

SECTION 11.11

CODE TRIAGE INTERNAL

PROCEDURES TO BE FOLLOWED IN THE EVENT AN INTERNAL DISASTER OCCURS AT LOMA LINDA UNIVERSITY HEALTH

RESPONSE

In the immediate aftermath of an internal disaster:

- Check yourself for injury.
- Verify coworker, student, patient and/or visitor injury status as determined by your department population makeup.
- Check facility for any visually obvious utility and/or structural deficiencies.
- Report extremely emergent or dangerous conditions to the Security Control Center until the Unified Command Center is mobilized.
- Fill out Disaster Condition Assessment Form (DCAF) and send into the Unified Command Center when it is mobilized.
- Utilize patient downtime forms as necessary.
- Determine the need for vertical, horizontal, external evacuation.

Personnel implement the provisions of the *Internal Damage Incident Response Plan, Section 6.1* of the Emergency Operations Plan.

PREPARATION

Education and Training:

1. The Safety Officers oversee an education and training program to ensure that faculty and staff is equipped with the knowledge necessary to function appropriately in emergency situations. At minimum, it is expected that all faculty and staff will be able to describe or demonstrate the following:
 - Risks within the organization's environment
 - Actions to eliminate, minimize and report risks
 - Procedures to follow in the event of an incident
 - Reporting processes for common problems, failures and user errors
 - Individual roles and responsibilities for emergency management
 - Recognizing specific types of emergencies (e.g., agents of chemical or biological terrorist attack)
 - Roles and past participation in organization-wide drills
 - Obtaining supplies and equipment during emergencies

2. **New Employee Orientation:** A section of the orientation presents emergency management and earthquake preparedness.
3. **Department-specific and Job-specific Orientation:** Department managers conduct training for employees on department-specific and job-specific roles and responsibilities.

Annual Update for all Employees:

An annual update program includes the B.L.U.E. Book, the Ten-Minute In-service Boards, and departmental in-service training. On a rotating schedule, topics include:

- the Emergency Notification Plan
- alternate communication methods
- obtaining supplies and equipment
- RACE & PASS Fire Response Plan
- extinguisher and pull-box locations
- emergency notification procedures
- evacuation techniques and procedures

In-service Training:

Each department conducts in-service training at intervals determined by the particular functions of the department. In-service training can address the following:

- department-specific responsibilities and procedures for emergencies
- *Emergency Operations Plan* authorities and chain of command
- individual employee's role under the *Incident Command System*
- communication procedures during emergency conditions
- providing services under adverse and austere conditions
- information and skills required to perform duties during emergencies
- initiation of area specific evacuation plan and procedures

Emergency Drills and Exercises:

1. Quarterly disaster drills are conducted each year.
 - Test the organization's ability to respond to emergency situations, maintain operability, and reestablish normal operations.
 - One of the drills each year involves participation with external agencies and other hospitals.
 - Community-wide activities exercise and assess communication, coordination, and interoperability among the command structures of community agencies and organizations.
 - Drills are designed to challenge system capabilities, involving multiple entities and departments, at least once each year,

provide an influx of volunteer “victims” sufficient to overwhelm the routine operation of the facility.

- At least one of the emergency response exercises includes an escalating event in which the local community is unable to support the hospital.
2. Persons expected to serve in HICS functions train observing another individual performing in their designated position during a disaster drill.

MITIGATION

Hazard Vulnerability Analysis (HVA):

1. A Hazard Vulnerability Analysis (HVA) is performed annually to update the priorities assigned to emergency incidents for use in emergency planning for LLUH.
2. Hazard vulnerability assessments undertaken have consistently indicated that the greatest risk of disruptive damage to LLUH would be due to a significant seismic event.

Non-structural Mitigation

Mitigation options:

- modify or anchor to protect the existing component;
- abandon the component, remove it and eliminate the function;
- replace existing components with newer, seismically stable components;
- relocate the component.

Hazardous Materials Mitigation

The Office of Environmental Health & Safety is responsible for implementing processes and procedures to reduce the incidence and severity of hazardous materials incidents. These processes include:

- Requirements for storage, handling and disposal of hazardous materials.
- Environmental audits
- Chemical monitoring
- Laboratory surveys
- Training
- Personal Protective Equipment

Utility Systems Protection

The multiple LLUH departments are responsible for implementing provisions to reduce the likelihood and severity of disruptions in utility service, including:

- Electrical Distribution;
- Emergency Power;

- H.V.A.C. Systems;
- Plumbing and Water Delivery System;
- Medical Gas Systems;
- Medical Vacuum Systems;
- Communication Systems.

Medical Equipment Protection

The Clinical Engineering Department is responsible for implementing its program designed to reduce the incidence and severity of equipment failure and to ensure that clinical staff are knowledgeable and confident in the operation, performance and reliability of the medical equipment they use.

Critical Supplies and Services

Departments responsible for essential supplies are also responsible for the following duties:

- Developing and maintaining lists of supplies critical to LLUH operation;
- Maintaining plans for obtaining these supplies during time of disaster;
- Establishing agreements with vendors to guarantee availability and delivery of essential supplies during emergencies;
- Communicating plans to the Administrator or to the Incident Command System Logistics Section Chief and the Supply Branch Director during any disaster situation.

RECOVERY

General Responsibility

Responsibility for implementing recovery processes is shared by the President, CEO, the Executive Vice President/CFO, and the Senior Vice President, Risk Management.

Campus Engineering Recovery

Personnel execute responsibilities and implement procedures detailed in the Damage Assessment & Recovery Responsibilities, Section 6.2 of this Plan.

Business Restoration

1. Refer to detailed contingency plans and procedures for each of the mission-critical functions, found in Section 12.2 of this plan.
2. Determine staffing needs.
3. Make temporary layoffs as needed.
4. Document staff, hours worked, work performed, and support staff.
5. Secure transport access to and from the Medical Center for victims if necessary.
6. Post relocation addresses and phone numbers of alternate sites, as appropriate.
7. Arrange for short-term financing.
8. Notify suppliers of the LLUH payment plans.
9. In coordination with the UCC, notify suppliers of critical items needed.

**Media
Relations
Recovery**

1. Coordinate with the Incident Commander according to the Community and Agency Liaison Plan (Section 7.3) whenever the Unified Command Center is in operation.
2. Coordinate with the news media to provide the public with information about LLUH.
3. Inform the public about the status of LLUH facilities.
4. Provide information to the public about services available.
5. Inform the public, students, faculty, staff, and third-party payers about progress being made to restore services.

**Strategic/financial
Recovery**

1. Evaluate cost-effective options available for recovery of strategically important function, rather than recovery of the facility.
2. Determine types of financing available for recovery assistance and the documentation required. Assess availability of FEMA, OES and SBA recovery funds.
3. Submit required applications as soon as possible.
4. Re-evaluate periodically each restoration proposal, weighing its strategic value (not whether it addresses a historically important function) against availability of resources.