Hazard Vulnerability Analysis (HVA)

RSH conducts an annual Hazard Vulnerability Analysis, designed to:

- Identify emergency situations that could occur in this environment
- Assess their potential impact on the institution and the community
- Assesses the Hospital’s preparedness to respond to and recover from them
Hazard Analysis - Events

**High Risk Events:**
- Tornado
- Fire Internal
- Severe Thunderstorm

**Moderate Risk Events:**
- Generator Failure
- Information System Failure
- Snow Fall
Emergency Management (Phase One)
Policy 1230.03

Purpose: To ensure that patient care can be continued in the event of an emergency/disaster and that hospital staff and resources are utilized to the greatest benefit to the hospital.
Emergency Operations Plan
(Phase Two and Three)

The EOP is a written Plan found on the Intranet describing the process that would be implemented to manage the consequences of emergencies, including natural and human-made disasters, which could disrupt the Hospital’s normal routine management to provide care, treatment and services and may necessitate the initiation of the Incident Command Center.
Emergency Phases

- Phase One - Upon notification of an incident with the facility it is deemed that the situation can most likely be managed with the staff already on duty. Staff remains on duty and reviews their procedures to be prepared to respond to the next level if the situation requires an upgrade.

- Phase Two - Any event or series of events that creates an overload situation for normal routine management of the event/s may necessitate the initiation of the Incident Command System. Situation may require additional staff to be called to the hospital.

- Phase Three - Significant issues occur and the need for extensive support is addressed. This major event may require mobilization of most aspects of the Incident Command System, including call back procedure and planning for staff relief over an extended period of time.
Why have an Emergency Operations Plan?

To initiate, manage, and recover from a variety of emergencies, both external and internal which could confront RSH. It is designed to assure appropriate, effective responses to a wide variety of emergency situations that could affect the safety of patients, staff, and visitors or the integrity of the environment of RSH.
Activation of the Incident Command System (ICS)

The Superintendent/designee or nurse supervisor is responsible for initiating the response phase of the ICS when the emergency cannot be effectively managed utilizing the procedures outlined Hospital Policy 1230.03.
Definitions

- AOD - Administrative Officer on Duty
- CP - Command Post / Security Building 202
- RSH IC - The RSH Incident Commander will be the Administrative Officer on Duty. This person will manage the incident by utilizing the RSH Chain of Command and working with the Public Incident Commander, who is responsible for the community response to the incident.
Administrative Officer on Duty (AOD)

The Administrator on Duty will assume the role of Incident Commander and will assign the duties of leadership according to the Chain of Command.
Leadership

All members of Leadership will report to the Command Post to manage the various aspects of the emergency / disaster related to their department.
Color Coded Vests

Each section leader will be identified by wearing a designated colored vest, labeled with the specific section title.

- **Red**: Incident Commander, Safety Officer, PI Liaison
- **Blue**: Triage
- **Yellow**: Logistics
- **Gray**: Operations
- **Green**: Financial
- **Orange**: Volunteers
Staging Area

The Staging Area is the gathering place where all available employees report and await instructions from the RSH Incident Commander or section leaders.

Location: The CTC Conference Room, Building 514.

If this area is involved in the disaster, Building 502, Patient Canteen - Main Auditorium, will be used as the Staging Area.
Employees

Once employees have received their assignment from the Operations Manager directed by the RSH Incident Commander, they are to sign out with:

- Name
- Area assigned
- Time leaving (and returning)
Security/Safety Officer

The Security Officer on duty will assess the disaster area, assist as necessary and establish the Command Post.
Security

Security will be responsible for maintaining the safety/security of the entire campus including the emergency/disaster site. They may request additional staff from the staging area to assure that only authorized personnel are in the area, to screen all volunteers, and to direct emergency rescue vehicles, maintain traffic control, and guard the gates.
Human Resources

At least one staff member from Human Resources will remain in the Administration Building to verify Volunteer Health Care Professionals and Licensed Independent Practitioners.
Communications

The switchboard operator will provide and communicate information regarding the emergency/disaster situation through the use of the telephone network, pagers, two-way radios, cellular phones and runners.

* No two-way radios or cell phones are to be used in a Bomb Threat situation.
Triage

- Triage areas are the CTC Gym- Building 514 and the 417 Gym
- All available Physicians and Nurses reporting to the Staging Area will be assigned to Triage by the Triage Leader
- Assigned Nurses set up the triage area
- Sorting and disposition of casualties is made on a preliminary basis for:
  1) immediate
  2) minor
  3) delayed
  4) deceased
Pharmacy

Pharmacy is responsible for providing pharmaceuticals as required to the Triage area or disaster site as requested by the IC or Triage Manager.
Transportation

Transportation is the responsibility of the grounds crew/motor pool staff by providing vehicles to the disaster site or Triage area as directed by the Logistics Manager.
Utilities

Maintenance personnel will be responsible for isolating/correcting safety issues in the emergency/disaster areas. They will provide blueprint/building information to outside agencies as requested, and isolate and secure utilities on campus as needed.
Supplies

Warehouse staff will provide supplies such as flashlights, wheelchairs, personal protective equipment and other items to the Triage areas.

Linens and blankets are available in the Laundry.
Dietary

Food Service will provide food.
Provisions for trauma counseling for patients and/or staff will be the responsibility of the Psychology Department.
Financial

The Incident Commander will determine the need to appoint a Financial manager to coordinate and maintain records regarding the cost of the disaster.

All financial support staff, including Purchasing and Business Office are to report to staging area for assignment.
The Incident Commander will determine the need for appointing a Public Information Officer to manage the news media, communicate with affiliated government agencies and other required sources and to perform other community relations functions.
Response/Recovery Phase

The Incident Commander is responsible for initiating the recovery phase of the Emergency Operations Plan and terminating the response phase, when the nature and scope of the emergency has ended, or has been reduced to the point where it can be effectively managed within the scope of normal operations.
Know Your Role

Safety is the responsibility of every employee at Richmond State Hospital.

Be sure that you know and understand what your role is in the Emergency Operations Plan, and that you are able to carry it out effectively.
If a situation arises that presents a dangerous situation on grounds or surrounding neighborhood, it may be necessary to issue a **lockdown** of the campus. If this occurs, the Security Officer has tactical command unless the Superintendent/AOD orders differently.
During a Lockdown Situation:

1) All patients and employees will return to their unit or work site
2) Close/lock all doors and windows
3) No one admitted to the area without identification
4) Visitors, students, etc. – request they leave the grounds (if possible) or enter a designated safe area

Once the situation has been neutralized and all parties are safe, the Security Officer will order the Security Alert to be cancelled.
Congratulations

You’ve completed the Inservice on Emergency Management. Please sign/date below and send in to Staff Development for your training file.

______________________     ____________________________    ______________
Print Legibly      Signature      Date