



Quality  
Insights  
Renal Network 4

## **Suggested Facility Staff Role Assignments in an Emergency**

### **Facility Manager/Designee Responsibility:**

1. Coordinate and update the disaster plan; assure staff is well versed in emergency plan
2. Delegate tasks in response to specific emergency to appropriate personnel and monitor activities
3. Keep administrative offices informed in a timely manner
4. Communicate frequently with the staff and patients
5. Communicate with utility departments and local stakeholders as dictated by the specific emergency
6. Notify the Office of Emergency Management (OEM) and QIRN4 and maintain communication

### **Charge Nurse**

1. Assure Facility Manager and Regional Contact are made aware of current situation at all times; maintain communication
2. Coordinate the evacuation of patients to safety as dictated by the specific emergency
3. Gather emergency kits: emergency supplies; emergency documents
4. Delegate tasks in response to specific emergency to appropriate staff members

### **Staff Members**

1. Be familiar and comfortable with facility's emergency plan
2. Follow instructions as directed
3. Communicate all findings to facility leadership as indicated

### **Social Worker / Renal Dietician**

1. Contact individual facilities in affected area as needed
2. Maintain communication with patients and families
3. Assist with evacuation as needed
4. Distribute emergency information as dictated by the specific emergency

### **Administrative Assistant/Office Manager:**

1. Contact QIRN4 and notify them of disaster and status of patients, staff and facility/equipment
2. Assess level of damage to internal data/communication equipment
3. Maintain list of contact numbers and calls made
4. Update facility Patient Activity Report (PAR) on Crown Web by the 5<sup>th</sup> day of disaster
5. Notify vendors of your closed status