LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
POLICY & PROCEDURE MANUAL

Subject: **DISASTER MANAGEMENT**	Original Issue Date: October 1, 2002	Policy #: **621**
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Committees Consulted: College Safety Officer College Safety Topic Coordinators	Reviewed & Approved by: College Operations College Planning	Approved by: Provost, College of Nursing & Allied Health (Signature on File)

PURPOSE:

To ensure a well-organized system for managing disasters, involving the College/Healthcare Network

Definition:

Staging Area: Building 10/20, Room 111
Command Post: Building 10/20, Room 123
Evacuation Zone: Parking Lot 14

POLICY:

The College Disaster Plan shall be implemented upon Medical Center administration notification of a disaster ("Code Triage") or self-activation.

Self-activation shall occur when:
- An obvious disaster situation takes place (e.g., intense earthquake causing significant damage or multiple injuries)
- The person implementing the disaster plan reasonably believes that a delay in activation while awaiting administrative approval may risk further damage or injuries.

PROCEDURE:

Upon disaster notification or self-activation, the College staff:
- Remain on duty
- Keep phone lines clear
- Assist those who require immediate care (if safe to do so)
- Assess the need for immediate evacuation
- Report to the College Staging Area for assignment
- Report to Evacuation Zone if unsafe to remain in College buildings
  Staff who are on duty but are off College campus:
  - Remain on duty
  - Follow facility disaster management procedure
  - Call the College Command Post to report status
    Staff who are on the Medical Center campus, report to staging area or send designee, in the event of telephone failure, if safe to do so

Administrative staff reports to the College Command Post and implements the College Disaster Plan.

Subject:
DISASTER MANAGEMENT

PROCEDURE DOCUMENTATION:

See College Disaster Plan book, located in the Office of Educational Services, for procedures and forms.

REFERENCES:

Network Policy #610: Emergency Plan
Medical Center Disaster Plan
College Policy # 620: Safety Education
College Disaster Plan Book
New Employee Orientation Checklist

REVISION DATES:

October 1, 2002
December 14, 2006
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DISTRIBUTION: College of Nursing & Allied Health Policy & Procedure Manual