



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Laboratory and Blood Bank		
Document:	Multidisciplinary Policy and Procedure		
Title:	Role of laboratory and blood bank in emergency and internal disaster		
Applies To:	All Laboratory, Blood Bank Staff and Biomedical Engineers		
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1. PURPOSE:

- 1.1 To face all emergencies and internal disasters at the laboratory

2. DEFINITONS:

- 2.1 Internal disaster: the condition which prevent laboratory departments work partially or totally as fire, water pollution or water cutting, explosions etc.
- 2.2 Collection points : points at which staff members collect at case of laboratory evacuation
- 2.3 Total evacuation : evacuate all staff members ,patients or visitors from laboratory

3. POLICY:

- 3.1 Facing crises and emergencies by preparing for them, anticipating them, or dealing with them if they occur, puts the hospital administration and laboratory management on the shoulders of the greatest burden to ensure the provision of comprehensive protection for individuals and facilities by preparing comprehensive plan to face the disaster and emergency cases which may affect the laboratory including how to deal with this case and taking all steps to safe patients ,visitors and employees ensuring peace, stability and security for them
- 3.2 Success in that plan is depending on facing disasters and emergency cases depends mainly on crisis management team and the extent of his training on how to detect emergency warning signals, take preventive measures, actual confrontation, and containment of damages using the available The means and equipment available in the hospital and the instruction manual that regulates the method of implementing the plan in the event of any emergency
- 3.3 As soon as the disaster occurs, an emergency operations management centre is established under the management of key officials. The heads and supervisors of the work teams will prepare and supervise the evacuation and ambulance program at the assembly points in the specified locations

4. PROCEDURE:

4.1 Preparations before incident

- 4.1.1 To be sure about manual bills.
- 4.1.2 To be sure about spare light covering the whole laboratory.
- 4.1.3 To be sure about availability of firefighting products and it is usability.
- 4.1.4 To be sure about availability of first aid bags
- 4.1.5 Ensuring the availability of adequate emergency exits and all guiding panels that facilitate evacuation operations and indicate the occupants of the laboratory on escape routes, emergency exits and assembly points
- 4.1.6 Ensure that all workers are trained on how to deal with the disaster, starting with reporting it and the various methods of extinguishing it in case of fire.

- 4.2 While implementing the evacuation plan, the following must be taken into account
 - 4.2.1 In the event of a disaster occurring inside the laboratory, a call is made to **2222** to report the disaster, and the central employee fills out a disaster reporting form
 - 4.2.2 The central employee shall contact the hospital director or his representative to notify him of the situation
 - 4.2.3 The hospital director or his representative announces the red code inside the laboratory
 - 4.2.4 As soon as the red code is announced, the notification and summons lists are activated, and the person who announced the case is considered the head of the operations management centre room until the arrival of the concerned official
 - 4.2.5 Activation of the plan's operations management centre room team by the head of the operations centre
 - 4.2.6 The evacuation and rescue plan is activated by the laboratory director or his representative
- 4.3 Evacuation plan to the laboratory
 - 4.3.1 Emphasizing that no one of the patients or staff is terrified, and dealing with the event with awareness, calm and stability
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 - 4.3.3 When the evacuation begins, it must be taken into account to move the closest to danger first, regardless of the movement status of the injured person
 - 4.3.4 Conducting a final examination on all places inside the laboratory, cupboards and bathrooms

5. MATERIAL AND EQUIPMENT:

- 5.1 Fire extinguisher
- 5.2 Telephone

6. RESPONSIBILITIES:

- 6.1 Laboratory director or his representative
 - 6.1.1 Divide the workers into three groups A,B,C organizing and directing their work
 - 6.1.2 Placing support staff coming from other regions into the group A or C
 - 6.1.3 Preventing employees or workers from returning to the vacated areas in the laboratory
 - 6.1.4 Ensure that the evacuation plan is implemented effectively
 - 6.1.5 Count all patients and workers present in the area before and after the evacuation
 - 6.1.6 Submit a full report to the emergency commander
- 6.2 All employees in the department at the time of the event except for members of the B and C team and the support force
 - 6.2.1 Rescuing sick or injured people who are close to danger to a safe area (the primary assembly area)
 - 6.2.2 Ensure that all patients, visitors and staff are evacuated
- 6.3 Group B activate the plan and use the fire extinguisher (two of department employees)
 - 6.3.1 Alarm for internal emergency
 - 6.3.2 Announce the red code by verbal appeal
 - 6.3.3 Turn on the fire bell
 - 6.3.4 Call the emergency number **2222**
 - 6.3.5 Use a fire extinguisher if possible, following the proper steps for using a fire extinguisher
- 6.4 Activating burning siege and inspection after evacuation (two of department employees in addition to the supporting force)
 - 6.4.1 Trapping fire smoke and hot gases from spreading to other sections
 - 6.4.2 Inspect all rooms, bathrooms, and other areas to ensure the evacuation of all patients, visitors and staff
 - 6.4.3 Unplug electrical appliances if possible, without putting yourself at risk
 - 6.4.4 Close windows

- 6.4.3 Unplug electrical appliances if possible, without putting yourself at risk
- 6.4.4 Close windows
- 6.4.5 Ensure that there are no oxygen cylinders, and if any, they must be removed immediately
- 6.4.6 Turn off the electrical current if it is not dangerous for you
- 6.4.7 Put an vacated sign on each vacated room door
- 6.5 Head of the unaffected safe area
 - 6.5.1 Assign a support force and send them into the laboratory
 - 6.5.2 Stay prepared in case you hear code red
 - 6.5.3 Follow the directions in the event of a total evacuation to the hospital
 - 6.5.4 Stand by to hear the call ALL CLEAR

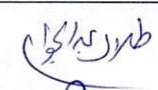
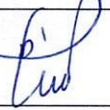

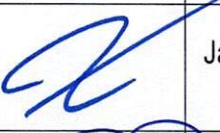



7. APPENDICES:

N/A

8. REFERENCES:

- 8.1 Laboratory Bio-safety Manual. 3rd Edition, 2004, WHO.

9. APPROVALS:

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