

**HACKETTSTOWN REGIONAL MEDICAL CENTER
LABORATORY POLICY MANUAL
EVACUATION PLAN FOR WEST WING DRAW STATION**

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PURPOSE: Laboratory personnel must be able to evacuate all patients, including those with disabilities from the draw station as quickly and safely as possible.

POLICY: In the event of a need to evacuate the draw site, lab assistants will be responsible for evacuating the patients to the West Wing Parking lot. Staff from the laboratory will respond in the event that additional help is needed in the evacuation process. For those patients in a wheelchair, support staff will assist in moving the patients out of the building/area via the Main Entrance or EMERGENCY EXIT located at the end of the hallway to the left . This exits to the grassy knoll adjacent to the main building. A head count of staff and patients will be conducted once the evacuation is complete. The acting supervisor will inform the Administrator in charge that all patients and staff have been evacuated from the draw station.