Northwell Health®

Insert Facility Identifier

POLICY/GUIDELINE TITLE: Staff and Patient Tracking During an Emergency Situation	ADMINISTRATIVE POLICY AND PROCEDURE MANUAL
POLICY #: 350.20	**CATEGORY:** Safety and Security
System Approval Date: 11/26/18 **Site Implementation Date:** 12/26/18	**Effective Date:** 09/28/17 **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 to track the location of on-duty staff and sheltered patients during and after an emergency situation for facilities that evacuate or shelter-in-place due to the event.

POLICY

Northwell Health facilities are required to have a system in place to track the location of on-duty staff and patients during and after an emergency situation, whether they shelter in place or evacuate, to provide for the wellbeing of staff and patients. 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

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

<u>Emergency Situation</u> – 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.

PROCEDURE/GUIDELINES

Tracking On-Duty Staff

During an emergency situation, the location of on duty staff members should be tracked and tracking information should be forwarded to the site command center for accountability, at a minimum of once per operational period. The site command center will maintain staff accountability throughout the incident.

Tracking Off-Duty Staff that Remain in the Building

Those off duty staff that remain in the building or are relocated to another facility should be tracked and tracking information should be forwarded to the site command center for accountability, at a minimum of once per operational period. The site command center will maintain staff accountability throughout the incident.

Tracking Relocated Patients/On-Duty Staff

The location of relocated sheltered patients and on-duty staff should be tracked while in their facility during and after an emergency situation. If on-duty staff and sheltered patients are relocated during the emergency situation, the sending facility should document the specific name and location of the receiving facility or other secondary location.

All tracking information will be made available to the Emergency Operations Center (EOC) upon request. All tracking information within the facility should be accomplished using current site protocol, including logging all tracking information on the Patient Tracking Log (Form attached).

Tracking of Patient Movement

All patient movement will be tracked through the Northwell Health Emergency Operations Center and through the New York State eFINDS. All tracking information will be made available to the site Command Center and/or System Emergency Operations Center upon request.

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
Patient Tracking Log

APPROVAL:	
Northwell Health Policy Committee	10/25/2018
System PICG/Clinical Operations Committee	11/26/2018

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

PATIENT TRACKING LOG

Last Name	First Name	Gender	DOB	MRN	Sending Facility	Sending Attending	Unit/Bed	Receiving Facility	Receiving Attending