

TITLE: EVACUATION PLAN		
FACILITY: St. Vincent's East	FUNCTION:	ORIGINATING DEPT:
HOSPITAL SHARED POLICY? _X_ Yes __ No	EFFECTIVE DATE: 11/05/97	
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APPROVAL DATE: 1/15/04	RETIREMENT DATE:	

SCOPE:
PURPOSE: The plan establishes guidelines to facilitate a safe and effective transition of patients and personnel from all or part of the facility if evacuation becomes necessary.
DEFINITIONS:
POLICY: The evacuation process will occur following an assessment of the area by the Safety Officer, the Administrator on Call, and/or Emergency Response Personnel. The assessment will determine the structural integrity of the building and the potential for danger should occupancy continue. Once the need for evacuation is determined, the implementation of the plan will be initiated by the Administrator on Call. The Safety Officer, Emergency Response Personnel, or a Protective Services Officer will provide instructions via Public Address System. The horizontal evacuation technique (Defend in Place) is preferred and can usually be

*The contents of this document rescind any previous document covering similar material.
The online version of this document is deemed current.*

accomplished to provide life safety to our patients. If this is not adequate then vertical evacuation will be initiated to remove patients, visitors and staff from the facility

PROCEDURE:

- I. Department Heads/Unit Managers
 - A. Provide the Safety Officer with Unit specific information:
 - 1. Total patient census
 - 2. List of patients requiring assistance to relocate.
 - B. Communicate a post-evacuation assembly point to all staff and patients.
 - C. Direct all personnel and patients to the assembly point when notification is given.

- II. All Personnel
 - A. Follow instructions to move patients away from the area in the manner communicated.
 - B. Be prepared to serve on an Evacuation Team as requested by the Safety Officer and participate in a thorough search of the area.
 - C. Mobilize all patients and visitors that are ambulatory, through the nearest exit, to the pre-determined assembly point.
 - D. Assist all physically impaired people.
 - E. Unless otherwise directed, remain in the assembly area to ascertain a true patient, employee, and visitor count.

Any event which necessitates the movement of patients from one unit to the other will require the Nursing Supervisor or her designee's input to facilitate patient transfers to the most appropriate units. Portable oxygen, ventilators, etc. will be used as needed.

Should an event occur requiring total facility evacuation, arrangements will be made to transfer patients to other hospitals for continued care.

REFERENCES:

ATTACHMENTS:

APPROVAL ROUTING:

REVIEW HISTORY:

REVISION HISTORY:

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