

Department of Anesthesia

Title:
Emergency Preparedness

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Attachment:

POLICY:

The Department of Anesthesia adheres fully to the MGUH Emergency Preparedness Manual and the policies set forth in that document for general disasters, chemical, radiation and biological disasters. (Attach A: Fact Sheets, GUH Emergency Preparedness Manual). In the event the Disaster Plan is activated, the Anesthesiologist-in-Charge (AIC)/Surgical First Call is the senior physician for the Department.

PROCEDURES:

Notification

1. Disaster Plan is initiated by the ED. Command Center will be located in Administration.
2. The Switchboard Operator will page the Trauma Team and the Anesthesiologist On-Call indicating the level of Plan in effect; as follows when pagers are active after Limited Response will be displayed indicating a limited disaster, or Full Response indicating a full disaster.
 - Code Orange Level 1: Limited Response. ED activated along with requested services and a limited administrative response. Less than 10 immediate and/or delayed patients expected.
 - Code Orange Level 2: Full Response. ED designated for immediate and delayed patients. Same Day Surgery (SDS) designed for minor patients. Greater than 10 immediate and/or delayed patients expected.
 - Code Orange Level 3: Over-whelming capacity. ED designated for immediate patients. SDS designated for delayed patients. Physical Medicine and Rehabilitation designated for minor patients.
 - Page Outage/Phone Outage: Broadcasted messages provided by local TV/Radio stations requesting employees report to the hospital.
3. The Anesthesia Resident or SRNA carrying the Code Pager should respond to the ED for all level 1-3 disasters.
4. The Operating Room Control Desk will also be called. The Control Desk will notify the Anesthesiologist In-Charge during normal business hours (weekdays 0700-1600) or the Anesthesiologist On-Call during evening and weekend hours.

Implementation

1. The Anesthesiologist In-Charge will:
 - a. Call the indicated number and leave a voice mail message indicating: Name, Department, and Confirmation the Department Disaster Response is being initiated.

- b. Call “access hotline” number, **444-SNOW (7669)** for information on the emergency.
 - c. Initiate Department Disaster Response Plan. This will consist of:
 - i. Code Level 1: Send SRNA or Resident carrying code pager to ED to assist.
 - ii. Code Levels 2 & 3: In charge attending designates an individual to Gorman to report to labor pool. SRNA or Resident carrying Code Page reports to ED to assist. The in charge attending:
 - Decides whether or not he/she needs to call back up call attending physicians to come in and report. (coordinates with administrative staff)
 - Additional staff will be telephoned by the administrative staff from the department’s emergency personnel list during all work hours. During off hours, the in charge attending may call administrator at home or have staff on hand initialize the phone list for additional support.
 - iii. The hospital Administrator in charge will mobilize support staff by contacting the Administrator on the Departmental Call Schedule. The administrative senior person will then mobilize support staff.
 - d. Delegate responsibilities to available personnel based upon the availability of anesthesia providers, the needs of the operating room, and the needs of the ED.
 - e. Coordinate with OR Charge Nurse the allocation of operating room resources. The AIC will work closely with the Chief Nurse of Perioperative Services to make determinations about proceeding, delaying and terminating surgical procedures
 - f. Ensure that the blood bank has been notified of emergency need for products.
2. **All Anesthesiologists, Residents and CRNAs coming in from home report to Gorman Auditorium**, unless specifically instructed otherwise over the phone. All other staff (Nursing, Technical Support and Administrative Staff) reports to their normal duty station.
 3. Access for all staff into the Hospital buildings during a lock down situation will be via the PHC (Pasquerilla Health Care) entrance. Staff **MUST** have Hospital ID or Georgetown ID to enter after hours and during lock down situations.

Russell T. Wall, MD
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