Off-Site Emergency Preparedness

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Emergency Plan Requirements

- The JCAHO and the National Fiore Protection Association require each off site to have an Emergency Preparedness Plan.
- The plan must be drilled ONCE per year and documented.
Concept of Emergency Preparedness

- Implementing procedures in response to a variety of disasters
- The plan should be “An all hazard plan” meaning it is not written to a specific disaster
- The plan should identify how to manage patients, space, supplies, people and security
Emergency Preparedness
Plan Needs To:

- Identify how to notify external authorities
- Identify whom and how you notify the SMH
- Identify who is in charge
- Assign staff necessary to cover the incident
- Identify alternative sources of essential utilizes
- Plan for back-up communication systems
Components of an Emergency Preparedness Plan

- Fire Evacuation Plan
  - RACE
  - Evacuation Routes
  - Patient and staff accountability
  - Safe area of refuge
  - Alternative holding area

- Emergency Transportation Resources

- Procedures For Utility Failures
  - Water
  - Electric
  - Heating/Cooling
  - Medical gases and vacuum systems (if applicable)
Components of an Emergency Preparedness Plan

- Procedures for Telephone & Computer Failures
  - Identify electronic processes that impact your business
  - Identify alternative modes of communication

- Curtailment of Services
  - Who can curtail services
  - How do Patients get notified
  - Who notifies the hospital administration
  - Who posts the building
  - Where are alternative care sites and are those agreements in place
Components of an Emergency Preparedness Plan

- Medical Emergency Procedures
  - What equipment is available
    - AED, crash carts, etc.
  - Notify 911
- Call Tree
- Miscellaneous
  - What reports and files need to filled out after the disaster is over
  - Special instruction specific to your facilities
Conclusion

- You must perform one disaster drill per year
- You must have an Emergency Preparedness Plan on site and at a minimum it must include the information identified in this presentation
- Your disaster drill critique must be kept on site and a copy sent to the Fire Marshal in EH&S at RC Box 278878
Questions?

- Question can be sent via e-mail to mcavanaugh@safety.rochester.edu or by phone to (585) 275-8412