

Evacuation Plan

- Refer to [UMHHC Policy 05-01-006 Facility Evacuation](#) for evacuation plan procedures from an institutional level.

1. Evacuation Plan Purpose

- The University of Michigan Hospitals and Health Centers (UMHHC) will use an Incident Management (IM) structure to determine when facilities must be evacuated.

2. Evacuation Plan Standards

- The Department of Pathology will evacuate all or portions of the laboratories when directed to do so by the Incident Manager.
- It is the responsibility of all personnel to become familiar with all evacuation routes.
- In the event that a power outage has occurred, flashlights are available for lab personnel.
- In the event of a fire alarm, fire in the lab or any other emergency requiring evacuation the following plans should be put into place:
 - **Horizontal facility evacuation:** an emergency that results in the relocation of patients, visitors and staff from part of a hospital building to another area on the same floor (or to an adjoining building) using defend-in-place methods.
 - **Vertical facility evacuation:** an emergency that results in the relocation of patients, visitors and staff to a lower floor in the same building.
 - **Total facility evacuation:** an emergency that results in the relocation of patients, visitors and staff in an entire building to an adjoining building, and if necessary, to the outside.
 - **Primary Evacuation Route** – All personnel should exit the building using the front entrance for all rooms (Med Sci I, Med Sci II, UH, Traverwood, & NIB).
 - **Secondary Evacuation Route** – In the event that the primary route is blocked, all personnel should exit the building by looking for the nearest exit signs.

3. Evacuation Plan Procedure


Step	Action
1	Once the evacuation order has been announced, and if time allows, staff should follow the “pre-evacuation” guidelines as stated in the general Fire Safety policy.

2	<p>Part of the “pre-evacuation” guidelines involves forwarding the main telephone line for the laboratory.</p> <p>If the evacuation is just outside the fire doors into the UH second floor corridor, forward main telephone line to the Phlebotomy Services telephone line, 936-6729.</p> <p>If the evacuation is outside of the UH laboratory area completely, forward main laboratory telephone line to Administrative Coordinator’s line, which 936-1878.</p>
3	<p>Evacuation routes are marked on the fire maps posted in each laboratory unit.</p> <p>The evacuation floor plans provide instructions regarding the location of pull alarm stations, fire fighting equipment, (i.e. extinguishers, smoke barrier doors, and exit paths for both horizontal and vertical exit locations).</p>
4	<p>All handicapped staff members and visitors to the laboratories should follow the posted evacuation routes, as all UMHC areas are barrier free.</p> <p>Any staff members who feel they may need assistance due to physical impairments should make arrangements for such with their Laboratory Manager or Safety Officer upon hire or as soon as they are aware of the impairment.</p>
5	<p>Staff working in patient care areas should confer to determine the priority order for patients to evacuate in their unit.</p>
6	<p>Phlebotomists who may be in the inpatient units when evacuation notification is received should report to the head nurse of the unit to see if they can be of assistance with patient evacuation.</p>

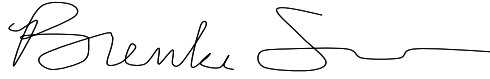
References

[UMHC Policy 05-01-006 Facility Evacuation](#)

College of American Pathologists (2006, April 6). *Laboratory General Checklist*.

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