

# JUVENILE COURT HEALTH SERVICES PHARMACY PROCEDURES

Subject: <b>EMERGENCY AND EVACUATION PROCEDURES</b>		Original Issue Date: 12/31/07	Procedure # <b>019</b>
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Departments Consulted:  DHS Pharmacy Affairs	Approved By:  (Signature on File) Pharmacy Supervisor  (Signature on File) Medical Director	Approved by:  (Signature on File) Health Services Administrator	

**PURPOSE**

To educate pharmacy staff on procedures in case of an emergency.

**PROCEDURE**

In case of an emergency, all Pharmacy staff should do the following:

1. Call 911 immediately, and give location, and nature of the emergency.
2. Notify JCHS Administration and notify the Probation Department.
3. The Pharmacy Director, or in the Director's absence, the most tenured Pharmacist on duty, will be responsible to ensure that all Pharmacy personnel are evacuated from the area.
4. If time allows, the Pharmacy Director, or in the Director's absence, the most tenured Pharmacist on duty shall lock up all Controlled Substance drugs.
5. Any Pharmacy personnel shall turn off all electrical equipment but leave the lights on.

**Evacuation Routes**

1. Primary Route

All staff in the front office or in the rooms located in the front portion of the pharmacy should exit through the front door, through the hallways, and out of the main entrance, then turn left and proceed to assembly area adjacent to the basketball goal. Any one in the Pharmacy should exit through either one of the two side doors located in the Pharmacy if it is safe to do so. Again, all staff should be assembled next to the basketball court.

2. Alternate Route

When the primary route is not feasible, all staff should exit through one of the three doors located in the Pharmacy building and proceed to the assembly area adjacent to the basketball court. The building has one front door and two side doors.

**REFERENCE**

JCHS Policy # G-201, "Emergency Response Plan"