***[HOSPITAL NAME]***

**ADMINISTRATIVE POLICY**

CATEGORY: Risk Management **CODE: D-3**

SUBJECT: Disaster Plan **EFFECTIVE:**

**COORDINATOR: Chief Executive Officer**

Disasters include (but are not limited to) the following:

* Earthquake
* Fire
* Flood
* Contagious outbreak (Ebola, Cholera, etc)
* Violent attack

Each ward, clinic, or office should have a detailed exit plan in the case of an emergency or disaster. All employees should be trained on how to respond and what to do in the case of a disaster.

In the case of a contagious outbreak, strict procedures are to be followed to control the spread of the disease. All employees should be trained in these protocols.

In the event of an emergency all staff should follow the disaster protocols for each area of the hospital. The leader of each department on duty at the time is responsible to ensure the safety of their employees and patients.

APPROVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_