

TRAINING UPDATE

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

Date Distributed: 2/11/2020
Due Date: 3/1/2020
Implementation: 2/19/2020

DESCRIPTION OF REVISION

Name of procedure:
Disaster and Emergency Preparedness SGAH.SA09 v3
Description of change(s):
Section 5 & App A: updated WOMC & hospital policies This revised SOP will be implemented February 19, 2020

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:

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1. PURPOSE

This document will refer to the internal hospital policy document detailing disaster preparedness procedures for the laboratories at Germantown Emergency Center, Shady Grove Medical Center and White Oak Medical Center.

2. SCOPE

This document applies to all laboratory employees.

3. RESPONSIBILITY

Laboratory management is responsible for ensuring compliance with this SOP.

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

4. DEFINITIONS

None

5. PROCEDURE

- a. Staff at White Oak Medical Center will adhere to the specific policies for White Oak Medical Center 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
2	1/29/20	Header & section 1: changed WAH to WOMC Section 5 & App A: updated WOMC & hospital policies	L Barrett	R SanLuis

9. ADDENDA AND APPENDICES

- A. White Oak Medical Center disaster preparedness policies
- B. Shady Grove Medical Center disaster preparedness policies

Addenda A

The following policies are specific to White Oak Medical Center disaster preparedness, and will be adhered to by all laboratory staff as written (all Policies on the Hospital Policy Manager website):

Name	Policy number
Armed Person or Active Shooter	AHC 1.25
Bioterrorism Plan	SAFE33.0
Bomb Threat/Scare, Code Gold	SAFE24.0
Civil Disturbance Plan	SAFE9.0
Code Pink, Infants and Children Abduction	AHC CP 129.0
Hospital Alert – Code 4164	SAFE29.0, SAFE31.0
Code Red, Master Fire Prevention Plan	SAFE4.0
Code White, Tornado Warning	SAFE32.0
Code Yellow, Mass Casualty Plan	SAFE33.0
Emergency Operations Plan (EOP)	SAFE34.0
Elevator Emergencies	SAFE19.0
Electrical Safety	SP1.0
Hospital Relocation and Evacuation	SAFE22.0
Workplace Violence	AHC 2.36

Addenda B

The following policies are specific to Shady Grove Medical Center disaster preparedness, and will be adhered to by all laboratory staff as written (all Policies on the Hospital Policy Manager website):

Name	Policy number
Bomb Threat/Scare (Code Gold)	HSE9998
Code Pink, Pediatric or Infant Abduction	HSE9997 <input type="checkbox"/>
Code Red / Fire Response Plan	HSE0037
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	HSE0273
Tornado Response Plan (Code White) <input type="checkbox"/>	HSE0124
Utility Systems Management Plan	HSE0185
Utility Essential System Disruption Failure Plan	HSE0204