

Effective Date:	06/01/09
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Policy Title:	Environmental Emergencies and Disasters
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POLICY:

Examplelab will maintain a written emergency preparedness plan designed to provide continuing care/services in the event of an emergency that interrupts patient care/services.

PURPOSE:

To ensure that staff and patients have written procedures in place for responding to disasters, communication system failures, damage to facilities, or other emergency that result in the interruption of patient care services.

RESPONSIBILITY:

Staff

INSTRUCTIONS:

1. Manager/Owner is responsible for providing all staff members with a current copy of the company Emergency Preparedness Plan.

2. Managers and/or department supervisors are responsible for updating the plan.
3. Each new employee should have their name and telephone number added to the plan and is made aware of their role in the location's plan.
4. Every employee should have a copy of the plan.