Clinic Evacuation

A. GENERAL STATEMENT OF POLICY:
It is the policy of Texas Tech University Health Sciences Center Department of Surgery to express, in writing, the clinic evacuation plan.

B. SCOPE:
This policy will cover the Department of Surgery.

C. ADMINISTRATION:
This policy will be revised by the administrator and approved by the chairman.

D. TEXT:
In the event of an emergency evacuation in the TTP Medical Pavilion, Surgery Clinic, all staff are asked to assist patients in exiting the building using the nearest stairwell. Patients will be escorted by staff to the nearest stairwell. Staff will close exam room doors after checking the rooms to make sure no one is left in the clinic. Any patients that are in wheelchairs or on crutches should be escorted to the elevators. The elevators will remain functional as long as no fire is reported in them. The elevator will always return to the first floor lobby, unless fire is reported there. If the elevators do not work, patients will be helped down the stairs by clinic staff. If the staff is unable to get the patients down the stairwell it is acceptable to stay with them in the enclosed stairwell. It is rated as a four hour firewall and able to withstand a tornado. The fire department will search the stairwell first upon arrival.
Once all patients and staff are evacuated, they need to meet in the north visitor parking lot in front of the building for a headcount. Once the building is cleared, all can re-enter. It is the responsibility of the call center and extended check-in to reschedule patients if clinics are cancelled due to emergency.

Adherence to this policy is mandatory. Employees will be evaluated for compliance on the yearly performance evaluation. Any deviance from this policy will result in disciplinary action. Repeated non-compliance may result in termination from employment.

E. DISTRIBUTION
This policy and procedure should be distributed to all Department of Surgery Employees.

F. REVISION
It shall be the responsibility of the administrator and/or designee to indicate any revisions to this policy and it shall be the responsibility of the chairman to approve any revisions to this policy.