

## (Your unit) Departmental Emergency Response Plan

Designated Department Emergency Coordinator: Melonie Miles



206-6637

Approved by:

Jelie Haugen (for Joan Fierberg)  
(Department Manager)

Date: 10/7/04

Approved by:

[Signature]  
(Administrator)

Date: 10/7/04

### Departmental Roles & Responsibilities

**Level 1:** Any circumstance that overwhelms the immediately available, in-house Emergency Dept. (ED) resources. A level 1 disaster should be declared whenever the SFFD Comm Center announces a Red Alert as the result of a city-wide Multi-Casualty Incident (MCI).

- Assess library and conference rooms to account for patrons and library staff.
- Provide support to command post staff by maintaining current information regarding the incident status and ensuring a written record of the emergency response.
- Prepare to contact staff using "Disaster Call Tree".

**Level 2:** Any event that MAY result in a large number of casualties that will require hospital-wide mobilization in order to continue to provide care to existing inpatients and incoming casualties. This would be as a result of a moderate to severe single site emergency (e.g., a major BART accident) or multiple small MCIs (e.g., a Loma Prieta-type earthquake).

- Assess library and conference rooms to account for patron and library staff.
- Provide support to command post staff by maintaining current information regarding the incident status and ensuring a written record of the emergency response.
- Prepare to contact staff using "Disaster Call Tree", asking them to be on standby to come in.

**Level 3:** Any event that WILL result in enough damage and casualties to require an extensive, coordinated response to minimize morbidity, mortality, and human suffering at SFGH. Citywide, this would most likely be the result of a devastating earthquake that reduces many sections of the city to rubble, disrupts normal city systems, and results in a large number of casualties over a widespread area. A Level 3 Disaster may be declared at SFGH following a severe internal disaster at SFGH (e.g., a severe explosion or widespread fire at the Main Hospital).

- Assess library and conference rooms to account for patron and library staff.
- Provide support to command post staff by maintaining current information regarding the incident status and ensuring a written record of the emergency response. Identify available on site resources.  
*Remind command post of the availability to the Medical Library's extensive book and journal collection in print format. If required, the SFGH Institutional Police have a master key to assist medical staff needing entry to the Library.*
- Prepare to contact staff using "Disaster Call Tree", asking them to be on standby to come in.

## Staff Assignments

If more than one employee is on duty, one person will clear the 2<sup>nd</sup> floor then meet person clearing 1<sup>st</sup> floor at the circulation desk for further contacts.

If working alone, clear 1<sup>st</sup> floor then 2<sup>nd</sup> and return to circulation desk for further contacts.

### What to Do First:

1. Assess your department, using Section 9 (Departmental Operating Status Report) as a guideline:

\_\_\_ Designate one person in the department to account for all patients, staff, and visitors.

\_\_\_ Clear hallways and potential evacuation routes.

### What to Do Next:

2. Read your entire departmental plan NOW.

\_\_\_ Make assignments and implement your departmental plan at the level directed by the Command Post.

3. Complete Appendix A (Departmental Operating Status Report) and deliver to the Command Post in Room 2A6 ASAP.
4. Follow all instructions from the Command Post.
5. Activate your Departmental Personnel Call-Back List only when instructed to do so by the Command Post.

### What to Do for an Internal Disaster:

1. Follow all instructions above.
2. Complete Appendix A and deliver to 2A6 whether or not your department is affected.
3. If your department does not appear to be affected, continue routine operations unless otherwise instructed by the Command Post.

### What to Do in the Event of a Fire:

**Rescue** - persons who are in immediate danger.

**Alarm** - pull alarm box on unit AND dial 9-911 to call the San Francisco Fire Department.

**Contain** - close all doors and windows to avoid drafts that could spread the fire.

**Extinguish** - only if you have been trained, feel it is safe, AND you have a way out!

### What to Do in the Event of a Hazardous Spill:



Plant Services at X 8522.

### **In Case Evacuation Is Ordered:**

The SFGH Evacuation Plan is located in the Emergency Response Manual, Section 7. It contains general evacuation information and instructions for evacuating a patient care area.

**Unless there is an extreme and obvious emergency that requires immediate evacuation to prevent the imminent loss of life, any employee who becomes aware of any situation that could result in the evacuation of any portion of SFGH must immediately notify the Hospital Supervisor on Duty by voice paging #11-80-371. REMEMBER, unless there is an extreme and obvious emergency that requires immediate evacuation to prevent the imminent loss of life, do not evacuate unless ordered to do so by the Command Post.**

A copy of your Departmental Evacuation Map (also located by all stairwells and elevators) is located in Section One of the Emergency Response Manual. This map shows the location of all fire alarm pull boxes, fire extinguishers, fire hoses, evacuation routes, and stairwells.

### **What to Do During an Earthquake:**

- Do not try to exit the building. Advise patients, staff, and visitors to do the same.
- Take shelter if possible. Get under a sturdy table or desk.
- Move away from windows that might break and any tall carts or shelves that might topple and fall on you.
- Watch for falling objects such as wall-mounted equipment, heavy books, lights, and/or ceiling tiles.

### **What to Do After an Earthquake:**

- Follow all instructions on the opposite page.
- Proceed carefully. Floor may be covered with broken glass, water, sewage, and/or hazardous materials.
- Clear hallways. Remove all carts, chairs, wheelchairs, and other items that may block the hallways in the event of an earthquake and/or slow passage in the event of an after shock.
- Move patients away from windows. Pull curtains to protect from flying glass.
- Be careful opening cupboards and closets - things may fall out.
- Prepare for after shocks. Remove heavy items from tall shelves and place on the floor. Secure all hazardous materials and/or breakable containers. Lock all drawers, cabinets, and filing cabinets. Set locks on all rolling carts and beds.

### **In the Event of a Communicable Disease Outbreak or Suspected Bioterrorist Attack:**

- Prepare your Unit or Department as appropriate to handle additional patients and isolation precautions if indicated.
- Plan for efficient evaluation and transfer or discharge of stable patients to increase available beds, and implement plans if instructed to do so by the Command Post.
- Assist with dissemination of Disease Fact Sheets provided by the Command Post to staff.
- Notify all staff members of where and how to obtain prophylactic vaccine or other medication if mass prophylaxis is implemented.

#### **Roles of Other Departments**

**A Command Post is established in 2A6 to provide overall direction and coordination of hospital operations.**

## Pre-Disaster Departmental Roles and Responsibilities

### Pre-Disaster Responsibilities of the Departmental Manager:

- Develop a Departmental Plan that includes departmental roles and responsibilities, evacuation routes, and a current Personnel Recall Telephone Tree.
- Train all staff on departmental response in the event of a Level 1, 2, or 3 internal or external disaster.
- Train all staff on how to evacuate the department.
- Participate in disaster exercises, or evaluate actual events in which the Emergency Response plan is activated, at least twice a year.
- Assure that departmental non-structural hazard mitigation has been completed.

### Location of Basic Emergency Supplies:

Item	Quantity	Location	Check Frequency	Responsible Person
Fire Extinguisher	5	Workroom 3105 (rear sink area) Circulation Desk 1 <sup>st</sup> Fl Rear Library 1 <sup>st</sup> Fl Rear Library 2 <sup>nd</sup> Fl Reading Room 101 Circulation desk 2 <sup>nd</sup> fl	Monthly	Fire Marshall
First Aid Kit	2	Workroom 3105 (supply cabinet over Sink) Workroom 3105 (over security panel)	Monthly	Operations Supervisor
Flashlights	6	1 <sup>st</sup> Fl Circulation Desk (N/W Drawer) 1 <sup>st</sup> Fl Circulation Desk (Under Counter) Each staff work station	Monthly	Operations Supervisor
Batteries		Workroom 3105 (supply cabinet over sink)	Monthly	Operations Supervisor
Radio/TV		Workroom 3105 (below middle window lower shelf)	Monthly	Operations Supervisor

Departmental Personnel Recall Telephone Tree is located in Section One of the Emergency Response Plan. All staff should maintain a current copy at home. Do not recall staff unless instructed to do so by the Command Post.

### Requirement to Report to Work:

All City and County of San Francisco employees are required by the Administrative Code to report to work in the event of a disaster. Listen to KCBS (740AM), KNBR (680 AM), or KGO (810 AM) for specific instructions of when and where to report. See page 11 and 37 of the Emergency Response Plan for additional details.

Recovery Activities: As soon as feasible, departmental services should be restored in order to fulfill SFGH's mission to deliver humanistic, cost-effective and culturally competent health services to the residents of San Francisco through:

- In the event of a power outage, remind command post of the availability to the Medical Library's extensive book and journal collection *in print format*. If needed, the SFGH Institutional Police have a master key to assist medical staff needing entry to the Library.

Department	Level One Response	Level Two response	Level Three response
<p>Medical Library</p>	<p>Assess library and conference rooms to account for patron and library staff.  <i>If more than one employee on duty, one person will clear the 2<sup>nd</sup> floor then meet person clearing 1<sup>st</sup> floor at the circulation desk for further contacts.  If working alone, clear 1<sup>st</sup> floor then 2<sup>nd</sup> and return to 1<sup>st</sup> floor circulation desk for further contacts.</i></p> <p>Provide support to command post staff by maintaining current information regarding the incident status and ensuring a written record of the emergency response. <i>Remind</i> command post of the availability to the Medical Library's extensive book and journal collection <i>in print format</i>. If required, the SFGH Institutional Police have a master key to assist medical staff needing entry to the Library.</p> <p>Prepare to contact staff using "Disaster Call Tree".</p> <p>Identify available on site resources.</p>	<p>Assess library and conference rooms to account for patron and library staff.  <i>If more than one employee on duty, one person will clear the 2<sup>nd</sup> floor then meet person clearing 1<sup>st</sup> floor at the circulation desk for further contacts.  If working alone, clear 1<sup>st</sup> floor then 2<sup>nd</sup> and return to 1<sup>st</sup> floor circulation desk for further contacts.</i></p> <p>Provide support to command post staff by maintaining current information regarding the incident status and ensuring a written record of the emergency response. <i>Remind</i> command post of the availability to the Medical Library's extensive book and journal collection <i>in print format</i>. If required, the SFGH Institutional Police have a master key to assist medical staff needing entry to the Library.</p> <p>Prepare to contact staff using "Disaster Call Tree", asking them to be on standby to come in. Listen to KCBS (740AM), KNBR (680 AM), or KGO (810 AM) for specific instructions of when and where to report.</p> <p>Identify available on site resources.</p>	<p>Assess library and conference rooms to account for patron and library staff.  <i>If more than one employee on duty, one person will clear the 2<sup>nd</sup> floor then meet person clearing 1<sup>st</sup> floor at the circulation desk for further contacts.  If working alone, clear 1<sup>st</sup> floor then 2<sup>nd</sup> and return to 1<sup>st</sup> floor circulation desk for further contacts.</i></p> <p>Provide support to command post staff by maintaining current information regarding the incident status and ensuring a written record of the emergency response. <i>Remind</i> command post of the availability to the Medical Library's extensive book and journal collection <i>in print format</i>. If required, the SFGH Institutional Police have a master key to assist medical staff needing entry to the Library.</p> <p>Prepare to contact staff using "Disaster Call Tree", asking them to be on standby to come in. Listen to KCBS (740AM), KNBR (680 AM), or KGO (810 AM) for specific instructions of when and where to report.</p> <p>Identify available on site resources.</p>

**San Francisco General Hospital & Trauma Center  
Departmental Staffing Contingency Plan Template**

**Department:** Medical Library \_\_\_\_\_ **Location:** Bldg. 30, 1<sup>st</sup> Floor \_\_\_\_\_  
**Phone:** 415-206-6639 \_\_\_\_\_

**Last Updated:** 7/3/08 \_\_\_\_\_ **(Date)** **By:** Joy Graham \_\_\_\_\_

**Approved By:**  \_\_\_\_\_ **(Department Manager)**  
 \_\_\_\_\_ **(Director / Administrator)**

**STAFF CLASSIFICATION(S):**

1. Library assistants – 4 – Coalition of University Employees (CUE)
2. Analysts – 2 – Unrepresented Employees (99)
3. Manager – 1 – Unrepresented Employee (99)

**WORK AREA(S):**

1<sup>st</sup> floor: staff work area, private offices, conference room (3101), computer lab, book stacks, public area.  
2<sup>nd</sup> floor: conference rooms (3208, 3201), book stacks, public area

**ESSENTIAL SERVICES:**

Access to electronic or print information resources in the event of a power or computer network failure.

**POTENTIAL IMPACTS ON PATIENT CARE / HOSPITAL OPERATIONS IF ASSIGNED INDIVIDUALS DO NOT REPORT FOR WORK:**

Since access can be self-service, no severe impact if no one reports to work. Would be desirable, however, to have one staff member available to troubleshoot access problems and help clinicians find information.

**DEPARTMENTAL PLAN TO ADDRESS THE ABOVE IMPACTS:**

No plan needed.

**ANTICIPATED EFFECT OF DEPARTMENT PLAN ON OTHER HEALTH CARE PROVIDERS /  
HOSPITAL SERVICE PROVIDERS:**

**OTHER CONSIDERATIONS OR CONTINGENCIES NEEDED (SAFETY, SECURITY, ETC.):**