



# RANCHO LOS AMIGOS

NATIONAL REHABILITATION CENTER

**POLICY AND PROCEDURE MANUAL  
PHARMACY SERVICES**

CODE: 1.43.0  
DATE:  
REVISED: 1/24/17, 4/19/22

SECTION: **DEPARTMENT OF PHARMACY**

APPROVED: Tinh Tran, Pharm. D  
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SUBJECT: **PHARMACY EMERGENCY PROCEDURES**

## POLICY

Each staff member must be responsible for knowing what their role is in the event of a fire or disaster. Listed below is only a portion of the procedure; each pharmacy unit has one copy of the Rancho Los Amigos National Rehabilitation Center Fire and Disaster Manual.

Copies of the Material Safety Data Sheets (MSDS) can be obtained through the intranet. Each pharmacy must have a MSDS (if applicable), for each hazardous product that they have in stock.

In the event of a fire or disaster, the manager (or delegate) will be responsible for ensuring that all staff personnel are accounted for upon leaving the pharmacy. A designated area is established for all pharmacy personnel to meet.

## PROCEDURE

- A. Fire-Emergency Procedure
  - 1 Remove any patient or employee in immediate danger away from the fire.
  - 2 Report the fire to the Fire Department.
    - a Telephone. Dial 522. Give you name. Describe the nature of the fire and whether patients or employees are in danger or not.
    - b Alarm Box. Go to the nearest alarm box and follow instructions for pulling the lever. Stay near the alarm box until the Fire Department arrives so that you may direct them to the fire.
  - 3 Contain the fire by closing doors.
  - 4 Evacuate/extinguish the fire as appropriate.
  - 5 Report all empty fire extinguishers to Facilities Management. If you have used an extinguisher, lay it down on its side; do not return it to its holder.
- B. Disaster-Procedure for drill and actual disaster.
  - 1 Decision to institute the disaster plan.
    - a The Administrator on Duty, or his/her designee, is responsible for determining the scope of a disaster and activating the Hospital Disaster Plan.
    - b In addition to determining that a disaster exists, the individual making the decision will decide if it is a major disaster (may require resources in excess of those at Rancho) or a minor disaster (can probably be handled

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Approved By: *Ben Arndt*



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- entirely by Rancho employees and equipment on the grounds with some assistance from Fire or other community emergency services).
- c Once the plan has been activated, the switch board operator will make a general announcement (Code Triage) throughout the hospital over the audio-pager system.
  - d Pharmacy, when notified of a disaster, will commence with the Department's fan-out notification and then proceed under the direction of the facility's Command Post. For minor disasters, the fan-out notification may be omitted.
  - e If the Pharmacy is incapacitated by the disaster, such that medications become unavailable, the following facilities should be contacted for assistance (if telephones are working):
    - i King/Drew MACC: (310) 668-3972  
12021 Wilmington Avenue  
Los Angeles, CA 90059
    - ii Downey Community Hospital: (562) 904-5000  
11500 Brookshire Avenue  
Downey, CA 90241
    - iii St. Francis Medical Center: (310) 900-8900  
3630 E. Imperial Highway  
Lynwood, CA 90262
    - iv LAC-USC Medical Center: (323) 409-6763  
1200 N. State Street  
Los Angeles, CA 90033
- 2 Pharmacy Department's roles in a disaster are:
- a Functions
    - i Expedite discharge medication service for those patients that have been identified as not in need of immediate hospitalization.
    - ii Process all inpatient orders in the most efficient means possible to insure that the medication needs of the patients are met.
    - iii Identify alternative sources of emergency drugs to insure that there is a sufficient supply to meet projected needs.
  - b Assignments
    - i The Pharmacy Director or designee will monitor, evaluate, and direct operations. The alternate will be a pharmacy manager or pharmacist-in-charge. The command post for the service will be the Inpatient Pharmacy.
    - ii Implementation



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- Fan-out. When the Director of Pharmacy (or designee) is called and the determination is made that a departmental fan-out is warranted, the Director (or designee) will contact all staff members that they are directly responsible for. The Pharmacy Director and managers have a current listing of all staff members.
  - Human Resources and the facility command post will be apprised of the number of licensed personnel on duty.
- c Operation. The manager or pharmacist-in-charge will be responsible for the functions and assignments stated in the Pharmacy Department's role in a disaster (section 2 above).
- d The Director of Pharmacy (or designee) will report to the command post with a current listing of medications from the following lists:
- i Emergency medication trays (if requested).
  - ii Plasma volume expanders:
    - Albumin (human) Serum 25% Inj.-50 mL
    - Albumin (human) Serum 5% Inj.-250 mL
    - Hetastarch 6% Sodium Chloride 0.9%-500 mL
  - iii Controlled Substances (if requested)