

The Johns Hopkins Medical Institutions
Department of Pathology
Weather Emergency Plan
Revised 2/03/2010

The intent of the Department of Pathology's Weather Emergency Plan is to ensure that adequate laboratory personnel and supplies are available to provide institutional Laboratory services in the event a weather emergency plan is put in effect. Weather Emergency policies are implemented only when the Hospital declares a weather emergency. The Johns Hopkins Hospital maintains all patient care responsibilities and will not close during such an emergency. The department Incident Commander, On-site Operations Chief, and Medical Control Chief in conjunction with the Hospital Incident Command Center (Smith Room – Billings Administration Room 212) will manage issues such as staffing needs, staffing logistics, service priorities, and communications.

The application of the Department of Pathology Weather Emergency Plan will parallel the policies outlined in The Johns Hopkins Hospital Corporate and Administrative Manual, policy number OPS001, and the JHU guidelines for a Weather Emergency.

Definitions:

On-site Incident Commander:

An Incident Commander will remain on-site throughout the Weather Emergency and will act as a liaison between the Department and Central Administration in the Hospital Incident Command Center (Smith Room). He/she will evaluate and facilitate Departmental needs (Staffing Levels, Staff Housing, Staff Transportation, Supply/Blood Product Issues, etc.) He/she will act as the point person in respect to Department communication. In collaboration with the Hospital's Command Center will coordinate transportation, sleep accommodations, parking and meal tickets.

On-site Operations Chief:

A Laboratory Manager or Supervisor will be designated as the On-site Operations Chief. He/she will remain on-site throughout the Weather Emergency and will assist the Incident Commander in assessing needs and service levels of the technical Divisions.

Medical Control Chief:

The department chair or designee will review the operational status of the Department through the updates provided by the Incident Commander. If needed, he/she in conjunction with Division Directors will prioritize service levels within the Department, and address clinical interface issues and problems.

Managers/Supervisors:

Each laboratory division will implement communication rosters and ensure staffing levels to carry out laboratory service levels.

Procedure:

- I. **Activation** - A Department Weather Emergency can be activated via any of the following mechanisms:
 - A. **Hospital Notification** - Hospital Administration activates the Hospital Incident Command Center (Smith Room) and declares a Weather Emergency.
 - B. **Department Administration** - The department Incident Commander and Medical Control Chief determines that severe weather has the potential to impact staffing and service in the Department.*
 - C. **Division Request** - Any Division representative can request a Weather Emergency. This request should be made to the Pathology Administrator and Physician in Charge who will make the final decision.*

* Any decision to call a Weather Emergency in the absence of a Hospital decision will be communicated to the On-Call Administrator for the hospital by the Pathology Incident Commander or Medical Control Chief. Hospital and University policies regarding staffing and compensation will supersede the Department's decision to call a Weather Emergency.
- II. **Notification** - A weather emergency will be communicated throughout the Department using the following mechanisms. Key phone numbers are listed in Exhibit I.
 - A. **Pathology** – When the hospital activates the Weather Emergency Plan, Pathology will be notified via the Notifind Emergency Notification Service. A designated primary department disaster coordinator and backup point of contacts are included in the notification.
 - B. **Disaster Coordinator** – The Pathology Disaster Coordinator or designee will activate the Pathology Disaster Notification Call List via the Notifind Emergency Notification Service. The Disaster Coordinator will call Customer Services to activate the Disaster Call Roster (Pathology Laboratories).
 - C. **Division Communication** - The Customer Services area will communicate activation of the Weather Emergency Plan to each of the following areas on the Disaster Call Roster: Transfusion Medicine, Core Laboratory, Emergency Room Lab, Critical Care Laboratory, Microbiology / Immunology, Surgical Pathology, Cytology and HATS and each area will communicate with their Division's management. Division Managers and Supervisors will implement staff call rosters.
 - D. **Updates** - The Pathology Incident Command Center will post and update each Division with a listing of phone and pager numbers for the Administrative team designated to support the Weather Emergency Plan.
- III. **Department Incident Command Center**
 - A. During a weather emergency, the Hospital may notify all departments to activate

their department's incident command centers.

- B. Pathology's Incident Command Center will be established in the Carnegie 489 Conference Room under the direction of the department Incident Commander or designee. The Command Center will be staffed at all times while the weather emergency is in effect.

IV. Responsibilities - The Incident Command Center team will continually monitor various aspects of Department service and need:

- A. **Staff Levels** - The staffing levels for each shift and division will be reviewed three hours prior to the start of the next shift. On-site staff must remain on duty until adequate staffing is available.
See Pathology's Business Continuity Plan "Scenario 5: Personnel / Staff Unavailable" for minimum staffing requirements
 1. Depending on weather severity, managers and supervisors may keep staff already on site. When necessary, nonclinical staff may be asked to help maintain disaster control functions and assist with laboratory services.
 2. Staff not able to report to work must contact their supervisor according to the department's attendance management policy. Not reporting to work during inclement weather, even if calling in, is an absence.
 3. Managers and supervisors will identify critical staff that will need to be picked up by a designated weather emergency driver.
- B. **Transportation Needs** - Transportation needs will be reviewed with each Division. The Pathology Incident Command Center will prioritize and coordinate transportation requests in an effort to ensure continuous full Laboratory Services. Every attempt will be made to support the transportation needs of the staff using Department resources. If an urgent transportation need can not be accommodated by the Department, the Incident Command Center will try to coordinate this through the Smith Room on Transportation Request forms. All Department employee supplied transportation (drivers) should be registered through Pathology Administration. Volunteer driver data should be maintained on the JHH Weather Emergency/Department Information Form (Standard Register form #JHH-15-281030).
- C. **Supplies/Blood Products** - An inventory of critical supplies and blood products will be maintained. Issues will be communicated to the Pathology Incident Command Center who will communicate these to the Hospital Incident Command Center (Smith Room.).
- D. **Outpatient Sites** - In the event that the Outpatient Sites are closed, Outpatient Laboratory personnel may be reassigned to inpatient laboratory support.
- E. **Services Priorities** - If normal services can not be provided due to staffing levels,

the Medical Control Chief in conjunction with the Division Directors will set priorities within the Department. All changes in service level will be communicated to the Hospital Incident Command Center (Smith Room.).

- F. Department Operational Updates** - The Pathology Incident Commander or designee will provide as requested, operational updates to the Hospital Incident Command Center (Smith Room). He/she will represent the Department at Emergency Meetings held in the hospital.

 2/4/10
Director, Clinical Services

 2/4/10
Administrator, Clinical & Financial Affairs