

**Maine Medical Center  
Transplant Program  
Policies and Procedures  
Emergency Preparedness**

**Purpose**

To outline the Maine Transplant Program's commitment and approach to a coordinated and comprehensive plan for operational continuity during an emergency.

**Policy**

In accordance with CMS and the Joint Commission, Maine Transplant Program will have an accessible and coordinated plan for operations during an emergency. This Plan will be supplementary to the Maine Medical Center (MMC) Emergency Operations Plan and be implemented in accordance with guidelines and requirements of that Plan. The Maine Transplant Program Emergency Plan will be developed and implemented with key hospital and community partners such as the New England Donor Services.

**Procedure**

1. The Maine Transplant Program will participate in the development and implementation of the MMC Emergency Operations Plan and will maintain representation on the MMC Emergency Management Committee.
2. The Transplant Program will maintain written agreed upon protocols with the OPO (New England Donor Services) that outline responsibilities of each entity in the event of an emergency. These protocols will outline the commitments of each party in assuring the continuity and availability of care and services for transplant candidates and recipients.
3. The Transplant Program will comply fully with all required UNOS Bylaws and notifications during any emergency which requires a change in status of candidates. This includes any short or long term inactivity caused by an emergency and deemed by UNOS to be defined as inactivity. The Program will seek clarification from UNOS in any emergency where it is not clear of obligations involved.
4. The Transplant Program will maintain an active Emergency Plan which will include the following:
  - Definition of a disaster/emergency
  - Scope of plan
  - Events considered an emergency
  - Command Center establishment
  - Mandatory and temporally suspended activities for all components of transplant and living donor care (e.g. organ acceptance, waitlist management, transplantation, post-transplant care, donor evaluations, and reporting activities)
  - Team member responsibilities
  - Notifications and communication
  - Key contacts and resources during an emergency
5. An annual Hazard Vulnerability Assessment will be completed by the MMC Emergency Management team. This Assessment will identify emergency events most likely to occur and require preparedness.
6. The Transplant Emergency Plan will be included in the MMC Disaster Plan which is reviewed annually.

7. The Transplant Emergency Plan will be posted on the Transplant Program Policies and Procedures website and reviewed by the Transplant Program QAPI annually in October.

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This policy was reviewed and approved at QAPI on 7/24/20

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