

DEPARTMENT: Emergency Operations

PROCEDURE: EOC-255

SUBJECT: Asset Prioritization Tagging for Evacuation

PURPOSE: To provide guidance for the relocation or evacuation of key hospital records and/or equipment subsequent to full or partial implementation of the facility evacuation procedure.

RESPONSIBILITY:

- Environment of Care Committee
- Department Directors

PROCEDURE:

1. Frances Mahon Deaconess Hospital (FMDH) has established a tagging system for identifying the priority of evacuating equipment and supplies.
 - a. It is the intent of this procedure to identify and prioritize as many items as possible ahead of time, so that in the event of a facility evacuation, these items can be relocated as soon as possible.
 - b. It is important to note that not all items relevant to the particular event can be identified, which could require additional tagging during an incident.
2. Tagging will be accomplished by each department at the time of acquisition, when possible.
3. Tagging will be accomplished using either colored tags attached to the asset or colored dots affixed to the asset.
 - a. Green Dot or Tag are highest priority items and include items that are critical to ongoing operations. Green items would generally include, but are not limited to, necessary medical supplies, medical records/chart for patients currently admitted to the hospital and portable medical equipment vital in the provision of emergency treatment.
 - b. Yellow Dot or Tag are intermediate priority items and include items that are not critical to ongoing operations, but significantly improve the ability to provide care, and items that would be difficult to replace due to their value, scarcity or some other reason.
 - c. Red Dot or Tag are lowest priority items and include those portable items that will be needed only after the facility has been restored to normal operations.

REVIEW PROCESS

- The review process is scheduled for every three years or as needed per hospital wide review process.