

**POLICY AND PROCEDURE MANUAL  
PHARMACY SERVICES**

CODE: 9.10.0  
DATE: 1/5/85  
REVISED: 1/27/17, 4/19/22  
APPROVED: Tinh Tran, Pharm.D  
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SECTION: PERSONNEL RELATED POLICIES  
SUBJECT: FIRE AND DISASTER

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. Fire and Disaster Manuals must be kept next to the Pharmacy Policy and Procedure Manual in all pharmacy areas.

Copies of the Material Safety Data Sheets could be obtained through the Facility Safety Committee Officer or it can be viewed on Rancho's intranet. Each pharmacy must have access to Safety Data Sheets (SDS) (if applicable), for each drug that they have in stock.

In the event of a fire or disaster, the supervisor/ pharmacist-in-charge (or delegate) will be responsible for ensuring that all staff personnel are accounted for upon leaving the respective pharmacy. A designated area is established for all pharmacy personnel to meet. The supervisor/pharmacist-in-charge (or delegate) is responsible for the accountability of these staff members.

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 your 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. If it is safe, stay near the alarm box until the Fire Department arrives so that you may direct them to the fire. Use fire extinguishers if possible to do so without endangering yourself or others.
3. Report the fire to a supervisor. Report all empty fire extinguishers to the Facilities Management Director. If you have used an extinguisher, lay it down on its side; do not return to holder.

B. Disaster - Procedure for drill and actual disaster.

1. Decision to institute the disaster plan.
  - a. The Facility Administrator, or his/her designee, is responsible for determining the scope of a disaster and activating the Facility Disaster Plan.
  - b. In addition to determining that a disaster exists, the person making the decision will decide if it is a Major Disaster (may require resources greatly in excess of those at Rancho) or a Minor Disaster (can probably be handled entirely by Rancho employees and equipment on the grounds with some assistance from fire or other community emergency services).

Reviewed: 8/26/2014bdk, 12/26/2018bdk, 4/19/2022 TT

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- c. Once the plan has been activated, the switch board operator will make a general announcement 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 to the Disaster Action Conference. For minor disasters, the fan out 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:
    - (1) Harbor-UCLA Medical Center
      - 1. 1000 W. Carson Street
      - 2. Torrance, CA 90509
      - 3. (310) 222-2363 or (310) 222-2389
    - (2) Downey Community Hospital:
      - 4. 11500 Brookshire Ave.
      - 5. Downey 90241
      - 6. (562) 904-5511
    - (3) St. Francis Medical Center
      - 7. 3630 E. Imperial Hwy.
      - 8. Lynwood 90262
      - 9. (310) 900-8863
    - (4) L.A.C./U.S.C. Medical Center
      - 10. 1200 N. State Street
      - 11. Los Angeles, CA 90033
      - 12. (323) 409-7641
2. The Pharmacy Department's roles in a disaster are:
- a. Functions
    - (1) Expedite discharge medication service for those patients that have been identified as not in need of immediate hospitalization.
    - (2) Process all in-patient orders in the most efficient means possible to insure that the medication needs of the patients are met.
    - (3) Identify alternative sources of emergency drugs to insure that there is a sufficient supply to meet projected needs.
  - b. Assignments
    - (1) The Director of Pharmacy Service will monitor, evaluate and direct operations. The alternate will be the Inpatient Pharmacy Supervisor. The command post for the service will be Inpatient Pharmacy.
    - (2) The In-Patient Pharmacy Supervisor will direct the operation in the Inpatient Pharmacy: he will keep the Director of Service apprised of

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all events.

(3) Implementation

- a. Fan out - when the Director of Pharmacy (or alternate) is called and the determination is made that a departmental fan out is warranted, the Director (or alternate) will contact all staff members that they are directly responsible for. The Pharmacy Director and Supervisor/pharmacist-in-charge have a current telephone listing of all staff members.
- b. Human Resources and the command post will be apprised of the number of licensed and non-licensed personnel on duty.
- c. Operation-the pharmacy supervisor/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 the alternate, will report to the command post the inventory of the requested emergency medications.