

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 1595

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PROCEDURE TITLE: Medical Emergency Response Procedures for Communicable Diseases

STATUTORY REFERENCE: FLORIDA STATUTES 1001.64, 1001.61 AND 1012.855

BASED ON POLICY: I-1 Administration and Organization of Miami Dade College
Policy Manual Approval

EFFECTIVE DATE: March 22, 2004

LAST REVISION DATE:

LAST REVIEW DATE: March 1, 2005

I. PURPOSE

The purpose of this procedure is to set forth the process to be followed by College personnel in the event of a medical emergency pertaining to communicable diseases.

II. CONFIDENTIAL MEDICAL INFORMATION

Medical information pertaining to a particular individual(s) may be confidential under applicable federal, state and local laws. Therefore, the name of any individual(s) who may have a communicable disease should not be disclosed to any Parties other than those set forth in Item III solely for purposes of reporting the medical emergency under this procedure.

III. NOTIFICATION

Any College representative who receives notification of a medical emergency pertaining to a communicable disease (or what is believed to be a communicable disease) shall immediately notify:

- a. Immediate Supervisor and, in a case that involves a student, the Student Dean on the campus where the incident occurred; and
- b. Human Resources - The contact person at Human Resources (“Human Resources Contact Person”) shall be: the Associate Vice Provost, Employee Development and Quality Enhancement (AVP, EDQE). If the AVP, EDQE is not available, the next point of contact in Human Resources shall be: the Director of Employee Relations/Equal Opportunity Programs. If neither of these individuals can be reached immediately by phone, the Secretary

to the Vice Provost and/or Secretary to the AVP, EDQE should be called and asked to locate one of the designated Human Resources contacts immediately and have them return the call.

College employees and/or representatives should not render medical advice to personnel or students.

IV. **HUMAN RESOURCES**

Human Resources shall be the primary contact and communication point for all information obtained in connection with this procedure. Upon receipt of the above notification, Human Resources shall investigate the matter. If Human Resources determines that a medical emergency pertaining to a communicable disease(s) may have occurred, Human Resources shall immediately:

- i. **Obtain** An Authorization for Release of Medical Information Form from the person(s) who reportedly has been diagnosed with the communicable disease, working with the Campus or District Department immediate supervisor or the Student Dean, as appropriate, to facilitate the process.
- ii. **Notify** The College Provost for Operations; the appropriate Campus President/Vice Provost or designee; appropriate Department; Risk Management; the Homeland Security representative and Legal Affairs. The Human Resources Contact Person will advise the campus/district contact person that Human Resources will communicate with the Florida Department of Health (FDOH) and that forthcoming guidance or an update by Human Resources will be communicated as soon as possible, but not later than one (1) hour. The Human Resources contact person will emphasize that discretion is essential until such time as all the facts have been reviewed and guidance received from FDOH and Human Resources.
- iii. **Contact** The FDOH will be contacted to obtain guidance on how to proceed. If the Human Resources contact person is unable to speak directly with a FDOH representative, the College will rely on the guidance of its independent medical consultant.

If there is a significant communicable disease medical emergency, the FDOH may, if it determines necessary: (a) come to the appropriate Campus location and educate all affected College personnel and students; and/or (b) come to the campus, set-up an emergency station and administer medical advice and/or medicine.


- iv. **Proceed and Maintain Communication** Once the information and direction are received from FDOH, the Human Resources Contact Person will communicate this information to the College Provost for Operations, the appropriate Campus President/Vice Provost or designee, the appropriate Department, Risk Management, the Homeland Security representative and Legal Affairs. Human Resources and each of these areas will work together to insure that FDOH direction is followed and completed.

V. THE CAMPUS PRESIDENT/VICE PROVOST

The Campus President/Vice Provost will designate a contact person to be responsible for communicating information from Human Resources to the appropriate members of the Campus/Division and Department. The Campus President/Vice Provost will also inform their designee of the necessity to handle the occurrence with discretion until the facts have been reviewed and guidance received from FDOH and Human Resources.

VI. SECURITY DEPARTMENTS

If any of the College Security Departments receive a report indicating that any persons at the College may have been exposed to a communicable disease, the Security Department should forward the report immediately to the Human Resources Department who shall investigate the matter.

	3/1/05
PRESIDENT	DATE