

TRAINING UPDATE

Lab Location: GEC, SGMC & WAH
Department: All staff

Date Distributed: 3/5/2018
Due Date: 3/20/2018
Implementation: 3/14/2018

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Disaster and Emergency Preparedness SGAH.SA09 v2 <i>This has been converted to a system SOP</i>
Description of change(s):
<p>The changes are minor. This update is intended to refresh your knowledge of safety practices.</p> <p>Header: add other sites</p> <p>Section 3: updated director job title</p> <p>Addendum B: updated policy titles and numbers</p> <p>This revised SOP will be implemented on March 14, 2018</p>

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

Non-Technical SOP

Title	Disaster and Emergency Preparedness	
Prepared by	Bryan Mason	Date: 1/25/2011
Owner	Robert SanLuis, Stephanie Codina	Date: 2/26/2018

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

Review:		
Print Name	Signature	Date

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1. PURPOSE

This document will refer to the internal hospital policy document detailing disaster preparedness procedures at the laboratories of Quest Diagnostics at Germantown Emergency Center, Shady Grove Medical Center and Washington Adventist Hospital.

2. SCOPE

This document applies to all laboratory employees.

3. RESPONSIBILITY

Laboratory management is responsible for ensuring compliance with this SOP.

The Regional Laboratory Director or designee is responsible for review and revision of this SOP as needed.

4. DEFINITIONS

None

5. PROCEDURE

- a. Staff at Washington Adventist Hospital will adhere to the specific policies for Washington Adventist Hospital disaster preparedness (addenda A).
- b. Staff at Shady Grove Medical Center and Germantown Emergency Center will adhere to the specific policies for Shady Grove Medical Center disaster preparedness (addenda B).

6. RELATED DOCUMENTS

None

7. REFERENCES

None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes Disaster/Emergency Preparedness, dated 2/25/2004		
000	1/18/16	Section 1 & 2: remove Nichols Institute Chantilly Section 3: update job titles Section 5: update Shady Grove facility name Section 9: update hospital policies Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	L. Barrett	L. Loffredo
1	2/26/18	Updated owner Header: added other sites Section 3: updated director job title Addendum B: updated policy titles and numbers	L Barrett	R SanLuis

9. ADDENDA AND APPENDICES

- A. Washington Adventist Hospital disaster preparedness policies
- B. Shady Grove Adventist Hospital disaster preparedness policies

Addenda A

The following policies are specific to Washington Adventist Hospital disaster preparedness, and will be adhered to by all Quest Diagnostics staff as written (all Policies available on the Hospital Intranet):

Name	Policy number
Armed Person or Active Shooter	EOP Appendix V
Bioterrorism Response Plan	EOP Appendix K
Bomb Threat/Scare, Code Gold	EOP Appendix B
Civil Disturbance Plan	EOP Appendix A
Code 99, Hostage Taking Situation	3703
Code Pink, Infant Abduction, Prevention and Response to	EOP Appendix X
Code 4164, Hospital Alert	EOP Appendix S
Code Red, Fire Safety Prevention Plan	EOP Appendix E, 3800
Code White, Tornado Warning	EOP Appendix D
Code Yellow, Mass Casualty Plan	EOP Appendix H
Disaster, A National	3702
Disaster Command Center	3050
Disaster Committee	3030
Emergency Operations Plan (EOP)	EOP
Elevator Emergencies	3420
Electrical Outage	3510
Hazardous Weather Plan (Emergency Transport of Employees)	EOP Appendix F
Hospital Relocation and Evacuation	EOP Appendix I
Hospital Radio Net	EOP Appendix J
Workplace Violence	3921

Addenda B

The following policies are specific to Shady Grove Medical Center disaster preparedness, and will be adhered to by all Quest Diagnostics staff as written (all Policies available on the Hospital Intranet):

Name	Policy number
Bioterrorism Response Plan	33002
Bomb Threat/Scare (Code Gold)	HSE9998
Code 13 – Aggression Management & Violence in the Workplace & Hostage Situation	35022
Code Pink, Pediatric or Infant Abduction	HSE9997 <input type="checkbox"/>
Code Red / Fire Prevention Response Plan	HSE0037
Emergency Preparedness Planning Process	35023
Emergency Code Policy	HSE0030
Emergency Management/Operations Plan	HSE0123 <input type="checkbox"/>
Emergency Event/Issue “Code Yellow”	HSE0140
Elevator Failure	HSE0213
Fire Safety Management Plan	HSE00005
Hazardous Weather Plan	34002
Hospital Alert – Code 4164	31017
Hospital Emergency Incident Command System (HEICS)	35030
Tornado Response Plan (Code White) <input type="checkbox"/>	HSE0124
Utility Systems Management Plan	HSE0185
Utility Essential System Disruption Failure Plan	HSE0204