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MANUAL	Emergency Management	APPROV. AUTH:	Administrator
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## **Team Member Fan Out – Policy #: XVIII-B-10.10**

### **POLICY:**

The Home's Team Member Fan Out will be activated as required to contact team members and volunteers (as applicable) in an organized fashion in the event of an emergency.

A current Team Member and Volunteer process will be maintained in a location accessible to all leaders for immediate access in the event of an emergency.

### **PROCEDURE:**

- 1) The Team Member Fan Out process will be organized based on job classification. The Home will endeavor to contact team members who reside closest to the Home first.
- 2) Test Procedure:
  - The Administrator or designate will test the Emergency Call Back System; all team members are expected to participate.
  - All managers and team members who are responsible to call back team members (phone fan out) will keep a current phone list.

Activation of procedure:

The Incident Manager (RN in Charge) or designate will:

- 1) Determine the need for emergency fan out and implement as required per the scope of the emergency.

Team Members responsible for phone fan out will:

- 1) Call team members according to the Home's procedure.
- 2) Leave voicemail (where no immediate answer) and ask team members not to call back but to report to work if available.
- 3) Provide the following information to team members who are to return to duty:
  - Status and nature of emergency event
  - Who to report to
  - Assignment upon return

- Any special instructions (i.e. bring an extra change of clothes)

4) Document all calls on Team Member Call-Back Record Sheet.

The Incident Manager (RN in Charge) or designate will:

- 1) Establish a “check in station” for each team member to report to upon arrival.
- 2) Delegate job responsibilities to each team member returning to work.

**Attachments:** XXVII-B-10.10(a) Team Member Fan Out Process  
XXVII-B-10.10(b) Team Member Call-Back Record Sheet