

MSSM Emergency Medicine Residency **Emergency Response Plan**

- I. Upon notification of an activation of the Medical Center Plan E or Elmhurst Hospital Center the Residency Leadership will activate its emergency response plan. The plan is initiated by the Residency Director, Site Directors or Chief Residents.
- II. Each site chief should contact the Residency Site Directors to coordinate staffing.
- III. The Residency Site Director will coordinate with Mount Sinai or Elmhurst Emergency Department's Administrative Staff during normal business hours or an Attending physician on duty during evenings to determine the Department's staffing needs.
- IV. In the event that additional resident staffing is needed, the Chief Residents will coordinate to contact the off-duty residents, beginning with the residents who are on sick-call.
- V. During a crisis, the Chief Residents may designate the responsibility of contacting the off-duty residents to another resident or residents [utilizing the telephone/pager contact tree]. Off-duty residents will be contacted through the following means:
 - a) Pager
 - b) Home phone
 - c) Cell phone
 - d) E-mail
 - e) Someone may go to their home address
- VI. In the event of an emergency during which telephone or e-mail communication is possible, off-duty residents should either contact, or wait to be contacted by a Chief Resident, prior to reporting to the hospital. This will enable the Departments to allocate staffing appropriately between Mount Sinai and Elmhurst, prevent staffing surges, and permit planning in the event that increased staffing is needed for a prolonged period of time.

***Note:** In the event of an emergency, off-duty Emergency Medicine Residents who are assigned to other, essential, services such as the RICU, CCU, or Surgery, should report to their respective services. Off-duty residents, who are assigned to non-essential blocks such as OB/Anesthesia, Toxicology, or electives, will be considered available to provide staffing coverage in the ED.

****Note:** Residents who are on-duty in the ED when the emergency response plan is activated must stay on-duty until relief arrives. All shifts will be 12 hour shifts with a one for one relief. Residents who are schedule for next shift after plan activation should plan to report for that shift and notify chief residents of availability, Senior residents originally assigned to eight-hour shifts will work twelve-hour shifts when plan is activated and until emergency response plan is demobilized.