



# TBRHRI EMERGENCY FAN-OUT ACTIVATION PROCESS

(AFTER-HOURS)

**Document Description:** Outlines the process for activating the TBRHRI fan-out lists after-hours (1600-0800 h Mon-Fri; weekends; recognized statutory holidays).

**SENIOR LEADER ON CALL**  
\*Initiates SL Disaster Fan-out  
\*Contacts Switchboard to authorize Hospital Wide Fan-Out

**SWITCHBOARD**  
\*Announces fan-out activation overhead

**FORENSIC SECURITY GUARD**  
\*Contacts TBRHRI's "First Contact" listed below, calling until someone is reached.

**RESEARCH(TBRHRI) FAN-OUT**  
**First Contact**  
**(Prim.) HR/Operations Coordinator:** Tanya Niederer (c) 252-2111  
**(Alternate) Man., Clinical Research Services:** Daniel Horne (c) 252-9896  
**(Alt) Cyclotron Associate:** Jesse Walker (h) 631-2134; (c) 472-3095  
**(Alt) Scientific Director:** Roxanne Deslauriers; (c) 621-6692

First person contacted initiates the Research Fan-out.  
See Research Fan-out for the TBRHRI's internal calling process