

**Maine Medical Center  
Maine Transplant Program  
Policies and Procedures  
Maine Transplant Program Storm Preparation Policy**

**Policy**

It is the policy of the MTP to assure the safety of our patients and staff by outlining a comprehensive Storm Preparation Policy for the 19 West Location. This Policy is intended as a supplement to the MMC Policies regarding Inclement Weather and Emergency Management and does not replace these policies.

**Procedure:**

1. At least one day prior to an anticipated inclement weather event, transplant leadership will convene the Clinic staff to discuss preparations for any impending weather event which could result in an inability of patients or staff to access the 19 West Location, or pose any threat of weather related damage to the facility itself.
2. All staff with the 19 West location as their primary work assignment will be required to participate in a group messaging system regarding opening or closing of the Clinic, staff shortages, patient scheduling issues, and other messages essential to communication during a weather event.
3. Staff will huddle to review and plan for patient appointments, anticipated staffing shortages, and any plans to completely close operations. The decision to close operations for any period of time will be made in consultation with the VP of the AMSL and will be consistent with other MMC/MMP closures as directed by senior leadership. A “last person out” will be designated and responsible for securing all entrances and exits upon their departure, including activating the security system.
4. If closure or partial day closure is necessary, the RN Coordinators will review the patient schedule and determine care plans for each patient affected. Telehealth visits may be offered to scheduled patients as appropriate. The Clinic physician may be consulted as part of this process, but will always be notified of the final arrangements made for scheduled patients.
5. All staff will maintain a list of staff at the 19 West location which includes after hours contact numbers.
6. The RN Post Transplant Coordinator will be responsible to implement the “Safe Transportation of Vaccines/Medications” if it is determined that the Clinic will be closed for any period of time that could compromise medications or extend beyond the usual Clinic closure hours.
7. The Administrative Specialist will be responsible to secure the facility and confirm any needed arrangements regarding snow removal, security, or power maintenance.
8. The Director or designee will be responsible for reporting or confirming any alteration in schedule and storm plans to the Vice President Adult Medicine Service Line.
9. If an inclement weather event arises unexpectedly outside of regular business hours, the Director or designee, in collaboration with the Medical Director and VP of the AMSL, will confer on decision making regarding closure of the Clinic. Should a closure be needed, Clinic staff may be called upon outside of normal working hours to contact patients regarding closure.

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Review Dates: 2/12/18; 2/2/21

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