

**TITLE:** EMSOC Disaster – Notification and Communication Policy

**POLICY:** In the event of a disaster or need for additional resources to support patient census and or to maintain EMSOC business operations; EMSOC physicians, allied health and support staff will make themselves available to EMSOC by following the EMSOC Disaster Notification and Communication Policy

**PROCEDURE:**

1. Notification of EMSOC physicians, allied health and support staff:
  - a. **ALERT**
    - i. EMSOC website will marquee scroll notification of Disaster and need for staff and or additional resources
    - ii. EMSOC text message to all cell phones of Disaster and need for staff and or additional resources
    - iii. EMSOC email message to all emsoc.net addresses from [emergency@emsoc.net](mailto:emergency@emsoc.net) of Disaster and need for staff and or additional resources
  - b. **CALL BACK**
    - i. Physicians can respond to either text, email and call the Emergency Department to determine need
    - ii. Allied Health can respond to either text, email and call the EMSOC Office to determine need
    - iii. Scribe/Clerical Staff can respond to either text, email and call the EMSOC Office to determine need
  - c. **CONTINUED COMMUNICATION** regarding status and continued need
    - i. EMSOC office will communicate status and continued need via the EMSOC website, text and email to all physicians, allied health and support staff
    - ii. EMSOC office will maintain log of communications and actions

**Title:** EMSOC Disaster Roles and Responsibilities

**Policy:** EMSOC has predetermined roles and responsibilities for the continued operation of contracted emergency medicine services and the business support of these contracted services

**Procedure:**

**1. Onsite Emergency Medicine Services**

- a. Medical Direction –
  - a. Medical Director will assume role of medical leadership during the disaster
  - b. Senior EMSOC physician will determine need and designate the role of medical leadership – if Medical Director not on site
- b. Resource Coordination –
  - a. EMSOC Office will assist with staffing and resource needs
- c. Information Services Manager -
  - a. Medical Records and registration information for all disaster patients

**2. Offsite EMSOC office support services**

- a. EMSOC office will serve as base for coordination of resources and relief for physicians, allied health and support staff
- b. Communication will be coordinated by the EMSOC Office via website, text and email
- c. EMSOC Office will maintain current communication information for all physicians, allied and scribes on the EMSOC.net website