

**INDIANA UNIVERSITY HEALTH, INC. BUSINESS CONTINUITY PLANNING**

**Template:** Scenario Three (3) Tables

**Entity:** Laboratory Services

**Department:** Apheresis

**Template Section** 7.03.1: Unit and/or Floor Unavailable; Where/what is the Alternate Location

Current Floor Used by Dept.	Alternate Floor or location we would move to	Notes
UH Apheresis Room 3550	Infusion Center/BMT Clinic	1. Call AA to see what beds available in University Hospital 2. If space unavailable, would relocate to Riley Apheresis Unit
Riley Apheresis W6111		1. Call AA to see what beds available in Riley Hospital 2. If space unavailable, would relocate to UH Apheresis Unit

**Template Section** 7.03.2: Building unavailable; Where/what is the Alternate Location

Current Floor Used by Dept.	Alternate Floor or location we would move to	Notes
UH Room 3550	Riley Apheresis W6111	Contact AA of each hospital
Riley Apheresis W6111	UH Apheresis Room 3550	Contact AA of each hospital

**Template Section** 7.04.2-B: Systematic establishment of operations at alternate location; Decisive Actions & Tasks

Task #	Responsible Party	Task	Timeframe
	<i>Who accomplishes the task (by position, not by name)</i>	<i>What is the specific task</i>	<i>When is the task done in relation to the start of the disaster (e.g. immediately, within 2 hours, in the first 48 hrs., etc.)</i>
1.1	Charge RN	Contact Hospital Associate Administrator for review of open beds/relocation plans	immediately
2.1	Charge RN	Notify Apheresis Operations Director, Medical Directors and PA-Cs	immediately
3.1	Therapeutic Apheresis Medical Director and Apheresis Collection Facility Medical Director along with the Division Director	Review patient schedule for rescheduling outpatients scheduled that day. Stem cell patient collections will take priority	immediately
4.1	Charge RN	Coordinate relocation to new area	immediately
5.1	Apheresis RNs	Disconnect donor/patient safely. Follow SOP ACQA008A	as directed by Charge RN

6.1	Apheresis RNs	Remove and secure all cellular therapy products. Follow SOP ACQA008A	as directed by Charge RN
7.1	Apheresis Team Members	Assist with relocation to designated area	as directed by Charge RN
8.1	Apheresis PA-C or Operations Director	Notify patients and patient ordering MDs of relocation or rescheduling	within 2 hours
9.1	Apheresis Charge RN	Place sign on door stating new location and phone numbers	immediately prior to relocation
10.1	Therapeutic Apheresis Medical Director and Apheresis Collection Facility Medical Director along with the Division Director	Prioritize patient procedures	immediately
11.1	Therapeutic Apheresis Medical Director and Apheresis Collection Facility Medical Director along with the Division Director	Review patient schedule for need to cancel outpatients/Contact BMT MD for review of stem cell patients	> 24 hours
12.1	Apheresis Collection Facility Medical Director	Notify BMT MD Program Director for BMT patient prioritization and planning	> 48 hours

**Template Section** 7.04.3: Systematic return to original location and re-establishment of normal operations;  
Decisive Actions & Tasks

Task #	Responsible Party	Task	Timeframe
	<i>Who accomplishes the task (by position, not by name)</i>	<i>What is the specific task</i>	<i>When is the task done in relation to the start of the disaster (e.g. immediately, within 2 hours, in the first 48 hrs., etc.)</i>
1.1	Apheresis Operations Director	Confirm approval for relocation from Hospital AA.	immediately
2.1	Apheresis Director/QA Specialist	Determine what environmental monitoring required to resume stem cell collections	immediately
3.1	Apheresis Operators	Assist with relocation of equipment and supplies to original location.	as directed
4.1	Apheresis PA-Cs	Notify patients and patients ordering MDs of relocation back to unit.	within 4 hours
5.1	Apheresis Medical Director	Review patient schedule and prioritize patients that had been rescheduled.	immediately
6.1			

**INDIANA UNIVERSITY HEALTH, INC. BUSINESS CONTINUITY PLANNING**

**Template:** Scenario Three (3)  
**Entity:** Laboratory Services  
**Department:** Apheresis  
 Building System Interrupted or Unavailable- During Apheresis work day a strong odor is present in the unit. We are instructed by Security to evacuate the unit.

**Scenario Description:** This scenario encompasses several types of interruptions. First a specific unit and/or floor within the department becomes unusable. Secondly, the entire building is unusable causing the department to relocate to another location.

Section #	Section Title	Section Description	Template Instructions	Response
7.01	Detect and assess level of disaster condition	Problem Identification & Declaration of disaster	(A floor or building unavailable would automatically trigger this plan. Who in the department has the authority to activate the BCP in the event of a utility outage or unusable space scenario?) - Add delegated authority concept for bomb threat, identified explosive device, smoke, fire and high wind events to BCP.	Apheresis Charge Nurse or Apheresis RN Manager
7.02	Notify persons responsible for response and/or recovery	Disaster Notification	situation/disaster. Include entities/people within IU Health and any vendors or external agencies that would be notified if your department relocated. Also add who and when does department call for help or assistance (i.e., from Disaster Team or senior leadership, mutual aid). Include contact information such as phone numbers, e-mail address, pager numbers)	Notify Security at 317-944-8000 at University/Riley Hospitals and 317-962-8000 at Methodist. Notify the Associate Administrator (AA) at 317-944-6565. Apheresis Director, Apheresis Medical Directors and PA-Cs (See the Call List in this document) Apheresis Operations Director will notify the AHC Labs Executive Director.
7.03.1	Unit and/or Floor Unavailable	Department's area of operations is unavailable. Where/what is the Alternate Location	[Assume the floor/area of the building in which this department is located becomes unavailable for staff. If the department is located on multiple floors assume only one floor unavailable at one time. Assume that the unit and/or floor cannot be used for a period of at least ninety-six (96) hours].  (Identify the alternate location/s in the same building that staff, patients, and operations relocate to. Usually, this is another unit of floor occupied by the same department. If the entire department is located on one floor this scenario is the same as Section 7.03.2 Building Unavailable. In this case simply state "see Section 7.03.2")	Apheresis RN Manager would work with the hospital AA to find areas to move apheresis outpatients. Apheresis will work with the Manager of Clinical Operations for the Infusion Center & Bone Marrow Transplant Clinics for relocation of stem cell collection patients.
7.03.2	Building Unavailable	Department's area of operations is unavailable. Where/what is the Alternate Location	(Assume the entire building is not available for staff. If department is housed in multiple buildings or multiple campuses the scenario addresses unavailability at each. Only one location is assumed unavailable at one time. Assume that the building cannot be occupied for a period of at least ninety-six (96) hours.  (Identify the alternate location/s that staff/operations relocate to. Specify campus, building location, and room number/s)	Apheresis has an 8-bed unit in University Hospital and a 3-bed unit in Riley Simon Family Tower. Each area has apheresis machines and supplies needed for daily operations. Apheresis RN Manager would notify AA for relocation to another hospital. Therapeutic Apheresis Medical Director and Apheresis Collection Facility Medical Director will inform patient's ordering physician of relocation if applicable. Medical Directors will prioritize patients if relocated to Riley Hospital with 3 beds only. Please see detail steps in "Scenario 3 Tables".
7.04.1 - A	Systematic move of staff and equipment	Who goes?	(Identify critical staff that must relocate first. If entire staff is not relocating, what happens to those that do not – work from home, PTO, furlough, etc.?)	All staff should relocate to the alternate location
7.04.1 - B	Systematic move of staff and equipment	What goes?	(Identify the most critical equipment that must be taken to new site first. This applies to situations where access to the original building is possible.)	1. Apheresis Optia machines/Cell Ex Photopheresis machine 2. Blood Warmers 3. Apheresis disposable sets 4. Patient's apheresis charts

Section #	Section Title	Section Description	Template Instructions	Response
7.04.1 - C	Systematic move of staff and equipment	Required infrastructure and major equipment at alternate location	<i>(Identify what <u>major</u> equipment and infrastructure are needed and in what quantity e.g. 6 workstations, 4 with network connectivity; 6 dedicated phones/phone lines, 10 portable cardiac monitors, monitoring equipment, O2 availability for at least 10 beds, etc.)</i>	3 treatment rooms with monitoring equipment, O2 and Suction availability, 1 code cart, 4 workstations (WOWS) 1 phone line
7.04.2	Systematic establishment of operations at alternate location	Establish operations	<i>(Plan to establish business operations/patient care at new location. If sharing a space with another department/entity, cover decisions or tasks which differentiate the use of staff, space, equipment and/or supplies.</i>	Apheresis Team Members will relocate patients to the alternate location using the supplies in place. Apheresis has an emergency stock of apheresis disposables and supplies for > 96 hours of operation located at UH 3416.
7.04.2 - A	Systematic establishment of operations at alternate location	Key Decisions	<p><i>List the decisions that are most critical to the successful establishment of department operations at the alternate site. An example of such a decision in this scenario is: Appropriate level of utilities and infrastructure to support patient care services.</i></p> <p><i><u>Decision</u>: "Do we use customer service personnel to process backlogged orders?"</i></p> <p><i><u>Backaround</u>: "If re-establishing operations at the alternate building takes more than 2 days, two customer service employees will shift to the orders processing section to assist in entering/processing backlogged orders." Another example might be a decision to place more than one patient into the same room.</i></p>	The Therapeutic Apheresis Medical Director and Apheresis Collection Facility Medical Director must decide if outpatient procedures need to be rescheduled. Stem cell patient collections for mobilized patients will take priority. Apheresis will support the BMT Program Emergency Management Plan PA-1.01 in the event of a disaster.
7.04.2 - B	Systematic establishment of operations at alternate location	Decisive Actions & Tasks	<i>(List the tasks you consider most decisive to the successful execution of your relocation plan) Create a table to capture this data using the following headings: Task #, Responsible Party (by position, not by name), Specific Task Description, Timeframe (When is the task done in relation to the start of the disaster (e.g. immediately, within 2 hours, in the first 48 hrs., etc.)</i>	Please see "Scenario 3 Tables" page
7.04.3	Systematic return to original location and re-establishment of normal operations	Recovery Process/ Decisive Actions & Tasks	<p><i>(Briefly detail steps to seamlessly transfer operations from the alternate site back to the original site of operations once identified outage and/or agent has been restored or eliminated respectively. Consider that there may be a point in time where staff is split and operations may take place from both sites.</i></p> <p><i>(List the top 3-5 tasks you consider most decisive to the successful return to the department's original location) Create a table to capture this data using the following headings: Task #, Responsible Party (by position, not by name), Specific Task Description, Timeframe (When is the task done in relation to the start of the disaster (e.g. immediately, within 2 hours, in the first 48 hrs., etc.)</i></p>	Please see "Scenario 3 Tables" page

Section #	Section Title	Section Description	Template Instructions	Response
7.05	Disseminate Information and Seek Assistance When Indicated	Notification of interdepartmental liaisons, vendors, patients, family members or clients	<i>(Summary of how other departments, vendors, patients or customers of the department are notified of changes in location i.e. how do you let others know your department has moved?)</i>	Apheresis Operations Director and Manager will notify customers of relocation. BMT coordinators will notify patients scheduled for stem cell collections.
7.06	Provide direction, coordination, resources and support services to aid recovery	Does your department have any role in the building's recovery?	<i>(If yes, specify who in your department performs this function).</i>	No