



High Desert Health System POLICY AND PROCEDURE

POLICY NUMBER: 584
VERSION: 1

SUBJECT: EMERGENCY PREPAREDNESS AND DISASTER

POLICY: It is the policy of High Desert Health System (HDHS) to provide a safe environment to patients, visitors and staff. This policy establishes procedures so that HDHS can minimize negative impacts associated with disasters, both natural and man-made.

PURPOSE: To provide guidelines for staff during an internal or external disaster. To provide a command system to efficiently manage disaster related activity.

PROCEDURE:

- HDHS utilizes the Health system Emergency Incident Command System (HEICS) system for organizing the Command Post and disaster response activities.
- The facility Emergency Operations Plan, here in called the HDHS Emergency Operations Plan (EOP), is designed by the facility personnel and is specific to the facility, incorporating various aspects of the overall EOP. The EOP includes the following:
 - The emergency is announced on the overhead PA system. Triage Code I= Internal Disaster and Triage Code II = External Disaster.
 - The facility shall be ready to operate at full capacity during any emergency period; facility personnel will be called back to duty as specified in the EOP. It will be the responsibility of the Incident Commander (IC) [refer to the HDHS EOP for definition] or designated person to initiate the notification system. The IC will determine if the HDHS EOP is to be implemented and the HDHS Command Post activated.
 - Department managers should call-in the total staffing availability to Command Post.
 - Assess staffing needs. Report needs to Command Post.
 - The Administrative Nursing Director consults with the Command Post regarding the facility's ability to accommodate victims.
 - The IC will determine when to de-activate the EOP and Command Post.

REFERENCES:

HDHS Emergency Operations Plan

Approved By: Beryl Brooks (ADMR,COMP AMB HEALTH CARE CENTER), Ruth Oren (CHIEF PHYSICIAN I ANESTHESIOLOGY), Susan Knapp (CHIEF NURSING OFFICER I)	
Date: 06/14/2017	Original Date: 07/01/2003
Reviewed: 06/14/2017	Next Review Date: 06/14/2018
Supersedes:	