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| 1. GENERAL STATEMENT OF POLICY:   Statement of purpose: To evacuate all individuals from the clinic to maintain their safety.   1. SCOPE:   This Policy covers Psychiatry.   1. ADMINISTRATION:   In the event of a need to evacuate patients from the Psychiatric Outpatient Clinic an announcement will be made on the overhead speaker system. In addition, the departmental administrator and safety officer will go from room to room announcing the evacuation. Those patients being seen by individual faculty and staff members will be escorted from the psychiatry departmental area by the faculty and staff members who are with them at the time of the evacuation announcement. Patients who are in the waiting room at the time of the evacuation announcement will be escorted from the departmental area by the receptionists and business office staffs from the adjoining service counter work area.  If the situation requiring evacuation of patients is internal to the Health Sciences Center, patients in the Psychiatric Outpatient Clinic will escorted to the north edge of the concrete surface outside the northeast entrance to Pod A.  If the situation requiring evacuation of patients is external to the Health Sciences Center, patients in the Psychiatric Outpatient Clinic will be escorted to the driveway east of the clinic.  After the evacuation of patients has taken place, the department administrator and safety officer will go from room to room throughout the entire department to verify that no patients have been left behind.   1. Distribution:  This policy shall be distributed to Psychiatry. |