**Emergency Response Protocol for (the ASC name goes here)**

**Purpose:** This Emergency Response Protocol is designed to ensure a coordinated and efficient response to any emergency situation that may arise at (the ASC name goes. Here), thereby safeguarding the health and safety of patients, staff, and visitors.

**Scope:** This protocol applies to all employees, contractors, and temporary staff working within the facility.

**Protocol:**

1. **Immediate Response:**
	* **Alarm Activation:** Any staff member who identifies an emergency situation must activate the emergency alarm system immediately.
	* **Notification:** The staff member should also inform the facility’s designated Emergency Coordinator (EC) and/or the nearest supervisor immediately via the fastest available communication method.
2. **Roles and Responsibilities:**
	* **Emergency Coordinator (EC):**
		+ Assumes command and coordinates all emergency response efforts.
		+ Communicates with external emergency services.
		+ Ensures that all staff are accounted for and evacuated as necessary.
	* **Medical Staff:**
		+ Physicians and registered nurses will prioritize patient stabilization according to the severity of their condition.
		+ Administer necessary emergency care and prepare for possible evacuation of critical patients.
	* **Administrative Staff:**
		+ Assist with communication efforts, including notifying all on-site staff and contacting emergency services (911).
		+ Maintain an updated list of all individuals present in the facility.
	* **Support Staff:**
		+ Secure all entries and exits as required.
		+ Assist in the evacuation of non-medical personnel and patients under the guidance of medical staff.
3. **Emergency Equipment:**
	* Ensure that all emergency medical supplies and equipment, such as defibrillators, emergency medication kits, and oxygen tanks, are easily accessible and in proper working condition. Regular checks should be scheduled as per the maintenance protocol.
4. **Evacuation Procedure:**
	* Follow the pre-determined evacuation routes displayed in all hallways of the facility.
	* Evacuation should be orderly and prioritize patients with mobility issues and those in critical condition.
	* Assembly points should be clearly marked outside the building, and all personnel must remain at the assembly point until an official clearance is given.
5. **Post-Emergency Review:**
	* Conduct a debriefing session involving all key personnel involved in the emergency response.
	* Document any lessons learned and make necessary adjustments to the emergency response plan.
	* Report and review the incident with the facility’s safety committee.
6. **Training and Drills:**
	* Conduct regular training sessions and emergency drills for all staff to ensure familiarity with emergency procedures.
	* Update training materials and protocols as necessary based on post-emergency reviews.

**Communication:** Ensure clear and effective communication throughout the emergency. Use of intercoms, mobile devices, and other pre-approved communication tools should be standardized and tested regularly.

**Compliance:** All staff are required to familiarize themselves with this Emergency Response Protocol and participate in scheduled training and drills. Compliance with this protocol is mandatory for all staff, and non-compliance will be addressed according to the facility's disciplinary procedures.

**Document Control:**

* **Owner:** Medical Director
* **Approval Date:** 05/11/2024
* **Review Cycle:** Annually or after any major incident

This protocol is designed to be comprehensive yet adaptable to specific emergency situations. It is crucial for the safety and efficiency of the emergency response that all staff adhere strictly to their roles and the procedures outlined in this document.