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|  | **Staffing: Emergency Operating Plan (Continuity of Business Plan) – Inpatient Phlebotomy IPP#26** | **Dept:**  | **Inpatient Phlebotomy 324305** |
| **Effective Date:** | **3/7/2019** |
| **Revised Date:** |  |
| **Contact:** | **Laurie Watson** |
| **Name & Title: Greg Pomper, MD Medical Director** | **Date:** |  |
| **Signature:** |

1. **General Procedure Statement:**
	1. **Purpose**: To provide guidelines to the Inpatient Phlebotomy team for maintaining lab operations during situations where laboratory operations may be completely or partially suspended.
	2. **Definition**:

This policy defines the Emergency Operating Plan (EOP) to be followed in the unlikely event of an unforeseen operational emergency where sections of the Department of Pathology are unable to provide uninterrupted patient care.

The Department of Pathology also recognizes and includes the WFBMC Emergency Management Plan as part of this EOP. The WFBMC Plan can be found at: <http://ishare.wakehealth.edu/> ehs/FDSN - 1.pdf

* 1. **Responsible Department/Party/Parties:**
		1. Procedure owner/ Implementer: Inpatient Phlebotomy
		2. Procedure prepared by: Laurie Watson
		3. Who Performs procedure: Inpatient Phlebotomy
1. **Definitions**:
	1. Severe Weather- Tornado, hurricane, thunderstorm, winter storm or any other form of severe weather which creates an impact such that operations are interrupted.
	2. Mass Casualty-airplane wrecks, train wrecks, bus wrecks, explosions, workplace violence, cyber attacks.
2. **Procedure:**
3. Inpatient Phlebotomy keeps a documented inventory of resources it has on-site that may be needed during emergency situations.
	* Personal Protective Equipment
	* Ice
	* Paper
	* Pens
	* Flashlights/batteries
	* A copy of the FY staffing schedule
	1. In the event of a Mass Casualty, all employees will report to their home department/Manager and continue normal duties
		1. The manager or designee will submit the number of available staff available to the command center if the plan is activated.
		2. If needed, Lab Administration will notify the department of the need to dispatch staff to the Command Center for reassignment
		3. The managers of other Medical Center Phlebotomy departments will be contacted for availability of other resources to complete the lab duties of the Inpatient Phlebotomy team.
	2. In the event of Severe Weather, all employees are considered essential and should report to work.
		1. In the event that travel is not possible, team members already at the Medical Center can stay for extra hours/shifts and will be offered a meal voucher and accommodations when possible.
		2. Team members not already at the Medical Center will be encouraged to come in early or on an off shift to help accommodate the needs of Inpatient Phlebotomy.

Annual Required Training

* + All WFBMC employees are required to complete annual training on the WFBMC Disaster Preparedness Program as issued by the Department of Environmental Health and Safety.
1. Review/Revision/Implementation:
	1. Review Cycle: Annually
	2. Office of Record: Department of Pathology
2. Related Policies:

*WFBMC Emergency Management Plan*

1. References, National Professional Organizations,etc.: *NI*A; GEN.73800
2. Attachments:

A. Department of Pathology Section Manager Phone List

1. Revision Dates: January 24, 2017, January 22, 2019

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| Review Date | Revision |  | Signature |
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