

Standard Operating Procedure (SOP): Patient Evacuation and Transport Procedures

This SOP details the **patient evacuation and transport procedures**, encompassing patient assessment, communication protocols, safe patient handling techniques, use of evacuation equipment, coordination with medical and emergency personnel, transportation methods, and documentation requirements. The objective is to ensure the safe, efficient, and timely evacuation and transport of patients during emergencies, minimizing risk and preserving patient well-being throughout the process.

1. Purpose

To outline standardized procedures for the safe and efficient evacuation and transport of patients during emergencies, ensuring patient safety and continuity of care.

2. Scope

This SOP applies to all staff involved in patient evacuation and transport within the facility and during transfers to external locations during emergencies.

3. Responsibilities

- **Medical Personnel:** Assess patient status and oversee transport.
- **Transport Personnel:** Safely move and handle patients using proper techniques and equipment.
- **Emergency Team Leader:** Coordinate evacuation efforts and communication.
- **Documentation Clerk:** Maintain comprehensive records of the evacuation and transport process.

4. Procedure

1. **Patient Assessment**
 - Quickly evaluate patient condition (mobility, consciousness, acuity).
 - Prioritize patients based on urgency and ability to be moved.
 - Identify any special equipment or assistance required.
2. **Communication Protocols**
 - Alert relevant staff and emergency services using established codes or alarms.
 - Maintain ongoing communication via radios, intercoms, or cell phones.
 - Document all communications regarding patient movement and status.
3. **Safe Patient Handling Techniques**
 - Apply proper lifting and transfer techniques to prevent injury.
 - Use appropriate PPE (Personal Protective Equipment) as required.
4. **Use of Evacuation Equipment**
 - Employ stretchers, wheelchairs, evacuation chairs, or sleds as indicated.
 - Ensure equipment is cleaned, maintained, and ready for use.
5. **Coordination with Medical and Emergency Personnel**
 - Work collaboratively with internal and external teams.
 - Adhere to direction from incident command or team leader.
6. **Transportation Methods**
 - Select the safest and most appropriate route (e.g., stairs, elevators if safe).
 - Assign personnel support at crucial transit points.
 - Ensure continuity of care (monitor vitals, administer treatments if needed) during transport.
7. **Documentation**
 - Record time, method, and personnel involved in patient movement.
 - Note patient condition before, during, and after transport.
 - File documentation in the patient's medical record and evacuation logs.

5. Documentation and Records

Complete all required forms and update patient records to reflect evacuation times, personnel involved, route, transport equipment used, and patient condition. Submit reports to the facility emergency management committee as required.

6. Training and Drills

All involved staff must participate in regular training and evacuation drills to ensure compliance and procedural familiarity.

7. References

- Facility Emergency Operations Plan
- Local and national guidelines for patient transport
- Equipment operation manuals

8. Appendices

- Sample patient evacuation log
- Checklists for evacuation equipment readiness
- Contact list for internal and external emergency contacts