

# UW Medicine - Pathology

100-05-01-23

## UWMC Pathology Department Specific Disaster and Evacuation Plan

Adopted Date: 07/01/11 Revision Date:
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### PURPOSE

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To provide UWMC 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 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. The department disaster response leads or backups for each area (Front Office, Autopsy, Faculty Suite, Histology / IHC / EM / Gross Room, Computer Support, Slide Room, Cytogenetics / Flow Cytometry) will identify and report the number of staff available to the departments Disaster Lead. A list of all leads and back ups is available in the front section of each disaster binder.
2. The Department Lead will carry all staffing sheets from each group to the hospital designated disaster meeting. At this meeting they will be provided additional instructions regarding the disaster to carry back to the sub-groups leads for them to discriminate to staff.
3. All disaster information will come from the UWMC Disaster Team. The Disaster Response instructions located in each groups Disaster Binder are to be followed.
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**

**Follow the Evacuation Instructions located in the first section of the Disaster Response binders.**

- a. Second Floor Personnel / Labs (NW211 / B250 / BB220 / BB222):

- i. Evacuate to the back the hospital, down the RR wing. Exit using the stairwell at the end of the hall past the RR elevators.
- b. Faculty / Resident Area (NE110):
  - i. Evacuate to the South end of the facility. Exit by the Cascade elevators on the first floor.
- c. First Floor Personnel / Labs (NW125 / NW110):
  - i. Evacuate out of cafeteria back doors.
- d. Minus One Floor Personnel (NW031):
  - i. Evacuate out of the building to the S1 parking structure and go up to the road.
- 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 Disaster Lead for each area will facilitate evacuation as follows:

- a. Evacuate per the instructions in part B. Staff are to remain together for a head-count and for further instructions. Disaster leads may be responsible for reporting damage assessment and available personnel.

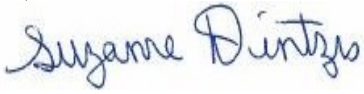
**RELATED DOCUMENT**

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UWMC / HEICS Disaster Response Binders

UWMC Pathology Chief of Service:

(Signature and Date)

 5/24/13

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Suzanne Dintzis, MD, PhD

Written by:  
(Signature and Date)

Revised by:  
(Signature and Date)

Paul Swanson, MD, PhD, 5/25/2011

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