



AASM CENTER ACCREDITATION FACT SHEET

Emergency Procedures

Purpose of The Emergency Plan

Emergency procedures are necessary to ensure the safety of patients and staff at the sleep center. They serve as protocols for actions to be taken by sleep center personnel during various types of external, internal, and medical emergencies.

The Emergency Plan Must Delineate the Following:

- a. Mechanisms and specific details for contacting emergency personnel: Instructions describing how the technician must contact emergency personnel; the specific phone numbers and the location of any special phones, alarms or call buttons that must be used.
- b. The sleep facility personnel to be contacted in an emergency: Include specific names, titles, and phone numbers. The medical director or on-call physician's direct phone number must be included in the policy and procedures manual itself, regardless of where else the phone number may be listed. If an emergency phone number sheet is included in the policy and procedures manual, the sheet should be submitted with the application for accreditation.
- c. Outline the specific responsibilities of the technical staff: Indicate the specific step-by-step procedure that must be followed during an emergency. When more than one technician is scheduled, indicate the role of each tech. For example, "Tech 1 will call 911; Tech 2 will perform CPR on the patient," etc. Describe the emergency notification process in maintaining patient safety in an emergency; list directions or precautions in moving patients. Indicate procedures to be taken in special circumstances, such as when there is only one technologist available.

APPLICABLE ACCREDITATION STANDARDS

I-1 – Emergency Plan

AASM accredited sleep facilities must have a written plan accessible in paper or electronic format that delineates the following:

- a. mechanisms and specific details for contacting emergency personnel, b. the sleep facility personnel to be contacted in an emergency, c. outline the specific responsibilities of the technical staff.

At a minimum, emergency policies must include procedures for the following: a. cardiac emergencies, b. neurologic emergencies, particularly seizures, c. psychiatric emergencies, particularly suicidal ideation, d. environmental emergencies such as fire, weather, belligerent patients, and bomb threats

I-2 –Emergency Equipment

The sleep facility must have accessible all appropriate emergency equipment to address all possible emergencies outlined in the plan.



Types of Emergencies

The following is a list of required emergency situations.

- a. Cardiac emergencies, for example:
 - Cardiac arrest
 - Ventricular tachycardia
 - Ventricular fibrillation
 - Asystole greater than 10 seconds
 - Irregular heart rate
 - Change in cardiac rhythm
 - Ectopy-greater than 6 PVCs per minute for 2 minutes or more
 - Bigeminy or trigeminy
 - Tachycardia
 - Bradycardia
- b. Neurologic emergencies-particularly seizures. Other examples of neurologic emergencies include loss of consciousness, signs and symptoms of stroke (change in speech and weakness in limbs or face), and severe, unrelenting headache.
- c. Psychiatric emergencies-particularly suicidal ideation. Other examples psychiatric emergencies include homicidal ideation, hallucinations, acute psychosis, acute mania and any life-threatening behavior, directed to harm self or others.
- d. Environmental emergencies such as fire, local weather threats, belligerent patients, and bomb threats.

Emergency Equipment

All necessary emergency equipment as outlined in the center's emergency plan must be accessible and properly functioning. If the center has emergency equipment, they must have a policy addressing the use of such emergency equipment. For example, if you have an AED, you must also have a policy for its use. Some examples of emergency equipment are:

- AED
- Crash Cart
- Fire Extinguisher

KEY THINGS TO KEEP IN MIND...

- Create a comprehensive emergency protocol **specific for your sleep center location**.
- Describe in **step-by-step** detail the management of each environmental & medical emergency.
- If your center is in a hospital and you follow **hospital-wide emergency procedures**, please submit the center specific procedures with your accreditation application.
- Designate the role of all sleep center personnel.
- Keep emergency & medical staff **phone numbers readily accessible** and documented in each policy.