become familiar with these policies.

Purpose

To establish protocol in emergency situations for the Adult Trauma Services department.

Definitions

****Click link to access associated policy/ procedure instructions*****

- External Disaster-occurring outside the hospital (eg. Mass Casualty Incident (MCI), Tornado, etc.)

- Internal Disaster- Occurring within the facility (eg.fire, Active Shooter, Infant/Child Abduction, etc.)
- Mass Casualty Standby-Impending Event Alert
- Mass Casualty Alert-Activates Emergency Operation Plan
- Departmental/ Facility – Locks down the hospital & perimeter. (Causes include, but not limited to, release of external hazardous material near the facility(s), Violence, Active Shooter, etc.)
- Fire/ Smoke Alarm – Fire
- Hazardous Materials Spill/ Release-Hazardous Material Release (also radiation)
- Code Blue-Adult Cardiac Arrest
- Code 5 (Five)-Pediatric Cardiac Arrest
- Missing Infant/ Child- Activates Infant/Child Abduction Response
- Severe Weather Alert- Severe Weather (Severe Thunderstorm, tornado, winter weather)
- Combative Patient/Person – Security Issues, i.e. Violence etc...
- Bomb Threat/Suspicious Package – Bomb Threat
- Decisionally Impaired Missing Person (>18) – Missing Adult Patient
- Evacuation/Relocation – Partial or Total Evacuation of area/facility

The Policy

- In the event the disaster/event occurs within the Adult Trauma Services, the person coordinating should be available via the call tree and communicate updates to/from the Command Center, as needed.
- The department staff is to respond as directed by the person responsible for coordinating the emergency. Normal operations of the department should continue without interruption until notified otherwise.
- The person responsible for coordinating the departmental plan should report to the department and implement the appropriate guidelines
- The Department shall maintain a "master list of staff" that include telephone numbers for all department members to be used for staff notification in the event of activation of the Emergency Operation Plan. This list will include staff names and cell phone numbers and be maintained regularly (at least quarterly). Supervisors should maintain the "master list of staff" for emergency use.
- All employees are asked to update changes in name, addresses, or telephone in the PeopleSoft Direct Access to ensure that Human Resources information is accurate. Additionally, employees are asked to provide new information to their supervisor and the Executive Assistant so that the "master list of staff" is maintained. It is recommended that the all employees sign up for emergency alerts through the RAVE system

Staff Notification:

Notification of staff should be via overhead paging and/or the designated person coordinating the emergency.

Communication:

Lines of communication between the Command Center and the Adult Trauma Services department will be maintained by means of departmental phones, cell phones, fax, email, and/or overhead announcements. The Hospital Command Center should be communicated with by regular phone lines, cell phone and two-way radio and/or runners if necessary.

Missing Infant/Child

Staff will be assigned to the following areas on the daily assignment sheet & should check sheet at the beginning of each shift: Staff will maintain these positions during a "Missing Infant/Child" alert:

- **H** Elevator and stairwell exit by Pulmonary Lab
- **L/M** Elevators and stairwell exit by the 4th floor OR classroom
- Unit Entry Doors

Adult Trauma Services Specific Procedures

- Incident occurring within Adult Trauma Services, personnel will follow standard procedures as outlined in [Emergency All Hazards Plan](#).
- In the event of a Mass Casualty Incident (MCI), Trauma Services will continue to operate under the guidelines of the **EH Emergency Operations Plan** in conjunction with the **Facility Alert - Mass Casualty Plan** and the **Mass Casualty Surgical Staffing Response Plan - Trauma and Orthopedic Trauma surgery**.

Fire extinguishers are located in the following areas:

- Beside the Trauma Process Improvement office on AE4
- Beside the M elevators on AE4

Fire Pulls:

- Beside the stairwell near the Pulmonary Lab and H elevators on AE4
- Beside the stairwell near the OR classroom and M elevators on AE4

FACILITY LOCK DOWN:

- Advise visitors that they cannot leave during the lock down, and should remain in the patient's room.
- Stairwell exits, exterior doors should be monitored to prevent unauthorized entry/exit

Adult Trauma Services - Evacuation Procedure

Horizontal Routes:

- A. Evacuate per connector to LifeForce helipad.

Vertical Evacuation Procedure

- A. In all situations, staff should evacuate by means of fire exits, **no elevators**.
- B. Routes are:
 - 1. Evacuate per Massoud Building, stairwell near Pulmonary Lab
 - 2. May also evacuate per the stairwell by the M elevators (near the OR classroom on the 4th floor)

Evacuation (depending on type, horizontal or vertical) of staff, will depend on the type of disaster occurring.)

Adult Trauma Services – Tornado Location

The safest place in a Tornado is away from doors, windows, or structures that could collapse. For the Adult Trauma Services department, staff will take shelter in either the **stairwell** by the Pulmonary Lab (near H elevator) or the **stairwell** by the OR classroom (near the M elevators).

Education

A departmental in-service should be given to all employees during new hire orientation and annually.

Exercises/Drills

The Adult Trauma Services department shall participate in hospital and community wide drills as scheduled.

Approval Signatures

Step Description	Approver	Date
Final Approval	Stanford Stephens: VP Facs, Const & Suppt Svcs	10/2024
Committee Approval	Crystal Shrum: Patient Safety/ Quality Dir.	07/2024
	Stephanie Spain: Trauma Program Manager	06/2024

Applicability

Erlanger Health - All Search, Erlanger Health - Baroness, Erlanger Health - Bledsoe, Erlanger Health - Children's, Erlanger Health - EMG, Erlanger Health - East, Erlanger Health - North, Erlanger Health -

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