



Insert Facility Identifier

| | |
|--|---|
| POLICY/GUIDELINE TITLE: Staff and Patient Evacuation During an Emergency Situation | ADMINISTRATIVE POLICY AND PROCEDURE MANUAL |
| POLICY #: 350.21 | CATEGORY: Safety and Security |
| System Approval Date: 11/26/18 | Effective Date: 09/28/2017 |
| Site Implementation Date: 12/26/18 | Last Reviewed/Approved: 11/2017 |
| Prepared by: System Emergency Management | Notations: N/A |

GENERAL STATEMENT of PURPOSE

The purpose of this policy is to ensure that there is a system in place for the safe evacuation from a Northwell Health facility during an emergency situation.

POLICY

In order to provide for the wellbeing of staff and patients during an emergency, all Northwell Health facilities are required to have a system in place for the safe evacuation of staff and patients during an emergency situation. This policy must be reviewed on an annual basis.

SCOPE

This policy applies to all Northwell Health employees, as well as medical staff, volunteers, students, trainees, physician office staff, contractors, trustees and other persons performing work for or at Northwell Health; faculty and students of the Donald and Barbara Zucker School of Medicine at Hofstra/Northwell conducting research on behalf of the Zucker School of Medicine on or at any Northwell Health facility; and the faculty and students of the Hofstra Northwell School of Graduate Nursing and Physician Assistant Studies.

DEFINITIONS

Emergency Situation – a sudden, unexpected or impending situation that may cause injury, loss of life, damage to the property, and/or interference with normal business operations, therefore requiring immediate attention and/or remedial action.

eFINDS – Evacuation of Facilities in Disaster Systems
https://commerce.health.state.ny.us/public/hcs_login.html

PROCEDURE/GUIDELINES

All Northwell Health facilities will be required to have a system in place for the safe evacuation of staff and patients from a facility, which includes consideration of the care and treatment needs of evacuees; staff responsibilities; transportation; identification of evacuation locations(s); and primary and alternate means of communications with external sources of communications.

The Northwell Health System's Emergency Operations Center will be responsible for arranging transportation for patients at all sites, tracking of all patient movements, and assigning a final destination for all patients being transferred.

Northwell Health will utilize the New York State eFINDS system for all patient tracking.

The Northwell Health's Emergency Operations Center will also be responsible for the following notifications:

- Informing State and local preparedness officials regarding homebound hospice or home health agency patients that have been evacuated from their facility, and of any on-duty staff or patients that the Northwell Health Emergency Operations Center is unable to contact or locate.

REFERENCES to REGULATIONS and/or OTHER RELATED POLICIES

CMS Emergency Preparedness Conditions of Participation

The Joint Commission Emergency Management Standards

NYS DOH NYCRR 405.24 (g) Emergency and disaster preparedness.

CLINICAL REFERENCES/PROFESSIONAL SOCIETY GUIDELINES

N/A

ATTACHMENTS

N/A

FORMS

N/A

| <u>APPROVAL:</u> | |
|---|----------|
| Northwell Health Policy Committee | 10/25/18 |
| System PICG/Clinical Operations Committee | 11/26/18 |

Standardized Versioning History:

*=Northwell Health Policy Committee Approval; ** =PICG/Clinical Operations Committee Approval

*09/28/17 Provisional Approval

*10/26/17 Provisional Final **11/17/17

*09/20/18 Provisional Approval