

BEAUMONT LABORATORY DISASTER PLAN CODES AND EMPLOYEES' RESPONSIBILITIES

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