

Title: Emergency Fan-Out	<input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure <input type="checkbox"/> SOP
Category: Administration Dept/Prog/Service: Emergency Plan	Distribution: Organization Wide
Approved: President & CEO Signature:	Approval Date: Nov. 4, 2008 Next Review Date: Nov. 7, 2017 Reviewed/Revised Date: Nov. 7, 2020

Cross Reference: (EMER-160) Incident Management System Framework; Code Orange (EMER-01) Emergency Fan-out Template

1. PURPOSE

To outline the requirements and process for the Thunder Bay Regional Health Sciences Centre (the Hospital's) Emergency Fan Out that is used as a means to communicate with staff, professional staff and volunteers in an emergency. The emergency fan out process is used to notify staff and volunteers to carry out assigned responsibilities in response to an emergency.

2. POLICY

Managers or designates must maintain & distribute an emergency fan-out list.

3. PROCEDURE

3.1 MAINTENANCE OF FAN-OUT LISTS

Emergency fan-out lists must follow the Hospital's formal fan-out activation process which defines how each individual fan-out list is activated and by whom. Strict adherence to this calling structure (call trees) must be followed to ensure all departments and personnel are contacted. This structure is maintained by Quality & Risk Management.

Each fan out list must be on the standard Emergency Fan Out Template, as maintained by Quality & Risk Management. The template ensures relevant contact information and calling instructions are included.

On a biannual basis (typically in January and June), Managers or designates are directed by Quality & Risk Management to update their fan out lists, distribute hard copies to staff, and submit them to a designated staff for consolidation. Consolidated lists are made accessible to the Hospital Command Centre and Forensics Control Room by Quality & Risk Management.

Hard copies of the emergency fan-out list are maintained in the department's Emergency Code Binder for immediate access.

3.2 ACTIVATION OF THE HOSPITAL EMERGENCY FAN-OUT

The authority to activate the Hospital Wide Emergency Fan-out rests with the Senior Leader (SL) on call or Incident Manager, if assigned. If the SL on call is temporarily unavailable and the situation requires immediate activation, the fan-out is activated by the most available Senior Leader (regular hours) or the Administrative Coordinator (after hours).

Based on staffing needs, fan-out lists to be activated can be modified to contact select personnel or departments at the discretion of the SL on-call, Incident Manager or designate with input from relevant Manager or designate.

Hospital Wide Fan-out Activation Process:

- A. SL on-call contacts Switchboard at "55" to initiate it.
- B. Switchboard announces one of the following:

- “CODE ORANGE Level 2 - Activate Departmental Fan-Outs” – This announcement indicates automatic and immediate initiation of department fan-out lists.

Or

- General Announcement “Attention all departments - Please activate your department fan-out lists”.
- Message to be repeated overhead 3 times at 1 minute intervals for 3 minutes.

C. During regular working hours:

- Each department fan-out will be initiated by staff working in the department.

D. After hours (Monday-Friday 1600-0800), weekends and holidays (24 hrs):

- **Departments staffed 24 hours daily** – Fan-out list will be initiated by staff working in the department following the overhead announcement.
- **Out-Patient Departments** - Fan-out list will be initiated by a designated in-patient unit that is operational 24/7, as per the QRM approved after-hours fan-out activation structure.
- **Non-clinical units not staffed 24 hours daily:**
 - Fan-out procedure will be initiated by Forensic Guard as per the QRM approved after-hours fan-out activation structure.
 - Departments that work irregular hours (e.g., Medical Device Reprocessing Department) will initiate their fan-out when a staff person is on site.

3.3 STAFF RESPONSIBILITIES

- If a rapid deployment of staff is required (e.g., Code Orange Level 2), available staff must report to the Staff Pool in Auditorium A & B unless directed otherwise. Physician and Privileged Staff report to the Medical Staff Lounge;
- Staff must bring their identity card and present it to security upon request. Permission to enter the building may be denied without it;
- Staff must keep a hard copy of their department fan-out list in an easily accessible location in the event that they are required to contact additional personnel;
- Contact information is to only be used for the fan-out and must be safeguarded from public access.

4. RESOURCES

- Emergency Fan-out Reference Guide / Fan-out Activation Call Trees – Available on the iNtranet and to be used to ensure accurate completion of all Emergency Fan-out Lists;
- 24 Hour Emergency Fan-out List (template) – Available on the iNtranet;
- Non-24 Hour Emergency Fan-out List (template) – Available on the iNtranet.