

## Disaster Response Policy

In the event of a disaster or the declaration of extraordinary circumstances by the ACGME (i.e. abrupt hospital closing, natural disasters, catastrophic loss of funding) impacting the graduate medical education programs sponsored by the West Virginia University School of Medicine, the GMEC establishes this policy to protect the well-being, safety and educational experience of residents enrolled in our training programs.

The definition of a disaster/extraordinary circumstances will be determined by the ACGME as defined in their published policies and procedures. Following declaration of a disaster/extraordinary circumstances, the GMEC working with the DIO and other sponsoring institution leadership will strive to restructure or reconstitute the educational experience as quickly as possible following the disaster.

As quickly as possible and in order to maximize the likelihood that residents will be able to complete program requirements within the standard time required for certification in that specialty, the DIO and GMEC will make the determination that transfer to another program is necessary.

Once the DIO and GMEC determine that the sponsoring institution can no longer provide an adequate educational experience for its residents, the sponsoring institution will to the best of its ability arrange for the temporary transfer of the residents to programs at other sponsoring institutions until such time as West Virginia University School of Medicine is able to resume providing the experience. Residents who transfer to other programs as a result of a disaster will be provided by their Program Directors with an estimated time that relocation to another program will be necessary. Should that initial time estimate need to be extended, the resident will be notified by their Program Directors using written or electronic means identifying the estimated time of the extension.

If the disaster prevents the sponsoring institution from re-establishing an adequate educational experience within a reasonable amount of time following the disaster, then permanent transfers will be arranged.

The DIO will be the primary institutional contact with the ACGME and the Institutional Review Committee Executive Director regarding disaster plan implementation and needs within the sponsoring institution.

In the event of a disaster/extraordinary circumstances affecting other sponsoring institutions of graduate medical education programs, the program leadership at West Virginia University School of Medicine will work collaboratively with the DIO who will coordinate on behalf of the School of Medicine the ability to accept transfer residents from other institutions. This will include the process to request complement increases with the ACGME that may be required to accept additional residents for training. Programs currently under a proposed or actual adverse accreditation decision by the ACGME will not be eligible to participate in accepting transfer residents.

Programs will be responsible for establishing procedures to protect the academic and personnel files of all residents from loss or destruction by disaster. This should include at least a plan for storage of data in a separate geographic location away from the sponsoring institution.

Approved by GMEC Taskforce 12/14/06  
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ACGME Institutional Requirements  
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