

# POLICY MANUAL

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**Subject:** Critical Staffing

**Effective Date:** 6/1/97

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**Initiated By:** Russell Taylor  
Safety Director

**Approved By:** James B. Moore  
Chief Executive Officer

**Review Dates:** 12/02, 06/10 Committee  
08/11 RT

**Revision Dates:** 6/99 CSF, 11/02 SC  
12/05RT, 10/08RET, 12/13 RT,  
11/14 RT

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## **POLICY:**

In order to ensure the safety of our patients and visitors in the event of an internal or external disaster the following staffing procedures will be implemented.

## **PROCEDURE:**

1. During normal business hours Monday through Friday, we have sufficient staff on River Road and at our Outpatient offices to handle all patients and emergency situations. However, staff may not leave without their replacement being present or approval from their supervisor in the event of an emergency situation. During evenings, nights and weekends, the nurse in charge acts as the onsite facility supervisor at River Road until members of the Disaster Team arrive on site.
2. During weekends and after normal business hours, the following staff must stay on duty until relieved or the event has ended.
  - A. River Road facility
    1. Adult Therapy Male (Traditional/First Step)- One counselor, two techs
    2. Adult Therapy Female (Traditional/First Step)- One counselor, three techs
    3. Adult Extended Care Male- One tech
    4. Adult Extended Care Female- One tech
    5. Youth Therapy- One tech
    6. Medical - Doctor
    7. Nursing- Four licensed persons and one tech.
    8. Intake- One Intake person
    9. Kitchen- One chef and one kitchen aid/kitchen steward (weekends only)
    10. Support Services- One maintenance person, one housekeeper
    11. One security officer

(continued)

NOTE: If department is not listed, it is not deemed to have critical staff.

NOTE: This is minimum staffing requirements to keep River Road operational at all times. Anything above or beyond these requirements is preferred, and in emergency events, the Safety Director and Executive Management will deem other staff to be present.

NOTE: As a general rule outpatient offices will be closed in emergency situations for critical staffing; however, in the event staff is needed the following will apply.

- B. Hermitage Outpatient Office
    - 1. Counselor
  - C. Cool Springs Outpatient Office
    - 1. Counselor
  - D. Smyrna Outpatient Office
    - 1. Counselor
  - E. Jackson Outpatient Office
    - 1. Counselor
  - F. Murfreesboro Outpatient Office
    - 1. Counselor
  - G. Chattanooga Outpatient Office
    - 1. Counselor
  - H. Sumner County Outpatient Office
    - 1. Counselor
- 3. Staff should not leave the premises while an emergency plan is in progress unless they have onsite supervisory approval.
  - 4. Replacement staff should make every good faith effort to reach their facility if scheduled or called in, and stay in touch with the facility so that their situation can be known and another person contacted if necessary.