

## BEAUMONT LABORATORY DISASTER PLAN CODES AND EMPLOYEES' RESPONSIBILITIES

RESPONSIBILITY	ACTION
<b>SEVERE WEATHER ALL PERSONNEL</b>	Pager reads "Severe Weather." Draw draperies. Visitors and staff are advised <b>not</b> to leave the building
<b>EXTERNAL/ INTERNAL Incident or HAZARDOUS MATERIAL Incident</b>	
<b>ALL PERSONNEL</b>	<ul style="list-style-type: none"> <li>Return to work areas</li> <li>Department will be notified if lab staff are needed to assist</li> </ul>
<b>DAY SHIFT (Mon-Fri)</b>	
<b>Operations Director/Medical Director</b>	<ul style="list-style-type: none"> <li>Call Hospital Incident Command System</li> <li>Receive information regarding the incident, ex: nature and number of casualties, if additional phlebotomists or staff will be required call employees in</li> </ul>
<b>Specimen Reception Manager / Designate</b>	Inform Operations Director of the number of available phlebotomists for the Emergency Center
<b>Section Managers</b>	Report to Operations Director on a regular basis of staffing levels in each department <ul style="list-style-type: none"> <li>Determine staffing needs of each department</li> <li>Maintain "log of events" and identify problem areas for Disaster Critique Evaluation</li> </ul>
<b>Blood Bank Manager Medical Technologist</b>	Take blood inventory and call the blood product distributor in notification of possible emergency Call Incident Command System with the inventory of Blood available is adequate or not <ul style="list-style-type: none"> <li>will alert off duty personnel to stand by for possible call in</li> <li>will report to the Operations Director</li> </ul>
<b>AFTERNOONS/MIDNIGHTS - WEEKENDS/HOLIDAYS</b>	
<b>Manager on site OR Lead Medical Technologist</b>	<ul style="list-style-type: none"> <li>Call Incident Command System</li> <li>Receive information concerning the disaster ex nature, number and type of casualties</li> <li>Notify Pathologist –On-Call and Operational Director/Designate and Blood Bank Manager of the code called</li> <li>Determine staffing needs</li> <li>Maintain "log of events" and identify problem areas for Disaster Critique Evaluation</li> </ul>
<b>Blood Bank Medical Technologist</b>	<ul style="list-style-type: none"> <li>Notify Blood Bank Manager and Blood Bank Chief Pathologist of the code</li> <li>Blood Bank Manager will alert off duty personal to stand by for possible call in</li> <li>Take inventory of blood on hand</li> <li>Call blood product distributor to notify of possible emergency</li> <li>Call Incident Command System with inventory of blood available</li> </ul>
<b>EXTERNAL/INTERNAL INCIDENT - INCOMING PATIENTS</b>	
<b>ALL PERSONNEL</b>	Remain in work areas until "ALL CLEAR" is announced or released by Manager /Designate regardless of shift
<b>Specimen Reception/IP Phlebotomy Manager /Designate</b>	Have phlebotomists ready to be dispatched to the Emergency Center
<b>Operations Director Manager/Designate</b>	<ul style="list-style-type: none"> <li>If indicated, assign staff to initiate Call –In List</li> <li>When notified, dispatch phlebotomists to the Emergency Center</li> </ul>
<b>Phlebotomists</b>	<ul style="list-style-type: none"> <li>Determine if Emergency Center needs phlebotomists</li> <li>Draw station may need to be closed depending on magnitude of disaster</li> <li>Additional phlebotomists may be called in</li> <li>In patient STATS need to be completed, but routine draws put on hold</li> <li>Phlebotomy may be needed to help in other ways ex: runners</li> </ul>
<b>ALL CLEAR</b>	
<b>ALL PERSONNEL</b>	Resume normal departmental operations