

**HACKETTSTOWN REGIONAL MEDICAL CENTER
CENTER FOR SLEEP RELATED DISORDERS
POLICY AND PROCEDURES
ENVIRONMENTAL EMERGENCIES AND DISASTERS**

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PURPOSE: Protocols for actions to be taken by sleep center personnel during various types of external emergencies and disasters such as fire, flood, tornado, hurricane or earthquakes (or as appropriate to the locale of the center), necessary to ensure the safety of patients and staff.

POLICY: All sleep staff personnel will follow approved procedures in the event of external emergencies.

PROCEDURE:

See hospital Policy (insert specific duties for fire, disasters, hazmat etc.) Insert HRMC Safety Manual

- All staff are to be evacuated outside of the West Wing entrance in the Rear of the Hospital when the fire alarm is sounded.
- The nearest Emergency Exit is located to the left of the entrance to the Sleep Disorders Center Entrance in the stairwell.
- Close all doors, place a pillow on the floor outside the door upon leaving and if time permits, secure or remove confidential client records.