

# DISASTER RESPONSE

## DISASTER RESPONSE

**General Instructions.** The following instructions apply to ALL DEPARTMENTS and are in addition to any specific responsibilities assigned elsewhere in this policy or in other plans. It is the responsibility of all department managers to ensure that staff members know their roles and those responsibilities are carried out promptly upon activation of the Disaster Alert.

- a. ALL STAFF immediately report to their departments or the announced alternate location for assignment.
- b. All breaks and meals are immediately cancelled until rescheduled as workloads permit by the department manager/designee.
- c. Staff members completing their shifts are not to leave until the Disaster Alert is cleared **OR** until given permission by their department manager/designee. This applies to actual Disaster Alerts and drills.
- d. Telephone use and paging is restricted to ESSENTIAL business during a Disaster Alert.
- e. The department manager/designee will make assignments as appropriate.
- f. It is the responsibility of the department manager/designee to ensure that the department is adequately staffed to meet the needs of the Disaster Alert. Dependent upon the specific incident, contact lists may be initiated.
- g. Dependent on the specific incident, existing procedures for the establishment of the Command Center, Employee Pool, Public Information Center, Fire Response,



# DISASTER RESPONSE

Hospital Lockdown, Evacuation, and/or other guidelines should be used. Alternate off-site locations may be necessary dependent on the site of damage.

- h. A Disaster Alert may be called and NOT involve all departments. For example, a large vehicular accident that brings 10 people to the ED may involve just the ED, Imaging, and Cardiopulmonary. In this case, the house wide Command Center may NOT be established.
- i. In the event that the Disaster Alert results in mass casualties, refer to the Emergency Operations Plan for guidelines regarding patient triage and departmental assignments.
- j. If the Command Center is activated, each department sends a representative to the Command Center for periodic briefings.

Refer to the Emergency Operations Plan for more details.

