**LABORATORY
 Emergency Management Contingency Grid**

Essential Operating System is a [service](http://www.businessdictionary.com/definition/final-good-service.html) or [system](http://www.businessdictionary.com/definition/system.html) whose [failure](http://www.businessdictionary.com/definition/failure.html) or [disruption](http://www.businessdictionary.com/definition/disruption.html) may [result](http://www.businessdictionary.com/definition/result.html) in the failure of business [operations](http://www.businessdictionary.com/definition/operations.html).

With the loss or reduction of one (or more) of the Essential Operating Systems, follow the actions listed for that system.

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| Essential Operating System | **Action** |
| 1. Lighting | 1. Use flashlights or portable lighting as necessary.
2. Ensure routes of egress are free of obstacles.
3. Evacuate staff from work area to an area with emergency power (lighting).
4. Move outpatients to lighted area.
5. Determine extent of outage, confer with Laboratory leadership.
6. Notify Facilities.
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| 2. Electrical Power | 1. Notify Facilities of outage.
2. Ensure critical equipment is plugged into emergency power outlets.
3. Locate and utilize emergency power supplies: extension cords, batteries, portable lighting.
4. Monitor refrigerators/freezers, move reagents/supplies as necessary.
5. If emergency generators are not functioning, testing may be deferred to the alternate campus.
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| 3. Heating and Ventilation | 1. Confer with Facilities to report and to determine the length of the outage.
2. Obtain cooling units from Facilities or EVS if available.
3. Plan for potential instrument shut down due to overheating.
4. Evaluate ventilation in Histology and Microbiology areas. If exhaust is adequate (from hoods), continue testing. If exhaust is not functional, procedures in which chemical vapors are a by-product should be discontinued to protect staff from fume inhalation, and procedures requiring a biological safety cabinet (BSC) should be discontinued; testing may be deferred to the alternate campus.
5. Confer with Laboratory leadership for further guidance.
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| 4. Exhaust | 1. Confer with Facilities to report and to determine the length of the outage.
2. If Microbiology BSCs do not function: do not perform procedures requiring a BSC; testing may be deferred to the alternate campus.
3. If pressure is lost in the Molecular rooms, discontinue testing.
4. If Histology chemical fume hoods (or wall exhaust) do not function, testing should be discontinued to protect staff from fume inhalation; testing may be deferred to the alternate campus.
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| 5. Communications (Telephones) | 1. Hospital phones are out of service.
2. Locate Disaster phone (land line) near front of laboratory.
3. Use for incoming calls only.
4. Use Cisco and cell phones for outgoing calls.
5. Utilize emergency phone numbers to communicate via emergency phones. Emergency phone numbers are located on Star Net and in policy [913.05 Telephone System Failure](http://khan.childrensmn.org/references/policy/900/913.05-telephone-system-failure.pdf).
6. Other communication alternatives:
7. Cisco phones
8. Cell phones
9. E-mail
10. Pagers
11. Radios – Disaster & 800 Mhz
12. Fax machine
13. Pneumatic tube system
14. Staff runners
15. Overhead paging system
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| 6. Alarms (fire, SmartTemps, panic & code blue buttons) | 1. If Fire Alarms are not available, notify appropriate authorities of smoke or fire by dialing 9-911.
2. If SmartTemps alarms lose power, they utilize automatic battery back-up. If the battery backup fails, manual temperatures will be taken with thermometers.
3. If panic or code blue buttons are not working, contact security at 5-7777 in Mpls or 1-8899 in Stp.
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| 7. Specimen Transport (Pneumatic Tube System) | 1. If system is down, confer with Facilities to report and to determine the length of the downtime.
2. Security will make an overhead announcement indicating which zones/units are shut down.
3. Runners will be utilized to transport tube items.
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| 8. Specimen Transport (External-Courier Services) | 1. Confer with Laboratory leadership to assess situation.
2. If external courier services are not available, use internal courier service through supply chain.
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| 9. Water Delivery | 1. Confer with the Facilities department to report and to determine the length of the water outage.
2. Confer with Laboratory leadership to assess situation.
3. Some analyzers require plumbed water. If plumbed water is unavailable, switch to backup instrument. If backup instrument not available, switch testing to alternate campus.
4. Notify patient units if testing will be delayed.
5. Locate and use bottled water as necessary.
6. Wash hands using waterless hand cleaning products.
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| 10. Critical Supplies  | 1. Obtain supplies from alternate campus laboratory when possible.
2. Obtain supplies from STAT/MESA rooms.
3. Obtain supplies from outside hospitals where possible.
4. Obtain extra supplies from alternate vendors.
5. Transfusion Services will evaluate alternate sources of blood products.
6. Evaluate POC testing as an alternative when normal testing supplies are not available.
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| 11. Liquid Waste (Drainage)  | 1. Confer with the Facilities department to determine the extent of the drainage issue.
2. Shut off any equipment that drains into the waste system (plumbed to sink or floor drain).
3. Attach equipment waste lines to waste jugs where possible.
4. Contact Safety to arrange removal of liquid hazardous chemical waste by authorized vendor.
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| 12. Information Technology (IT) | A. Refer to the Laboratory Information System downtime procedure. [SA 5.01](http://khan.childrensmn.org/References/labsop/is/sq/suppd/lis-5.01-sunquest-downtime-procedures.pdf) |
| 13. Personnel | 1. Staffing assessment to be made by Lab Manager.
2. Refer to up-to-date staff call lists for calling in staff as needed.
3. In a severe staff shortage (>40% absenteeism) certain non-essential lab duties may be suspended in order to better utilize staff for critical functions. Laboratory leadership will oversee the distribution and utilization of all human resources. This may include the use of alternate hours (e.g.12 hour shifts).
4. If assigned to work for an extended period of time, bring food, change of clothing.
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