**Policies and Procedures**

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**PURPOSE**

The Creighton University Graduate Medical Education Department recognizes that disasters may occur that will affect the education of residents and fellows in each or all of our programs. These may be physical or natural disasters or may be extreme emergencies that affect house staff training and patient care.

**SCOPE**

This policy applies to all Graduate Medical Education Programs sponsored by Creighton University School of Medicine.

**DEFINITION**

A Disaster is an event or set of events causing significant alteration to the residency experience at Creighton University. A disaster would include, but would not be limited to:

- Natural disaster such as an earthquake, forest fire, or a blizzard.
- Act of terrorism either physical or biological

An Extreme Emergent Situation is a local event (such as a hospital declared disaster for an epidemic) that affects resident education or the work environment but does not rise to the level of an ACGME-declared disaster as defined in the ACGME Policies and Procedures.

**POLICY**

Creighton University and the School of Medicine, the DIO, the GMEC, all Program Directors, and Departments should anticipate disasters and make plans to deal with them prior to their occurrence.

At the beginning of each academic year (July), the GME Office will remind the GMEC and all programs that Creighton University has Emergency Procedures and a Crisis Plan and that the GMEC has implemented a Disaster Policy. Each program should forward the information to all house staff.

All house staff are required to register with the University for the CU Alert emergency notification system, if system exists for their campus location. In addition, the official method of communication for the university is e-mail to a Creighton address and those addresses are available to the GME Office and programs through the university servers. The GME Office receives updated contact information, including two emergency contacts, from all house staff as part of the annual contract packet. This information is uploaded into New Innovations and is available to the programs.

Creighton University will continue to provide administrative support. Continued payment of salary and benefits depending on the overall circumstances of the disaster, and the scope and duration of the emergency will be left to the resident/fellow’s employer.

**Communications with ACGME**
In the event that there is a disaster or extreme emergency, the DIO or designee will notify the ACGME Executive Director and request a declaration of disaster. The ACGME will post the notice on its website and the institution will follow all ACGME policies related to disaster notification.

Within 10 days after the declaration of disaster, the DIO or designee will discuss with the ACGME and program directors any program changes needed because of the disaster. Each program will work with its Review Committee to determine whether any affected residents will require transfer to other programs, either temporarily or permanently. The program and the GME Office will assist in locating alternate training sites for displaced house staff.

All information will be submitted to the ACGME within 30 days after the disaster unless other dates are approved. The institution and programs will work with the ACGME and appropriate accrediting bodies to decide whether any programs may need to be temporarily or permanently withdrawn.

Questions should be directed to Program Directors or the Associate Dean for GME, the DIO.

REFERENCES
ACGME

AMENDMENTS OR TERMINATION OF THIS POLICY

Creighton University reserves the right to modify, amend, or terminate this policy at any time.

This policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and this GME policy, this GME policy shall govern.