



PROCEDURE

CATEGORY:		PAGE NUMBER:	1 of 2
SUBJECT:	Emergency Fan Out Lists	DISTRIBUTION:	Hospital Wide Manual
CURRENT EFFECTIVE DATE:	November 2013	NEXT REVIEW DATE:	November 2016

SPECIAL POINTS

- Program Managers are responsible for keeping the Emergency Fan Out Lists in their areas up to date.
- The Emergency Fan Out Lists are sent in an electronic format to the Executive Assistant, Director of Patient Care.
- The Executive Assistant, Director of Patient Care will save the lists to the S:Shared Drive/SRHB Documents/Disaster Fan Out Lists.
- The Emergency Fan Out Lists should be reviewed by the Program Managers or designate **monthly**.
- All staff must take home a copy of their department's Emergency Fan Out List
- Please use the following message when calling the staff:
 1. The Mass Casualty Response Plan has been put into effect and your help is needed at _____ (specify location, e.g., Hospital).
 2. Report to _____ (specify location, e.g. Labour Pool, individual's name) through the staff entrance. Bring hospital I.D. and park your vehicle in the front parking lot.
 3. If you have children who require care, the service is located at the Church of Christ, located on Range Lake Road. For each child, please bring a blanket and pillow.

PROCEDURE:


1. The manager/designate determines the number of staff required based on the extent of the mass casualty.

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2. The manager/designate phones the staff member on the top of each column of the Emergency Fan Out List. NOTE: if that person is not available, the manager/designate must contact the next person in the column.
 3. The staff member at the top of each column is responsible for phoning each person in their column.
 4. Leave a message for the staff member to call back immediately if there is no reply.
 5. The staff member then reports back to the Manager/Designate the number of staff successfully contacted.
 6. The manager/designate reports this information to the Command Centre.

APPENDIX:

Appendix: Emergency Fan Out Template

Reviewed and approved by:

 AIDPCS NOV 7 2013
Chairperson of CPAC (signed and dated)

Reviewed and approved by:

 NOV 7 2013
Chief Executive Officer (signed and dated)

APPENDIX



STANTON TERRITORIAL HEALTH AUTHORITY

Revised:

EMERGENCY FAN OUT
(Department)

Department Specific Notes:

DO NOT GIVE OUT HOME PHONE NUMBERS TO UNAUTHORIZED PERSONS!

When calling for an Emergency Fan Out please say

- 1) The Code Orange plan has been put into effect and your help is needed at the _____ (specify location e.g.: Hospital etc.)
- 2) Report to the _____ (specify location e.g.: Labour Pool, Individuals name) through the staff entrance. Bring Hospital I.D. and park your vehicle in the front parking lot.
- 3) If you have children who require care, the service is located at the Church of Christ, 516 Range Lake Road. For each child please bring a blanket and pillow.