

10.0 DISASTER AND CONTINGENCY PLANS

Policy	The Transfusion Medicine Service has written plans for internal and external disasters and for contingency situations occasioned by blood shortages. These plans are stored centrally, updated as required and include up-to-date contact information.
Reason	The Transfusion Medicine Service is a vital function in the case of internal or external disasters and critical blood shortages. The CSTM and CSA Standards require the establishment of a Disaster Plan and a Contingency Plan for blood shortages in respect of Transfusion Medicine Services consistent with suppliers' contingency plans and health authority requirements. The Ontario Ministry of Health and Long Term Care requires all health care facilities within Ontario to establish a hospital based contingency plan for the management of blood shortages in alignment with the Ontario Provincial Contingency Plan for the Management of Blood Shortages as well as the National Plan for the Management of Shortages of Labile Blood Components.
Applies to	External and internal disasters and critical blood shortages as defined by the Ontario Ministry of Health and Long Term Care: Contingency Planning for Blood Shortages and the National Advisory Committee on Blood and Blood Products: National plan for the management of shortages of labile blood components
Responsibilities of the Medical Director, Transfusion Medicine	<ul style="list-style-type: none"> • Cooperate with other departments or organizations to develop plans appropriate to the level and nature of services provided by the Transfusion Medicine Service • Ensure that the hospital is aware of and includes the Transfusion Medicine Service in its own disaster plans • Ensure that the hospital meets the provisions of the National and Provincial Contingency Plans for Management of Blood Shortages including the establishment of a hospital based plan and a Hospital Emergency Blood Management Committee (HEMBC). • Cooperate with other departments and/or other organizations to plan and execute mock exercises to ensure the Transfusion Medicine Service can respond appropriately in case of a disaster or critical blood shortage.
Responsibilities of Transfusion Medicine Supervisor	<ul style="list-style-type: none"> • Review the plans annually, and update contact information as required • Ensure staff are trained appropriately to respond to a disaster or notification of a blood shortage • Update inventory levels as appropriate for hospital activities
Responsibilities of Transfusion Medicine Service staff	<ul style="list-style-type: none"> • Be familiar with and follow the provisions of the plan when it is implemented • Participate in disaster and critical blood product shortage contingency exercises • Cooperate with other departments and/or organizations as needed in disaster or critical blood product shortage situations
Scope of Disaster Plan	<ul style="list-style-type: none"> • The following basic information is included in the plan: <ul style="list-style-type: none"> » Communication with hospital and regional disaster teams » Communication with other hospital transfusion medicine services » Communication with CBS » Communication with patients and hospital staff » Call list for all staff » Roles and responsibilities of staff. » Management of current inventory if applicable (e.g. moving to safe and accessible storage) » Ability to obtain and store new inventory from suppliers or other centres » Optimal use of limited inventory



- Where the disaster involves a large number of local casualties, provision for the following is also included in the plan:
 - » Triage of limited inventory
 - » Recipient identification and examination
 - » Specific group O RhD negative requirements
 - » Staffing of the Transfusion Medicine Service
 - » Computer downtime processes

Scope of the Contingency Plan for Management of Blood Product Shortages

- Types of Shortages:
 - “Green” phase – 100% of optimal inventory or 4-6 days of average daily use
 - “Amber” phase <50% of optimal inventory or <2 days of average daily use
 - “Red” phase <25% of optimal inventory or < 1 day of average use
 - “Recovery” phase – gradual resumption of normal transfusion activity in keeping with increasing inventory levels
- Preparedness for responding to blood shortages
 - » Develop hospital contingency plan for shortages
 - » Define inventory levels by blood shortage phase and reduce target levels to reduce amount of blood requested from CBS
 - » Identify blood conservation opportunities
 - » Identify surgeries with high blood loss that require to be postponed
 - » Define stepwise reduction of blood use to occur on activation of plan
 - » Identify key stakeholders to be identified on activation of the plan
 - » Develop communication protocol to be used for notification
 - » Ensure plan for managing blood shortages is integrated into the Disaster Plan and/or hospital wide pandemic plan
 - » Provide training on the contents of the plan and communication measures related to blood shortages
 - » Prepare detailed procedures to be followed should an “Amber” or “Red” phase shortage level be identified
 - » For details of desirable measures, consult the Ontario Contingency Plan for Management of Blood Product Shortages and the National Advisory Committee on Blood and Blood Products Plan for the Management of Shortages of Labile Blood Components (see references below)
- Establishment of an Emergency Blood Management Committee (EBMC)
 - » Each hospital should establish an Emergency Blood Management Committee to decide on strategies and measures to be implemented when the hospital is notified of impending shortages
 - » Committee may include Medical Director, Transfusion Medicine, Manager responsible for the Transfusion Service, an anesthetist, surgeon, hematologist/oncologist, ER staff physician, chair of the Transfusion Committee, Transfusion Nursing Specialist, Board Member or Lay Person, and “Risk Manager”
 - » For “Red phase” alerts, the EBMC may be expanded to include senior hospital management and senior medical and nursing staff
 - » Principal features of the terms of reference for an EBMC are outlined in the Ontario Contingency Plan and Toolkit
 - » One of the important duties of the EBMC will be the triage of blood order requests to optimize use of available inventory to meet the most urgent needs. Identification of a triage officer/team to perform triage of blood order requests is required in “red” phase shortages



REFERENCES

29. Standards for Hospital Transfusion Services." 2011.
46. "Disaster Operations Handbook." 2008.
47. "Disaster Operations Handbook: Hospital Supplement." 2008.
89. *National Plan for the Mangement of Shortages of Labile Blood Components and the Emergency Framework for Rationing of Blood for Massively Bleeding Patients During a Red Phase Blood Shortage.*
91. "Ontario Contingency Plan for Management of Blood Shortages and Contingency Planning Toolkit." 2008.

