

**UHM-Department of  
Surgery Emergency  
Procedures  
October 2016**

**DEFINITIONS**

1. **State Emergency**: Any emergency situation in which, the State Civil Defense and/or City and County is involved, and has declared an advisory, watch, or warning. Examples of State Emergencies are:
  - a. Hurricanes
  - b. Tsunamis / Tidal Waves
  - c. Tornados
  - d. Heavy Rains and Flash Flooding
  - e. High Winds
  - f. Civil Unrest
  - g. Terroristic Threats, including outbreaks of war
2. **Active Emergency**: A state declared emergency (as above defined) in which the State Civil Defense, Governor, and/or other official state/city & county agency has declared that an impending disaster is about to strike or is immediately occurring. In an "Active" Emergency, the state/city & county has ordered the closing of all offices and roads, with the exception of emergency vehicles and essential facilities such as hospitals and other medical, emergency, and evacuation facilities.
3. **Potential Emergency**: A state/city & county declared emergency (as above defined) in which the State Civil Defense, Governor, and/or other official state/city & county agency has issued advisories, watches, or warnings of a potential emergency. In a "Potential" Emergency, the State has not ordered the closing of all offices and roads, but rather, has left it up to individual, non-essential facilities to remain open and operational.
4. **Inundation Zone**: A state/city & county declared area, in which, buildings and facilities are in direct danger due to the potential and active emergency. These are areas in which the state/city & county has ordered closures and/or evacuations.
5. **Essential Personnel**: Employees who are required by the state and the department to be on the job to assist in emergency procedures and/or provide medical, infrastructural, and other health and safety services. In general, these are physicians and other health-care providers, Information Technologists, Buildings and Facilities staff, and other supervisory/management decision-makers.
6. **Department of Surgery Employees (Department Employees)**: All UHM-JABSOM, UCERA, RCUH, and HRP employees assigned to work for the UH-Department of Surgery, under the Department Chair.

## PROCEDURES

By default, ALL Department of Surgery employees (UH-JABSOM, UCERA, RCUH, and HRP employees) are expected to report to work, unless:

- the emergency situation is declared by the State of Hawaii (Civil Defense, Governor, etc.) or City and County to be ACTIVE, and/or
  - the employee's administrative office, faculty practice site, and hospital in which they work are declared to be in an Inundation Zone.
1. All Department Employees shall be notified via email or by calling the department's Emergency Hotline at (808) 586-2925, about whether the department will remain open during any/all State Emergencies that have escalated to "Active" Emergency.

<b>Emergency Hotline: (808) 586-2925</b>
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2. All Department Employees shall be notified via email about whether the department will remain open during any/all State Emergencies, if any/all of our department's buildings, offices, and faculty practices are in an Inundation Zone, and will be closed.
3. **Department Faculty-Physicians** shall follow the below procedures during a State Emergency.
  - a. Check the Emergency hotline and/or email for information.
  - b. Queen's and Kuakini faculty-physicians scheduled to be on duty prior to and during a State Emergency shall report to their respective facility (hospital) when a potential emergency is identified.
  - c. The Department Chair shall report to Queen's UT when a potential emergency is identified.
  - d. Faculty-Physicians scheduled to see patients in Faculty Practice during regular business hours shall report to work, unless due to road closures, they are unable to get to the Faculty Practice site. If the faculty-physician is unable to get to the practice site, they should contact relevant clinic manager.
  - e. Faculty-physicians with scheduled hospital procedures shall report to work and proceed with their procedures, unless due to road closures, they are unable to get to the hospital or unless the hospital has cancelled the procedures. If the faculty-physician is unable to get to the hospital, the faculty-physician should contact the hospital as soon as possible to provide instruction to the hospital staff.
4. **Department Staff** (both faculty practice and administrative as defined above) shall follow the below procedures during a State Emergency.

- a. Check the Emergency hotline and/or the Department Web site for information.
  - b. Potential Emergency Situation: Report to work, unless otherwise instructed. If the staff member chooses not to report to work for various reasons (their home is in an inundation zone, lack of transportation, their children's school is closed, they are primary caregivers for others in their family, etc.) They shall be approved for PTO and/or paid vacation/sick leave.
  - c. Active Emergency Situation: Do NOT report to work, unless otherwise instructed. In an Active Emergency Situation, the Department shall close, and staff members will be placed on paid administrative leave, according to the policies of their respective employers (UHM-JABSOM, RCUH, UCERA, and HRP). Essential employees shall be immediately placed "on-call" to address any/all urgent matters.
5. In the event that Internet services are terminated or shut down, messages may be sent via SMS Text (mobile phone text messages) and/or phone calls directly to the phone number that each department employee has identified as an emergency contact phone number.
  6. If, for any reason, you do not receive emails, SMS text messages, or phone calls from the department (It is possible in an emergency situation that email, text, and phone messaging may be disrupted). Apply the above definitions and instructions to determine your situation. Please use your best judgment.

#### AFTER AN ACTIVE EMERGENCY

7. Following an Active Emergency, if the State or City and County issues the "ALL CLEAR" during your scheduled working hours, please report to work within 1 hour of the ALL CLEAR announcement. If you are unsure that an ALL CLEAR has been given, please check the Emergency hotline and/or the department Web site.
8. Please DO NOT report to work if the building, office, practice site, and/or general area in which you work is reported to be damaged during the Active Emergency. Instead, contact your supervisor for further instructions.
9. If no reports are made about damage in your area of work, but you arrive on site and see damage, please do not attempt to enter the area. Instead, contact your immediate supervisor for further instructions.
10. If you need to urgently speak to someone in the department during an Active Emergency, please contact the following:

<p>All Patient or Medical Care Issues: please call/text the Department Chair at (215) 776-5644. All Other Issues: please call/text the Assoc Chair for Admin and Finance at (808) 222-1633.</p>
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