

## TRAINING UPDATE

<b>Lab Location:</b>	GEC, SGMC & WAH	<b>Date Distributed:</b>	11/24/2015
<b>Department:</b>	All	<b>Due Date:</b>	12/29/2015
		<b>Implementation:</b>	<b>12/30/2015</b>

### DESCRIPTION OF PROCEDURE REVISION

<b>Name of procedure:</b>
<b>Evacuation Plan    GEC/ SGAH/ WAH.SA11 v2</b>
<b>Description of change(s):</b>
<b>Most important change is addition of specific assembly area after an evacuation</b>
Section 1: clarified purpose
Section 2: update SG name, remove contractors
Section 3: update job titles
Section 5: <b>update evacuation descriptions, add assembly areas</b>
Section 9: remove evacuation map
<b>This revised SOP will be implemented on December 30, 2015</b>

Document your compliance with this training update by taking the quiz in the MTS system.

**Approved draft for training (version 2)**

Non-Technical SOP

<b>Title</b>	<b>Evacuation Plan</b>	
<b>Prepared by</b>	Bryan Mason	Date: 2/1/2011
<b>Owner</b>	Lori Loffredo	Date: 2/1/2011

<b>Laboratory Approval</b>		
<b>Print Name and Title</b>	<b>Signature</b>	<b>Date</b>
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

<b>Review:</b>		
<b>Print Name</b>	<b>Signature</b>	<b>Date</b>

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### 1. PURPOSE

In the event of a fire or safety emergency, this procedure ensures that employees and other persons in and around the Lab area are safely evacuated.

### 2. SCOPE

This SOP applies to laboratory employees ~~and all contractor personnel working within the laboratories~~ located at Shady Grove Medical Center, Washington Adventist Hospital, and Germantown Emergency Center.

### 3. RESPONSIBILITY

Laboratory management is responsible for implementation of this SOP, and for ensuring personnel ~~and appropriate contractor personnel~~ are trained in the use of this SOP.

Employees ~~and contractors~~ are responsible for exiting the facility in a safe and timely manner.

The Regional Laboratory Director is responsible for review and update of this procedure as needed.

### 4. DEFINITIONS

None

## 5. PROCEDURE

### A. All Laboratory sites

- 1) Evacuate the area immediately in the event of a fire, explosion or laboratory accident.
  - Walk; do not run, to the nearest exit following facility posted exit signs.
  - If the nearest exit route is blocked by fire or smoke, evacuate using another route.
- 2) Assemble in the designated area.
- 3) If other personnel (hospital staff, vendors, patients, etc.) are within a lab area, ensure they are evacuated.

### B. Shady Grove Medical Center

- 1) Exit the laboratory to the main hospital corridors. Proceed through the Physician's Office Building tunnel to the lobby of the Physician's Office Building.
- 2) Exit the Outpatient Lab through the hospital main lobby and assemble on main drive with other hospital OP staff.
- 3) For disabled employees, patients and visitors a laboratory employee will accompany such persons to the nearest evacuation route. Persons needing assistance (wheelchair, blind, deaf, etc.) can be escorted out any evacuation route. Extension 4444 should be contacted if assistance is needed during an evacuation.

### C. Washington Adventist Hospital

- 1) Exit the laboratory to the main corridors. Proceed to closest emergency exit near Chemistry, Stairwell H or G, or past the Cardiac Cath Labs.
- 2) Assemble in the physician parking lot.
- 3) For disabled employees, patients and visitors a laboratory employee will accompany such persons to the nearest evacuation route. Persons needing assistance (wheelchair, blind, deaf, etc.) can be escorted out any evacuation route. The Code Blue team should be contacted if assistance is needed for a critical patient during an evacuation.

### D. Germantown Emergency Center (GEC)

- 1) Evacuate through the nearest exit and assemble in the main parking lot with other GEC staff.

**6. RELATED DOCUMENTS**

Shady Grove Adventist Hospital Safety Manual *Emergency Management Plan, Code Yellow* (35016), available on Adventist Healthcare Intranet

Washington Adventist Hospital Safety Manual, *Emergency Management Plan* (3932) and *Hospital Relocation and Evacuation* (3604), available on Adventist Healthcare Intranet

**7. REFERENCES**

None

**8. REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes Evacuation Plan, dated 3/1/2004		
000	1/21/14	Section 5: Update description for SGAH exit Section 9: Update evacuation route for SGAH Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	L. Barrett	B. Mason L. Loffredo
1	10/27/15	Section 1: clarified purpose Section 2: update SG name, remove contractors Section 3: update job titles Section 5: update evacuation descriptions, add assembly areas Section 9: remove evacuation map	L. Barrett	L Loffredo

**9. ADDENDA AND APPENDICES**

None