ELEMENTS EXPECTED IN AN EMERGENCY ACTION PLAN

• As early as possible, be able to reconstruct errors that can lead to the disposal of untreated medical waste to a landfill or transfer station.
  o Who was the responsible party?
  o What areas of the hospital or facility were involved?
  o Do you think this was ongoing and had happened without detection before this incident?

• What are the steps being taken to eliminate this from happening:
  o Training/frequency/follow-up
  o Surveillance
  o Feedback from employees in the training to make sure they understand what can happen
  o Be aware that doctors can also be part of the problem with improper disposal
  o Be aware of language barriers
  o Develop and conference with employees on steps to be taken if medical waste is found untreated somewhere other than where it belongs

• The plan for problems regarding any type of waste connected with the practice of medicine that occurs outside the hospital or facility should include:
  o Person(s) to be contacted. This person is expected to go to the disposal site immediately
  o Notification of the Department of Environmental Health (DEH) at (408) 918-3400. DEH can assist with the identification of the waste. Call immediately so waste can be identified (ex. Medical, radiological, hazardous, solid waste).
  o Contact and phone numbers of medical waste /hazardous waste transporters who can be available immediately for cleanup
  o If allowed to return, the untreated waste to the hospital or facility, must be transported by a licensed hazardous/medical waste hauler
  o Try to re-create what happened ASAP and write it down for future reference. An internal investigation and documentation of the incident is a helpful tool for future training and prevention.

• Please get to know your solid waste hauler
  o Either meet or call him with contact information if he has questions or concerns
  o Develop a relationship that you both are comfortable with in case of a medical waste incident within the solid waste stream