

## **FIRE**

### SCENARIO

Your hospital is in the middle of the annual flu season. It is mid winter and it is unusually cold outside. The time is 10:30 PM. The hospital inpatient beds are at 95% capacity and there are patients holding in the ED to be admitted.

A fire has broken out and has engulfed the laboratory area, and the fire sprinkler system in that area has activated. The fire department quickly responds and extinguishes the fire before it can spread beyond the laboratory area. The fire department assists with the smoke and water removal.

Two staff members from the laboratory are injured with burns and smoke inhalation, one seriously and one in critical condition. The lab is totally destroyed and is unusable. The extensive smoke and water damage has spread to the ICU and the patient rooms above the lab. The staff are asking if they should evacuate the hospital. The local press is now on scene and is demanding information and access to the hospital.



# FIRE

## INCIDENT PLANNING GUIDE

### **Does your Emergency Management Plan Address the following issues?**

---

#### **Mitigation & Preparedness**

---

1.	Does the fire alarm and overhead announcement sound loudly enough to be heard in all locations?
2.	Does the fire alarm system include both audible and visual systems (e.g. alarm tone and flashing strobe lights)?
3.	Does the hospital have lighted emergency exits in all areas?
4.	Does the fire alarm automatically notify the local fire department?
5.	Does the hospital have a fire plan that includes closing and securing all doors and windows?
6.	Does the hospital have procedures to immediately shut off valves that control oxygen and other gases?
7.	Does the hospital fire plan include activation of the incident command system and HCC?
8.	Does the hospital have a mechanism to determine shelter-in-place or evacuation (partial evacuation vs. complete evacuation of facility)?
9.	Does the hospital have procedure to evaluate all areas of the facility for smoke or fire damage?
10.	Does your emergency plan include accounting for all on-duty staff and their locations?
11.	Does your hospital conduct periodic inspection and maintenance of fire protection systems and equipment (e.g., standpipes, fire extinguishers, sprinkler systems, etc.)?
12.	Does your hospital include the local fire department in emergency response planning?
13.	Does the laboratory have a plan for providing services in an alternative location or contract for services in the event the laboratory is non-functional?
14.	Does your hospital conduct regular fire drills and evaluate staff performance and take corrective actions as indicated?
15.	Does your hospital provide staff instruction on when and how to use a fire extinguisher?

# FIRE

## INCIDENT PLANNING GUIDE

### Response & Recovery

1.	<p>Does the hospital have a procedure to obtain a detailed damage assessment of any area in the facility and officially documenting the damage for insurance purposes, including: by:</p> <ul style="list-style-type: none"> <li>• Direct fire damage</li> <li>• Smoke damage</li> <li>• Equipment damaged</li> <li>• Supplies lost</li> <li>• Injuries/fatalities</li> <li>• Water run-off</li> <li>• Other operational damage/needs</li> </ul>
2.	Does your hospital have a plan to evaluate the environment and air quality of nearby affected areas and determine the need for evacuation of the areas or temporary relocation of patients?
3.	Does the hospital have a plan for the activation of alternate care sites, if needed?
4.	Does the hospital have a procedure for notifying patient families and significant others of the incident and the status of their family member?
5.	Does the hospital have a procedure for securing unsafe/damaged areas of the facility and salvaging equipment, as possible?
6.	Does the hospital have a policy to notify the families of injured employees?
7.	Does the hospital have a plan for repairing the facility/damaged areas?
8.	Does the hospital have process for contracting for needed repair assistance?
9.	Does the hospital have procedures to prioritize service restoration activities?
10.	Does the hospital have a process to address potential mental health support needs of staff, patients and families?
11.	Does your hospital have a procedure to reorder used/damaged equipment and supplies?

# FIRE

## INCIDENT RESPONSE GUIDE

**Mission:** To reduce the loss of life and property during an internal fire incident.

### 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
- 

### Objectives

---

- Confine the fire/reduce the spread of the fire
  - Rescue and protect patients and staff
  - Implement internal emergency management plan – fire
  - Implement partial/full evacuation
  - Communicate situation to staff, patients, and the public
  - Investigate and document incident details
- 

### Immediate Actions (Operational Period 0-2 Hours)

---

#### COMMAND

(Incident Commander):

- Activate the facility emergency operations plan and the Incident Command structure
- Appoint Command Staff and Section Chiefs
- Consider the formation of a unified command with hospital and fire officials
- Determine need for and type of evacuation

(PIO):

- Establish a media staging area
  - Conduct regular media briefings to update situation status and provide appropriate patient and employee information
  - Oversee patient family notifications of incident and evacuation/relocation, if ordered
-

# FIRE

## INCIDENT RESPONSE GUIDE

---

### COMMAND

(Liaison Officer):

- Notify and regularly communicate with local emergency management agency, Fire, EMS and law enforcement about facility status
- Communicate with other healthcare facilities to determine:
  - Situation status
  - Surge capacity
- Patient transfer/bed availability
  - Ability to loan needed equipment, supplies, medications, personnel, etc.

(Safety Officer):

- Oversee the immediate stabilization of the facility
  - Recommend areas for immediate evacuation or temporary relocation to protect staff and patients
  - Monitor the condition of the facility during the event and immediately notify the Incident Commander of any situations that are an immediate threat to life or health
- 

### OPERATIONS

- Implement fire response plan and conduct extinguishment/rescue operations, if needed and/or if possible
  - Evaluate need for evacuation or temporary relocation of nearby areas damaged from smoke or fire
  - Evaluate safety of involved structure after obtaining damage assessment from emergency response agency (fire department)
    - Secure the facility and deny entry to non-essential and unauthorized personnel
    - Establish alternate laboratory testing sites through other locations or contracted services
    - Follow up on injured employees and patients and document condition
-

# FIRE

## INCIDENT RESPONSE GUIDE

---

### PLANNING

- Conduct an immediate count of hospital patients and their locations
  - Initiate patient tracking procedures
  - Account for on-duty staff by name and location
  - Establish operational periods, incident objectives and develop Incident Action Plan, in collaboration with the Incident Commander
- 

### LOGISTICS

- Assist with facility damage assessment
  - Perform salvage operations in damaged laboratory areas, if possible
  - Ensure communications systems and IT/IS is functioning
  - Initiate follow up and documentation on injured employees, and assist with notification of family members
  - Call back additional staff to assist with operations and possible evacuation, as needed
- 

### Intermediate (Operational Period 2-12 Hours)

---

#### COMMAND

(Incident Commander):

- Meet regularly with Command Staff and Section Chiefs to review overall impact of the fire on the facility and reevaluate the need for evacuation or temporary relocation of patient care area and services

(Liaison):

- Continue to communicate with area hospitals and local emergency management to update on situation status and request assistance
- Establish the patient information center, in collaboration with the PIO

(PIO):

- Continue briefings for staff, patients and the media
- Establish the patient information center, in collaboration with the Liaison Officer

(Safety Officer):

- Conduct ongoing analysis of existing response practices for health and safety issues related to staff, patients, and facility, and implement corrective actions to address
-

# FIRE

## INCIDENT RESPONSE GUIDE

---

### OPERATIONS

- Continue patient care and management activities
  - Relocate or evacuate patients from damaged/impacted areas, as appropriate
  - Ensure notification of patient's families of incident and patient condition
  - Continue to re-establish laboratory services
  - Ensure critical infrastructure services to essential area
  - Initiate facility clean up procedures
  - Initiate facility repairs
  - Continue facility security and secure all unsafe areas
  - Ensure business continuity operations were not damaged and are fully functional
- 

### PLANNING

- Continue patient and personnel tracking
  - Update and revise the Incident Action Plan
  - Ensure documentation of actions, decisions and activities
- 

### LOGISTICS

- Continue salvage operations, as appropriate
  - Provide mental health support for staff
  - Provide for staff food, water and rest periods
  - Continue to monitor condition of injured employees and report to Incident Commander
  - Order supplies and equipment as needed to facilitate patient care and recovery operations
  - Arrange transportation for relocated or evacuated patients
  - Assist with re-establishment of laboratory services through relocation or contracted services
  - Continue to provide supplemental staffing, as needed
- 

### FINANCE/ADMINISTRATION

- Track response and recovery costs and expenditures, including estimates of lost revenue
  - Initiate documentation and claims for injured employees and patients, if any
  - Facilitate procurement of supplies, equipment, medications, contracted services and staff needed for effective response and recovery
-



# FIRE

## INCIDENT RESPONSE GUIDE

---

### **Extended (Operational Period Beyond 12 Hours)**

---

#### **COMMAND**

(Incident Commander):

- Meet with Command Staff and Section Chiefs to update situation status and patient relocation/evacuation progress

(PIO):

- Continue to brief staff, patients, families and the media on the situation status and appropriate patient information
- Continue patient information center, as needed

(Liaison Officer):

- Continue to update local emergency management, Fire, EMS and law enforcement officials on situation status and evacuation progress

(Safety Officer):

- Continue ongoing evaluation of evacuation practices for health and safety issues related to staff, patients, and facility, and implement corrective actions
- 

#### **OPERATIONS**

- Continue patient care and management activities
  - Ensure safe patient relocation/evacuation, if necessary
  - If patients are evacuated to other facilities, ensure patient records, medications and belongings are transferred with the patient
  - Continue to assess facility damage and services
  - Provide for food and water for patients, families and visitors
  - Continue security of the facility and unsafe areas within the facility
- 

#### **PLANNING**

- Plan for demobilization of incident and system recovery
  - Update and revise the Incident Action Plan
  - Ensure documentation of actions, decisions and activities
  - Continue patient and personnel tracking
-

# FIRE

## INCIDENT RESPONSE GUIDE

---

### LOGISTICS

- Provide mental health support and debriefings to staff
  - Continue to provide food, water and rest periods for staff
  - Continue to monitor the condition of injured employees and report to the Incident Commander
  - Replace or reorder damaged supplies and equipment to provide laboratory services as soon as possible
  - Provide additional staffing as needed
- 

### FINANCE/ADMINISTRATION

- Continue to track and report response costs and expenditures and lost revenue
  - Complete claims/risk management reports on injured employees or patients
- 

### Demobilization/System Recovery

---

#### COMMAND

(Incident Commander):

- Assess if criteria for partial or complete reopening of areas within the facility is met, and order reopening and repatriation of patients
- Oversee restoration of normal hospital operations
- Provide appreciation and recognition to solicited and non-solicited volunteers, staff, state and federal personnel that helped during the incident

(PIO):

- Conduct final media briefing providing situation status, appropriate patient information and termination of the incident

(Liaison Officer):

- Notify local emergency management, fire and EMS of termination of the incident and reopening of the facility

(Safety Officer):

- Oversee the safe return to normal operations and repatriation of patients
-

# FIRE

## INCIDENT RESPONSE GUIDE

---

### OPERATIONS

- Restore patient care and management activities
  - Repatriate evacuated patients
  - Re-establish visitation and non-essential services
  - Provide mental health support and information about community services to patients and families, as needed
- 

### PLANNING

- Finalize the Incident Action Plan and demobilization plan
  - Prepare a summary of the status and location of patients. Disseminate to Command Staff and Section Chiefs and to other requesting agencies, as appropriate
  - Compile a final report of the incident and hospital response and recovery operations
  - Ensure appropriate archiving of incident documentation
  - Write after-action report and improvement plan to include the following:
    - Summary of actions taken
    - Summary of the incident
    - Actions that went well
    - Area for improvement
    - Future response actions
    - Corrective actions
- 

### LOGISTICS

- Provide mental health support and conduct stress management debriefings, as needed
  - Monitor health status of staff
  - Restock and resupply equipment, medications, food and water and supplies to normal levels
  - Itemize all damaged equipment and supplies and submit to Finance/Administration Section
  - Return borrowed equipment after proper cleaning/disinfection
  - Restore normal non-essential services (i.e., gift shop, etc.)
-

# FIRE

## INCIDENT RESPONSE GUIDE

---

### FINANCE/ADMINISTRATION

- Compile final response and recovery cost and expenditure and estimated lost revenues summary and submit to the Incident Commander for approval
- Contact insurance carriers to assist in documentation of structural and infrastructure damage and initiate

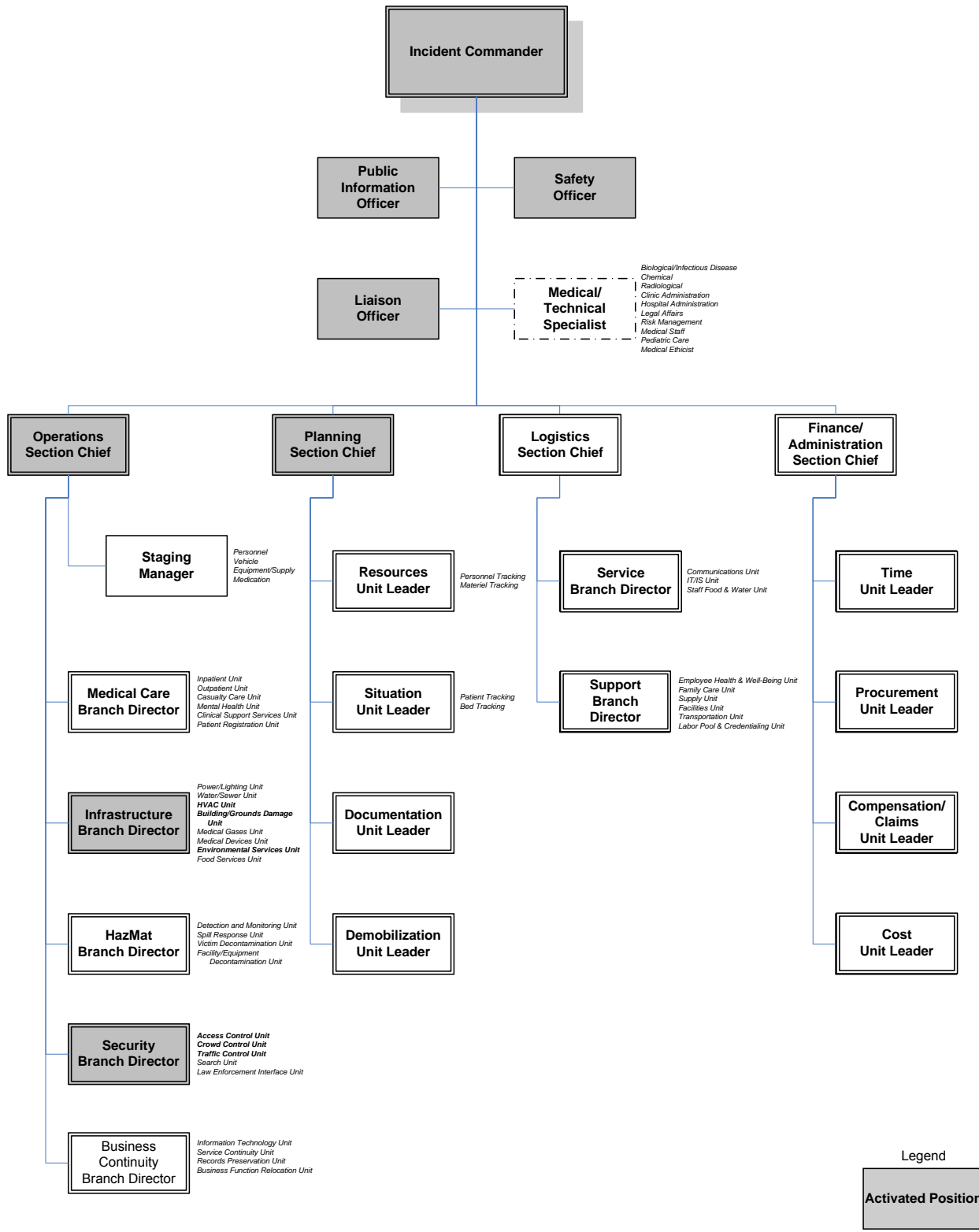
---

### Documents and Tools

- Hospital Emergency Operations Plan
  - Fire Emergency Response Plan
  - Hospital Patient Evacuation Plan
  - Patient Tracking Form
  - Hospital Damage Assessment Procedures Forms
  - Job Action Sheets
  - Hospital Organization Chart
  - Facility and Departmental Business Continuity Plans
  - Television/radio/internet to monitor news
  - Telephone/cell phone/satellite phone/internet for communication
-

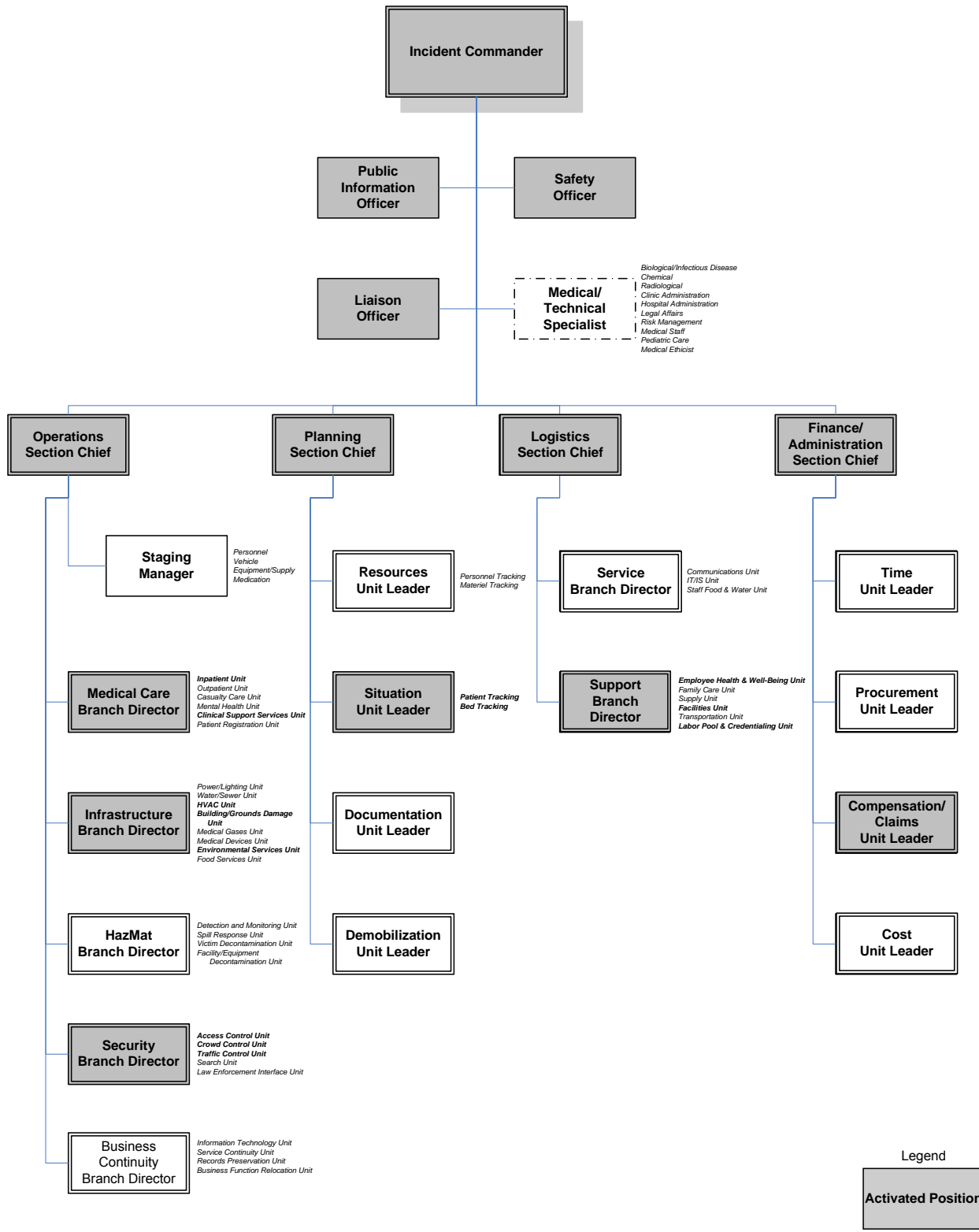
# FIRE

## INCIDENT MANAGEMENT TEAM CHART -- IMMEDIATE



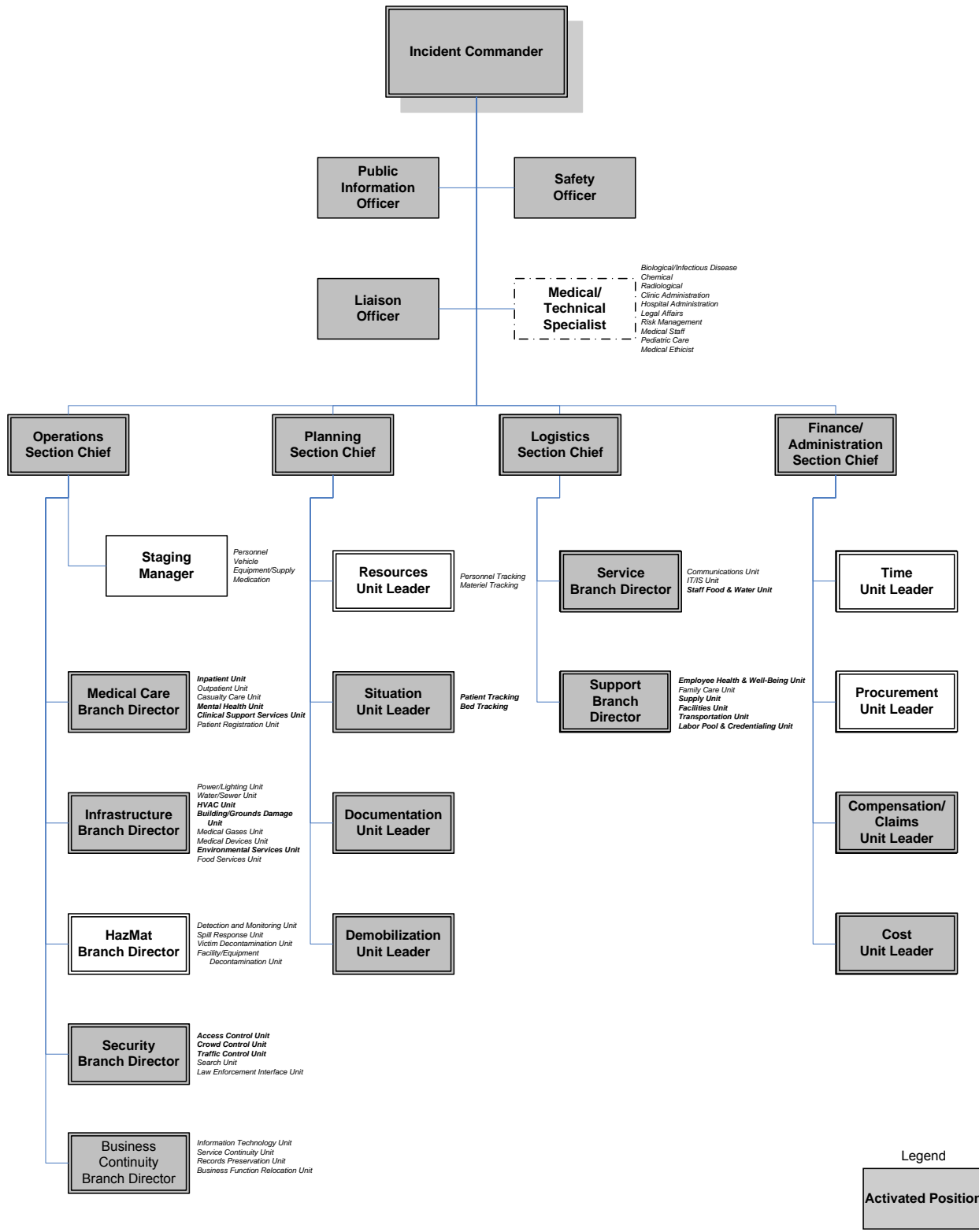
# FIRE

## INCIDENT MANAGEMENT TEAM CHART -- INTERMEDIATE



# FIRE

## INCIDENT MANAGEMENT TEAM CHART -- EXTENDED



# FIRE

## INCIDENT MANAGEMENT TEAM CHART -- DEMOBILIZATION

