

# UW Medicine - Pathology

100-05-01-22

## HMC Pathology Department Specific Disaster and Evacuation Plan

Adopted Date: 01/01/93

Revision Date: 01/14/10

### **PURPOSE**

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To provide HMC Pathology department specific instructions that address staff / faculty safety responsibilities during and after a hospital - wide or regional disaster. The department will follow the hospital-wide Emergency Reference Guide and the Wright Runstadt Emergency Response Manual for disaster specific instructions. Evacuation Plan for the department is included in this procedure.

### **SCOPE**

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All personnel, including faculty, residents/fellows and all staff.

### **PROCEDURE**

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#### **A. Department Specific Disaster Plan Activation (*Damage Assessment and Reporting Available Personnel*):**

1. Supervisor or backup for each area (Administration, Autopsy, Cytology, Histology, Molecular, Neuropathology, Pathologists) will identify and report the number of staff available to the Emergency Warden(s). Supervisors are expected to select a backup in case of absences.
2. Emergency Warden(s) will provide the information to the Administrative Director or back up (i.e. Associate Administrative Director or other Emergency Warden) who will report the total number of staff available to the personnel pool at 206-744-3281.
3. Emergency Wardens for lab and office areas will proceed as trained for each type of disaster and follow applicable checklist(s) including the Incident command Job Action Checklist for Pathology Management and/or the Morgue Management. Emergency Wardens will report their assessment and the number of available staff to the Administrative Director and Command Center as appropriate.
4. In the event of an emergency, personnel may be evacuated according to the Department - Specific Evacuation Plan outlined in Section B.

#### **B. Evacuation Plan**

##### **1. Personnel Authorized to Order an Evacuation:**

###### **a. Partial Evacuation (Unit or Office Area):**

When an emergency arises in the department which requires immediate evacuation of employees, the department which requires immediate

evacuation of employees, the Manager/Supervisor in charge of the area will have the authority to order immediate evacuation of their area only. The supervisor must immediately inform the Administrative Director. Property Management and the Safety Office will be contacted.

- b. Floor or Building Evacuation:  
When the floor(s) or entire building needs to be evacuated, only the Administrator On-Call / Nursing Supervisor, the Seattle Fire Department or Property Management can order such an evacuation.
- c. Employees will be notified of the evacuation by the Supervisor and the departments Safety Warden(s) or Property Management personnel.
- d. Employees are to listen for further announcements over the buildings PA system.
- e. Persons with special needs will follow the instructions of the Safety Warden and emergency personnel will be notified if the person(s) are unable to evacuate independently.

**C. Evacuation Destination**

The Emergency Warden for each area will facilitate evacuation as follows:

- a. Use the nearest accessible exit stairwell, evacuate personnel to the outside main entrance of the Ninth & Jefferson Building. Staff are to remain together for a head-count and for further instructions. Emergency Wardens are responsible for reporting damage assessment and available personnel.

**RELATED DOCUMENT**

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HMC Pathology Evacuation Route Floor Plan  
Incident Command Job Action Checklist: Pathology Management  
Incident Command Job Action Checklist: Morgue Management

HMC Pathology Chief of Service:

(Signature and Date)



5/24/13

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Written by:

(Signature and Date)

Revised by:

(Signature and Date)