

Postgraduate Medical Education (PGME)

Title:	Postgraduate Trainee Extraordinary Event Guideline	Number:	010b
Approved By:	PGME Committee		
Approval Date:	April 11, 2023		
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Preamble

In the event of any extraordinary emergency circumstances that Postgraduate Medical Education Trainees may be involved or exposed to, below is a guideline of resources and management plans in place.

Definitions

Extraordinary circumstance includes any incident/event with apparent crisis or disaster potential, such as mass casualty, outbreak, evacuation, earthquake, wildfire, flooding, etc.

Guidelines

Postgraduate Office:

****In the event of a potential emergency, postgraduate trainees are to report to their Program Office as soon as reasonably possible and await further instructions.**

When any such situation is identified, the PGME Office will liaise with the appropriate University/Community Health Authorities and other stakeholders as required and provide Program Directors with specific advice or direction for postgraduate trainees. Where mass communication across programs is required, the PGME Office will coordinate and manage this.

Postgraduate Medical Education (PGME)

Postgraduate trainees off campus or attending an affiliated teaching institution or office (hospital, clinic etc.) within a Clinical Environment:

Postgraduate trainees should refer to and be aware of Hospital specific or Health Authority Emergency and Disaster Management Plans at the location where they are scheduled. The key response activities, in the event of an emergency or disaster, rests with the Health Authority or Hospital unit. The postgraduate trainee is to follow the protocol in place at the clinical environment where they are working.

In the event the postgraduate trainee is on a rotation away from their home site, and there is a potential emergency threat (i.e. wildfire, flooding, etc.) they are to connect with their program office as soon as possible to determine next steps and await instructions.

The Provincial Emergency Program recommends that all individuals be prepared for emergencies at all locations, including in the workplace and at home. This includes preparing to meet individual needs for a period of up to 72 hours. The University encourages all personnel to undertake emergency preparedness [measures](#). Please see below for details.

Postgraduate trainees on campus:

For the UBC Disaster Response Plan, please refer to Policy SC10 Disaster Management. This policy speaks to the University Plan in developing and maintaining a disaster management program based upon the elements of preparedness, response, recovery, and mitigation.

https://universitycounsel.ubc.ca/files/2022/05/Disaster-Management-Policy_SC10.pdf

For UBC Policy on Occupational and Research Health and Safety, please refer to Policy SC1. This policy articulates UBC's commitment to provide healthy and safe workplace, teaching, and research environments for UBC Members.

<https://universitycounsel.ubc.ca/policies/health-and-safety-policy/>

UBC Faculty of Medicine has a website on Emergency Preparedness which includes emergency protocols for active shooter situations, bomb threats, earthquake, evacuations and fire safety; as well as emergency contact numbers. <https://srs.ubc.ca/emergency/>

Included in the Emergency Preparedness site, there are the following resources:

- Crisis Management Plan <https://riskmanagement.sites.olt.ubc.ca/files/2018/10/Crisis-Management-Plan-December-2019-public-facing.pdf>
- Emergency Response Plan <https://ready.ubc.ca/wp-content/uploads/2019/09/UBC-Emergency-Response-Plan.pdf>
- Emergency and Disaster Preparedness – Province of British Columbia
<https://www2.gov.bc.ca/gov/content/family-social-supports/seniors/health-safety/emergency-and-disaster-preparedness>
- Emergency Management in B.C. - Province of British Columbia
<https://www2.gov.bc.ca/gov/content/safety/emergency-management>



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Action	Committee	Date	Status
Approved	PGME Committee	April 11, 2023	Approved
Approved	PGME Executive Committee	March 7, 2023	Recommended to PGME Committee
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Approved	PGMEC	Sept 24, 2019	approved