

EMERGENCY PREPAREDNESS INFORMATION SHEET

DEFINITION: Disasters are "internal" or "external" to the hospital. Sudden influx of acutely sick and/or injured patients resulting from fire, major accident, earthquake, flood, explosion, electrical fire, gas leakage, etc.

NOTIFICATION: **CODE TRIAGE** - LEVEL 1 (9-20 patients) OR LEVEL II (20 patients or more) followed by "External" or "Internal" and "All employees are to report to their designated areas. All visiting hours are now ended."

Paged over the hospital intercom system and phone page system.

Paging will notify appropriate personnel based on CODE TRIAGE LEVEL I or LEVEL II criteria.

ACTION: COMMAND CENTER is established to assess situation:
Nature and severity of disaster
Number of Victims
Type of Injuries
Time of Day
Current Staffing
Condition and availability of the facility, its equipment and materials
Need for evacuation

ROLE OF MEDICAL STAFF: WHEN CODE TRIAGE LEVEL I OR LEVEL II IS COMMUNCIATED REMAIN IN LOCATION WITH THE EXCEPTION OF ATTENDING PHYSICIANS FOR ICU, PEDIATRICS AND OBSTETRICS WHO SHOULD REPORT TO THEIR AREA OF RESPONSIBILITY.

WAIT FOR INSTRUCTION. MEDICAL STAFF OFFICE TO INITIATE CALL BACK ROSTER AS DIRECTED BY THE MEDICAL DIRECTOR.

WHEN DIRECTED, CHECK IN AT THE LABOR POOL LOCATED IN THE CAFETERIA CONFERENCE ROOM AT VENTURA COUNTY MEDICAL CENTER AND DINING ROOM AT SANTA PAULA HOSPITAL TO RECEIVE FURTHER ASSIGNMENT.

SHOULD EVACUATION BE REQUIRED, LOCATION IS THE DOCTOR'S PARKING LOT IN FRONT OF THE MAIN HOSPITAL ENTRANCE.

IN A COUNTY-WIDE DISASTER EVENT, DURING OFF BUSINESS HOURS, BE READY TO REPORT WHEN NOTIFIED.

IN THE EVENT THAT ALL TELEPHONE CONTACT IS OUT OF SERVICE, REPORT TO THE LABOR POOL FOR ASSIGNMENT.