

**OLIVE VIEW-UCLA MEDICAL CENTER
CLINICAL SOCIAL WORK
POLICY & PROCEDURE**

**NUMBER: 1294
VERSION: 2**

SUBJECT/TITLE: DISASTER PLANS/EMERGENCY RESPONSE

POLICY: The primary role of the Clinical Social Work Staff during a disaster is to provide patients and families with psychological care including crisis intervention therapy and information on how best to cope with the situation. If instructed by the HICS officer the Clinical Social Work staff will also be responsible to set up the Family Assistance Center.

PURPOSE: To define the Clinical Social Work role in a disaster.

PROCEDURE: Clinical Social Work Staff 's Role, Code Triage (Emergency Operations Plan)

Department Staff will follow these procedures in the event of a disaster or if a Code Triage is announced.

1. Report to your work area if you are on duty. If worker is off-duty call your Department for instructions
2. Upon arrival, report to your department supervisor or next in command.
3. Supervisor will provide staff availability information to the Command Center.
4. Depending on available staff, workers will be assigned as necessary to the Department of Emergency Medicine (ER), Information Desk and the Family Assistance Center.
5. At the request of the Command Post, clinical social work staff will open the Patient/ Family Assistance Center.

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Policy Number: 1294

Page Number: 2

References: VC Policies 830, 831	
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