

 <b>University Health™</b>	<b>Policy #:5.12</b>
<b>SUBJECT: EVACUATION PLAN INTERNAL DISASTER</b>	<b>Effective: 06/80</b> <b>Reviewed: 10/16</b>
<b>APPROVED BY: Radiology Director</b>	<b>Page 1 of 4</b>

## EVACUATION PLAN INTERNAL DISASTER

### Purpose:

To provide for a systematic plan for total/partial evacuation of the Diagnostic Imaging Section located in the Hospital building on the 2 D Wing.

### Policy:

1. Implementation of Plan
  - a. The evacuation from any area, floor, or the entire building shall be initiated only on the order of the Hospital Administrator or his designee, or in the event of immediate threat to life the most senior employee on the scene has the authority to order evacuation.
  - b. Evacuation may be necessary due to fire/smoke, hazardous materials exposure, extended loss of utilities/services, etc.
2. Evacuation Procedures
  - a. Horizontal Evacuation - Relocation to a safe area through the smoke barrier doors on the same floor. Each adjacent area offers a safe area of refuge for a limited amount of time.

#### **D-wing Main Diagnostic Imaging 2nd floor Hospital**

1. First choice of horizontal evacuation route is from D-wing (X-ray) to G-wing. In addition evacuation may be made into the Medical School.
2. Second choice of horizontal evacuation route is from D-wing (X-ray) to the ER.

#### **ER X-Ray D-wing Hospital Building**

1. First choice of horizontal evacuation route is from D-wing (ER X-Ray) to G-wing (Special Procedures & Heart Cath). In addition evacuation may be made into the Medical School.
2. Second choice of horizontal evacuation route is from D-wing (ER X-Ray) to B-wing (Triage & Patient Processing)

#### **D-wing Main X-Ray Dept. 2nd floor Hospital Building**

1. First choice of vertical route is stairwell # 6, located at the corner of G-wing, adjacent to the main set of hospital/visitor elevators.

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2. Second choice of vertical evacuation route is stairwell # 9 located at the end of the hallway in X-ray adjacent to x-ray R# 8.

#### **ER X-Ray D-wing 1st floor Hospital Building**

1. First choice of vertical route is stairwell #6, located at the corner of G-wing, adjacent to the main set of hospital/visitor elevators.

#### **Women and Children's Clinic Building**

1. X-ray facilities are located on first floor of the building  
Therefore horizontal evacuation into the lobby is first choice.
  2. Second choice of evacuation is to the outside area located at the South end of the building or to the outside area of located North end of the building.
  - c. Prevent Panic - Remain calm so as not to alarm patient visitors and other employees. Give clear, concise instructions and control the situation to prevent panic.
  - d. Evacuation Assistance - Personnel to assist in the evacuation of patients may be obtained from the command center (Hospital Board Room) at extension 55068. In the event that telephone communications have failed, a runner may be sent to the Hospital Board Room for assistance. Alternate location for the command center is the Family Medicine Conference Room.
3. Order of Evacuation
- a. First Priority - Patients who are in imminent danger shall be moved first.
  - b. Second Priority - Ambulatory patients and visitors shall be moved next. Ask visitors to remain with and assist ambulatory patients when possible. Groups of ambulatory patients shall be accompanied by at least one employee.
  - c. Third Priority - Wheelchair patients shall be evacuated next. Designate employees, visitors, or ambulatory patients to assist wheelchair patients and return wheelchairs if necessary.
  - d. Fourth Priority - Non-ambulatory patients shall be moved via

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stretchers. If necessary patients may be lowered onto blankets and dragged to another area on the same floor through smoke barrier doors.

- e. Fifth Priority - Patient records, drugs, supplies, and equipment will be evacuated only after it is certain all patients have been moved to an area of safe refuge. Employees shall not be expected to risk life or injury to remove property, records or equipment.

4. Total Building Evacuation

- a. Total building evacuation could be necessitated by various conditions. In the event of an explosion or a fire of significant magnitude, certain stairwells or other means of egress may be rendered impassable.

Under these conditions it may be impossible to follow posted departmental evacuation routes. Evacuation to outside the building shall be accomplished utilizing the following evacuation routes when possible:

<u>Area</u>	<u>Evacuation Routes</u>
All J-wings  outside building	East stairwell to outside building Alternate - center stairwell (H-wing) to floor of safe refuge then east stairwell to *If medical school is not affected, evacuate into medical school.
All G-wings  building	West stairwell to outside building Alternate - center stairwell (H-wing) to floor of safe refuge then west stairwell to outside *If medical school is not affected, evacuate into medical school.
All K-wings	East or west stairwell to outside of building Alternate - H-wing and down center stairwell or J- or G-wing stairwell *If medical school is not affected, evacuate into medical school.

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- b. Once outside the building, all employees and patients should move to the medical school, atrium of the BRI building or Allied Health building. These areas can be used for protection from the weather, telephone communications, and as a staging area for transporting patients to other area hospitals.
- c. The transporting of patients to area hospitals will be coordinated through the command center and Civil Defense. Refer to Hospital Safety Manual policy number 2.1.

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