

# Tracer Protection Services

## HURRICANE DISASTER PLAN

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### PURPOSE:

The Hurricane Plan is to provide for the safety of the patients, visitors, and employees and to articulate specific actions to be taken in response to those problems commonly associated with Hurricanes in the Baton Rouge area.

### AUTHORIZATION TO ACTIVATE:

The Hurricane Plan will be activated when it has been determined that a hurricane will pass through or near the Baton Rouge area by the issuance of a Hurricane Watch or Hurricane Warning status for the Baton Rouge area.

The authority to activate the Hurricane Plan rests with the Chief Operations Officer or designee, following consultation with the Safety Officer.

### WEATHER MONITORING:

It shall be the responsibility of the Safety Officer or his designee to monitor weather reports and inform hospital officials when a hurricane is projected to pass through or near the Baton Rouge area.

### RESPONSIBILITIES:

1. The Control Center will be manned for the duration of the hurricane threat and/or actual occurrence and will activate progressive stages of preparation and response according to the severity of the storm.
2. The Emergency Director will advise the Control Center as to the availability of physicians.
3. All department heads will develop procedures for securing their areas and provide safety for all personnel with consideration for the hurricane and accompanying tornadoes.
4. Plant Management and Safety will work together for continuous evaluation and response to facility conditions.
5. The Director of the Personnel pool, or designee, will be responsible for the where-about of all standby personnel at all times.

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## THE PLAN

The Hurricane Plan, by virtue of the nature of hurricanes and improvements in techniques for tracking hurricanes, is based on the U.S. Weather Bureau's issuance of a Hurricane Watch or Hurricane warning for the Baton Rouge area.

The Hurricane Plan has Two Stages:

STAGE 1 – Will be initiated when a Hurricane Watch has been issued for the Baton Rouge area. This means a Hurricane is projected to pass through or near the Baton Rouge area within 48 – 72 hours.

STAGE 2 – Will be initiated when a Hurricane Warning has been issued for the Baton Rouge area. This means a Hurricane is projected to pass through or near the Baton Rouge area within 24 hours.

## PROCEDURES TO BE FOLLOWED IN STAGE 1 (HURRICANE WATCH)

In order to place the hospital at a certain level of preparedness/readiness, the following procedures will be initiated during STAGE 1

1. A CODE 3-ALERT will be initiated to place all plant personnel on stand-by as staffing needs are continually evaluated and projected.
2. The following departments will review inventory supplies as to the need for in-house stock for the duration of four (4) days without delivery:
  - a. Dietary
  - b. Pharmacy
  - c. Material Management
  - d. Plant Management
  - e. Laboratory

\*NOTE: Requests for supplies shall be approved by Administration prior to ordering.

3. STAGE 1 will continued until:

- a. The Hurricane Watch is discontinued for the Baton Rouge area or
- b. A Hurricane Warning is issued, which ends STAGE 1 and initiates Stage 2.

## PROCEDURES TO BE FOLLOWED IN STAGE 2 (HURRICANE WARNING)

In order to place the hospital at a maximum level of preparedness to deal effectively with a variety of potential problems resulting from the Hurricane, a number of other Emergency Plans may be utilized within the Hurricane Plan, STAGE 2. For example,

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Tornadoes are frequently associated with Hurricanes which approach Baton Rouge from the southwest. In the event, the Tornado Plan would be implemented as part of STAGE 2, Hurricane Plan. Also, the Emergency Water Plan may be implemented as part of STAGE 2, Hurricane Plan. The existing mode of CODE 3-Alert, established in STAGE 1, would be upgraded to CODE 3-Implementation once STAGE 2 of the Hurricane Plan was initiated.

The utilization of CODE 3-Implementation as the core of STAGE 2 of the Hurricane Plan should enable the hospital to most effectively deal with the wide variety of potential problems associated with Hurricanes, including the influx of numbers of casualties.

In addition to the above, the following procedures/policies are recommended:

1. Accommodations within the hospital will not be available for the families of personnel EXCEPT in unusual and unavoidable situations, which must be approved by the Executive Vice-President or designee.
2. Personnel are expected to make arrangements for the care of their families and dependents, and proceed to the hospital when called.
3. In the event that it is necessary to bring some dependents (children) to the hospital on the approval of the Administrators, the Administrator will determine which area of the hospital will be utilized for them, and staff will be assigned to that area to supervise and care for the children.
4. The Department Check List utilized within CODE 3-Implementation, will be utilized within STAGE 2, Hurricane Plan. Modifications will be made through the department heads and will be based on recommendations from the Control Center.
5. Personnel will be relieved as soon as possible, depending on the situation as it evolves.

## SPECIFIC CONSIDERATIONS:

1. Back up water supply.
2. Emergency generator function and sufficient fuel
3. Radio communications with inner-city hospitals and emergency response agencies.
4. Alternate communications:
  - a. Mobile telephones
  - b. Ham radio availability
  - c. Company Radio System

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5. Maintain communications with the Baton Rouge Emergency Management Center for the duration.
6. Procurement of staples and supplies for the duration.
7. Identification of essential staff to remain in-house.
  - a. Prepare the staff for possible prolonged hours and assignment potential.
  - b. Release of non-essential staff.
  - c. Identify potential sleeping quarters for held over staff.
  - d. Potential road conditions may warrant staff to report early for the duration.
  - e. Child care facilities for the staff remaining in-house
8. Emotional support will be needed for:
  - a. Families of staff and patients who are sheltered in the facility.
  - b. Staff who have been separated from their families due to the storm.
9. Cancel all elective surgery.
10. Identify potential patients for discharge to increase emergency bed availability
11. Prepare to shut down all non-essential functions.
12. Prepare for possible influx of patients from other medical facilities or casualty generating incidents.
  - a. Combine units as patients are discharged
  - b. Provide rest areas for staff on standby.
13. Extra lamps, flashlights, and extension cords in the event of power failure and areas without emergency power.
14. Prepare for frequent structural inspections.