

**OLIVE VIEW-UCLA MEDICAL CENTER
DEPARTMENT OF ANESTHESIOLOGY
POLICY & PROCEDURE**

**NUMBER: 400
VERSION: 3**

SUBJECT/TITLE: 002-EMERGENCY CALL-OUT LIST

POLICY: EMERGENCY CALL OUT LIST

PURPOSE: To Establish the reasons for an emergency call out list. To describe the operation of the emergency call out list.

DEPARTMENTS: ANESTHESIOLOGY

DEFINITIONS: A list of all Department members to be called in an emergency to provide additional clinical resources for the Hospital.

PROCEDURE: During the normal workweek it is expected that sufficient staff will be available to respond to an emergency situation. During on-call periods, in the case of a mass trauma or disaster situation, resources may be overwhelmed and additional Anesthesiologists (and support staff) may be needed.

The Emergency Call Out List shall contain the names and contact information for department members who may be needed in such a situation. The Emergency Call Out list shall have Periodic updates including updated contact information and key personnel to contact. In preparation for the use of this list, each clinician is responsible for immediately updating the department with new contact information. The Emergency Call Out list shall be prominently posted within the Department such that it shall be readily available in case of an emergency. Additionally, each department member when outside the Hospital shall have a copy of the list readily available to them. They may be contacted and asked to call additional department members from the list.

The Anesthesiologist in the Hospital, based on information supplied by the Emergency Room, a Hospital Administrator or other secure source shall assess the situation and make the decision to activate the Emergency Call Out List. Then, the Anesthesiologist in the hospital may make the call(s) or designate another staff person to begin the process. Key personnel on the Call Out list shall be contacted first.

Once additional Anesthesiologists have arrived to the Hospital, the Chief of Anesthesiology, Vice- chair or Division head may assume command of the emergency operations of the Anesthesiology Department.

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Once activated, the purpose of the Emergency Call Out list shall be that in a designated manner successive clinicians are contacted and requested to immediately come to the Hospital. A cascade system will be used such that the primary contacts call in other personnel as required. Of note, it is anticipated that the Hospital Switchboard Operators will be inundated with other tasks and will probably be unavailable to assist with this process. Remember – communication capacity will be severely taxed during an emergency, so restrict calls to the hospital operators to critical matters.

An Emergency Call Out List is most valuable if the Department has already taken the following steps:

- Management and planning
- Departmental/organizational roles and responsibilities before, during, and after emergencies have been discussed.
- Safety and security during an emergency has been planned for.

Per County Code, all county employees are designated as Disaster Service Workers in the case of a declared emergency. As such, all county employees must complete an Oath or Affirmation of Allegiance. The Department of Anesthesiology staff includes Anesthesiologists who are contracted or on a personal service contract. In the event of an emergency situation, these Anesthesiologists may be needed to provide care. In the case of mass trauma or disaster situation, the Hospital Incident Command System and the National Incident Management System (NIMS) may have been activated.

References: County Code 2.68.060; HICS; NIMS	
Approved by: Rima Matevosian (Chief Medical Officer)	Date: 08/30/2016
Review Date: 08/30/2016, 02/11/2020	Revision Date: 12/19/2011; 02/11/2020
Next Review Date: 02/11/2023	
Distribution: Anesthesiology	
Original Date: 12/07/2009	