

SEVERE WEATHER

SCENARIO

The local weather station is forecasting heavy rains today that will continue for the next three days. High winds have been blowing over the past two days causing many fallen trees in the streets resulting in traffic congestion and lack of vehicle access to some areas.. Local officials predict flash floods with small stream and local flooding. There are areas in the community that have lost power with unknown time estimates for restoration of service.

The hospital's roof has been damaged by the winds and water is leaking into the facility. Hospital engineers are concerned the water may disrupt electrical circuits and lines. The hospitals emergency generators are located in the basement of the facility and could be impacted by flooding. Many staff are absent due to storm concerns and on-duty staff are requesting to go home to care for their families and property.

SEVERE WEATHER

INCIDENT PLANNING GUIDE

Does your Emergency Management Plan Address the following issues?

Mitigation & Preparedness

1. Does your hospital Emergency Management Plan include triggers or criteria for activation of the Emergency Operations plan and the Hospital Command Center?

2. Does your hospital regularly monitor pre-event weather forecasts and projections?

3. Does your hospital participate in pre-event local severe storm response planning with emergency management officials?

4. Does your facility have a plan to initiate severe storm facility hardening actions (i.e., protect windows; secure outside loose items; test back up generators; obtain supplemental supplies of essential items (food, water, medications, lighting); protect basement high risk areas; relocate at-risk items to higher levels; activate amateur radio operators, top off fuel tanks, etc.)?

5. Does your hospital have a plan to modify contingency staff utilization and provide staff support (i.e., alternate shifts and staffing, medical staff coverage needs, childcare contingency plan for staff, staff transportation needs, etc.)?

6. Does your hospital have a plan to evaluate the need for cancellation of elective surgeries and procedures?

7. Does your hospital have plans for loss of power or loss of other utilities and services?

8. Does your hospital have procedures to communicate situation and safety information to staff, patients and families?

9. Does your hospital have procedures to evaluate need for and obtain additional staff?

10. Does your hospital have a process to determine the need for partial or complete evacuation of the facility?

11. Does your hospital have a plan to provide regular media briefings and updates?

12. Does your hospital have a plan to communicate with the local EOC about the situation status, critical issues and request assistance?

13. Does your hospital have a surge capacity plan that includes triggers and criteria for activation?

14. Does your hospital have a security plan to manage the patient surge and facility security?

15. Does your hospital have a plan for alternate care sites including set up, equipment, staffing and signage?

16. Does your facility have MOUs with fuel suppliers to ensure a supply of fuel for emergency generators and vehicles, if needed?

17. Does your hospital identify and/or have MOUs with contractors that can perform repairs after the storm?

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INCIDENT PLANNING GUIDE

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18. Does your hospital consider relocating hazardous materials/chemical agents to prevent contamination in case of flooding?
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Response & Recovery

1. Does your hospital have a plan and back up (redundant) systems to maintain communications with the local EOC and other officials during and after the storm?
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2. Does the facility have a plan to transport staff and their families living in potentially flooded areas or without transportation to the hospital to ensure staffing?
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3. Does the hospital have a procedure to inventory equipment, supplies and medications?
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4. Does your hospital have procedures to perform damage assessment (interior and exterior), evaluate infrastructure operations needs, initiate repair plan, contract for needed repair assistance, and re-evaluate need for evacuation (partial or complete)?
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5. Does your hospital have a process to determine the need for canceling elective procedures and surgeries and other non-essential hospital services (i.e., gift shop) and activities (i.e., conferences, meetings)?
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6. Does your hospital have procedures to regularly evaluate infrastructure and operational needs and implement appropriate actions to meet the needs?
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7. Does your hospital have a process to evaluate the need for further evacuation (partial/complete) of areas of the hospital as a result of structural damage or flooding during the storm?
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8. Does your hospital evacuation/relocation plan include notification of family members when patients are moved to other facilities?
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9. Does your hospital have a plan to manage an increase in numbers of people presenting to the facility for non-medical, general assistance (food, medicine, diapers)?
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10. Does your hospital have a plan to provide rest/sleep, nutrition, and hydration to staff?
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11. Does your hospital have a plan to provide staff child care services?
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12. Does the facility have protocols to notify local public health of patient status and medical/health problems presenting by types of illness or injury?
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13. Does your hospital plan for demobilization and system recovery during response?
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14. Does your hospital have procedures for prioritizing service restoration activities?
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15. Does your hospital have a plan to repatriate evacuated patients and staff?
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16. Does your hospital have procedures for interior and exterior clean up and repair?
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17. Does your hospital have procedures to monitor environmental issues (bio waste disposal) and water safety?
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SEVERE WEATHER

INCIDENT RESPONSE GUIDE

Mission: To provide for the safety of patients, visitors, and staff during a severe weather emergency such as ice storms, snowstorms, rain, flooding, etc.

Directions

- Read this entire response guide and review incident management team chart.
 - Use this response guide as a checklist to ensure all tasks are addressed and completed.
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Objectives

- Implement Emergency Operations Plan and Severe Weather Emergency Response Plan
 - Initiate facility hardening
 - Protect patients, visitors, staff and facility
 - Maintain patient care and medical management
 - Restore normal operations as soon as feasible
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Immediate (Operational Period 0-2 Hours)

COMMAND

(Incident Commander):

- Activate the facility Emergency Operations Plan
- Activate Command Staff and Section Chiefs, as appropriate
- Establish incident objectives and operational period

(Liaison Officer):

- Notify local emergency management of hospital situation status, critical issues and resource requests
 - Notify local EMS and ambulance providers about the situation and possible need to evacuate or relocate patients
 - Communicate with other healthcare facilities to determine:
 - Situation status
 - Surge capacity
 - Patient transfer/bed availability
 - Ability to loan needed equipment, supplies, medications, personnel, etc.
 - Monitor weather conditions, structural integrity, and facility security
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INCIDENT RESPONSE GUIDE

COMMAND

(Public Information Officer):

- Inform staff, patients and families of situation status and provide regular updates
- Prepare media staging area
- Conduct regular media briefings, in collaboration local emergency management, as appropriate

(Safety Officer):

- Evaluate safety of patients, family, staff and facility and recommend protective and corrective actions to minimize hazards and risks
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OPERATIONS

- Assess patients for risk and prioritize care and resources, as appropriate
 - Secure the facility and implement limited visitation policy
 - Ensure continuation of patient care and essential services
 - Prepare to implement emergency plans and procedures as needed (i.e., loss of power, water, HVAC, communications, etc.)
 - Consider partial or complete evacuation of the facility, or relocation of patients and services within the facility
 - Develop storm staffing plan and triggers for activation
 - Initiate facility hardening activities
 - Designate an area(s) to accommodate community boarders including those who may be electrically dependent or have medical needs
 - Distribute appropriate equipment throughout the facility (i.e. portable lights), as needed
 - Determine timeline and criteria for discontinuation of non-essential services and procedures
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PLANNING

- Establish operational periods, incident objective and develop the Incident Action Plan, in collaboration with the Incident Commander
 - Conduct a hospital census and identify potential discharges, in coordination with Operations Section
 - Initiate tracking system for patients and arriving community boarders and visitors that will remain in the facility during the storm
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INCIDENT RESPONSE GUIDE

LOGISTICS

- Maintain utilities and communications and activate alternate systems as needed
 - Obtain supplies, equipment, medications, food and water to sustain operations
 - Obtain supplemental staffing, as needed
 - Prepare for transportation of evacuated patients, if activated
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Intermediate and Extended (Operational Period 2 hours to Greater than 12 Hours)

COMMAND

(Incident Commander):

- Update and revise the Incident Action Plan and prepare for demobilization
- Continue to update internal officials on the situation status
- Monitor evacuation, if activated

(PIO):

- Continue to monitor weather reports and conditions
- Continue with briefings and situation updates with staff, patients and families
- Continue patient information center operations, in collaboration with Liaison Officer
- Assist with notification of patient's families about situation and evacuation, if activated

(Liaison Officer):

- Continue to notify local EOC of situation status, critical issues and request assistance, as needed
- Continue patient information center operations, in collaboration with PIO
- Continue communications with area hospitals and facilitate patient transfers, if activated

(Safety Officer):

- Continue to evaluate facility operations for safety and hazards and take immediate corrective actions
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SEVERE WEATHER

INCIDENT RESPONSE GUIDE

OPERATIONS

- Continue evaluation of patients and maintain patient care
 - Cancel elective surgeries and procedures
 - Prepare the staging area for patient transfer/evacuation
 - Regularly perform facility damage assessments and initiate appropriate repairs
 - Ensure the functioning of emergency generators and alternative power/light resources, if needed
 - Initiate ambulance diversion procedures, if possible
 - Continue or implement patient evacuation
 - Ensure the transfer of patient's belongings, medications and records upon evacuation
 - Maintain facility security and restricted visitation
 - Continue to maintain utilities and communications
 - Monitor patients for adverse affects of heath and psychological stress
 - Prepare for demobilization and system recovery
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PLANNING

- Continue patient, bed and personnel tracking
 - Update and revise the Incident Action Plan
 - Prepare the demobilization and system recovery plans
 - Plan for repatriation of patients
 - Ensure documentation of actions, decisions and activities
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LOGISTICS

- Continue evaluation of facility for damage and initiate repairs
 - Continue to obtain needed supplies, equipment, medications, food and water
 - Continue to provide staff for patient care and evacuation
 - Monitor staff for adverse affects of heath and psychological stress
 - Monitor, report, follow up on and document staff or patient injuries
 - Continue to provide transportation services for internal operations and patient evacuation
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SEVERE WEATHER

INCIDENT RESPONSE GUIDE

FINANCE/ADMINISTRATION

- Continue to track costs and expenditures and lost revenue
 - Continue to facilitate contracting for emergency repairs and other services
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Demobilization/System Recovery

COMMAND

(Incident Commander):

- Determine hospital status and declare restoration of normal water services and termination of the incident
- Provide appreciation and recognition to solicited and non-solicited volunteers and to state and federal personnel sent to help

(Liaison Officer):

- Communicate final hospital status and termination of the incident to local EOC, area hospital and officials
- Assist with the repatriation of patients transferred

(PIO):

- Conduct final media briefing and assist with updating staff, patients, families and others of the termination of the event

(Safety Officer):

- Ensure facility safety and restoration of normal operations
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OPERATIONS

- Restore normal patient care operations
 - Ensure integrity of and/or restoration of utilities and communications
 - Repatriate evacuated patients
 - Discontinue ambulance diversion and visitor limitations
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SEVERE WEATHER

INCIDENT RESPONSE GUIDE

PLANNING

- Finalize the Incident Action Plan and demobilization plan
- Compile a final report of the incident and hospital response and recovery operations
- Ensure appropriate archiving of incident documentation
- Conduct after-action reviews and debriefing
- Write after-action report and corrective action plan for approval by the Incident Commander to include the following:
 - Summary of actions taken
 - Summary of the incident
 - Actions that went well
 - Area for improvement
 - Recommendations for future response actions

LOGISTICS

- Ensure facility repairs and restoration of utilities
- Restock supplies, equipment, medications, food and water
- Ensure communications and IT/IS operations return to normal
- Conduct stress management and after-action debriefings and meetings, as necessary

FINANCE/ADMINISTRATION

- Compile a final report of response costs and expenditures and lost revenue for approval by the Incident Commander
- Contact insurance carriers to assist in documentation of structural and infrastructure damage and initiate reimbursement and claims procedures

Documents and Tools

- Hospital Emergency Operations Plan
 - Hospital Severe Weather Emergency Procedure
 - Facility and Departmental Business Continuity Plans
 - Television/radio to monitor weather
 - Hospital Emergency Operations Plan
 - Hospital Severe Weather Emergency Procedure
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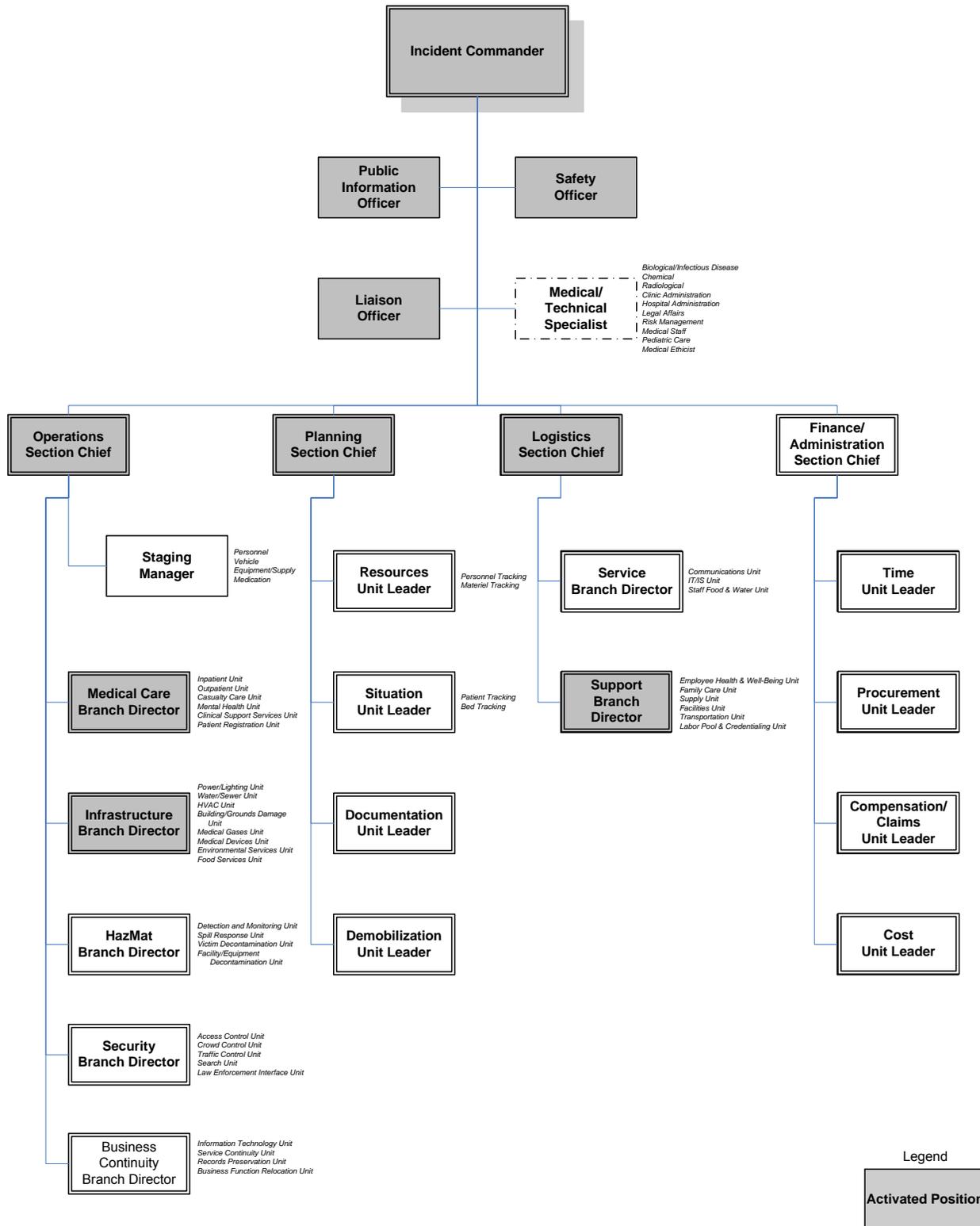
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INCIDENT RESPONSE GUIDE

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- Telephone/cell phone/radio/satellite phone/intranet for communication
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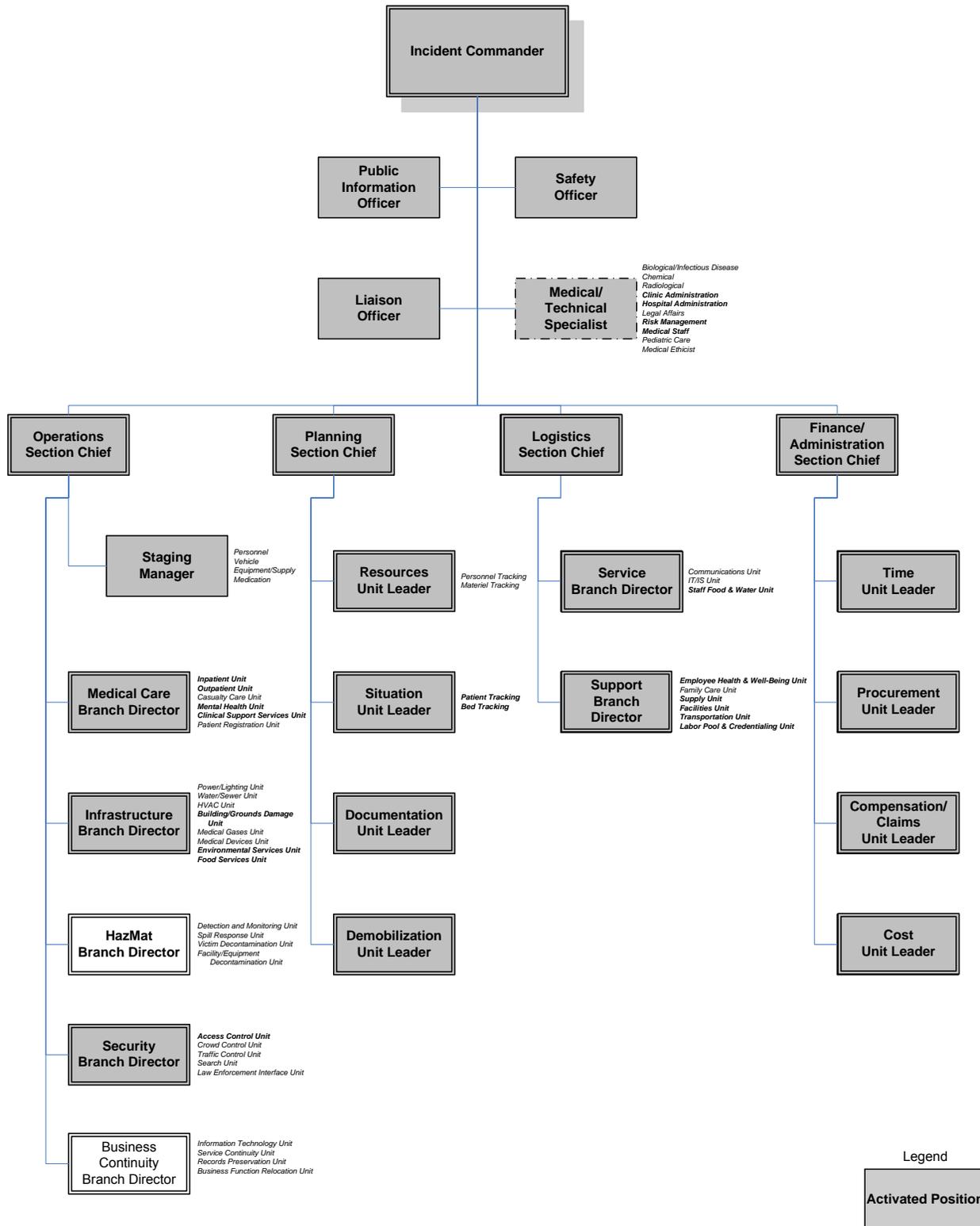
SEVERE WEATHER

INCIDENT MANAGEMENT TEAM CHART -- IMMEDIATE



SEVERE WEATHER

INCIDENT MANAGEMENT TEAM CHART – INTERMEDIATE AND EXTENDED



SEVERE WEATHER

INCIDENT MANAGEMENT TEAM CHART -- DEMOBILIZATION

