

TITLE: SEVERE WEATHER/WINTER WEATHER PLAN		
FACILITY: ST. VINCENT'S EAST	FUNCTION:	ORIGINATING DEPT: SAFETY
HOSPITAL SHARED POLICY? _X_ Yes ___ No		EFFECTIVE DATE:
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ORIGINATION DATE: NEW		LAST REVISION DATE: 9/2007
APPROVAL DATE:		RETIREMENT DATE:
<p>PURPOSE</p> <p>To establish guidelines in the event of an outbreak of severe weather such as tornado/ hurricane or winter weather conditions such as snow/ice that may have the potential to affect/harm operations, services or physical structure. This plan applies to all St. Vincent's East associates, Medical Staff, contracted employees, and volunteers for all components of the health care organization.</p>		
<p>POLICY</p> <p>It is the policy of St. Vincent's East to maintain essential services and operation during any severe weather/winter weather while providing for the protection, safety and health of patients, associates and visitors. Where time and conditions permit, the Incident Commander may enact the Severe Weather/Winter Weather Plan. The plan allows management to consider staffing, procedure cancellation, supply needs and other preparatory actions before the expected weather/emergency is at hand.</p> <p>In the event of inclement weather or emergency situations special staffing instructions for essential service, reserve service and delayed service departments will be broadcast on the <u>Inclement Weather & Emergency Hotline 838-3411</u>. All associates are asked to call the hotline for directives during inclement weather emergencies. Human Resources Department will address compensation and notify associates accordingly.</p>		
<p>DEFINITIONS</p> <p><i>Code Gray Watch-</i> indicates a high probability of a tornado in the area of the watch.</p> <p><i>Code Gray Warning-</i> indicates a tornado has been sighted.</p> <p><i>Winter Weather Plan-</i> indicates a winter weather advisory with high probability of snow/ice accumulation.</p> <p><i>Hurricane Watch-</i> An advanced threat of severe weather to the area; conditions for a hurricane or tropical storm are possible but not eminent.</p> <p><i>Hurricane Warning-</i> Hurricane or tropical storm conditions are expected to reach the area within twenty-four (24) hours. High winds are expected to occur with possible high water and flooding.</p>		

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PROCEDURES:**TORNADO PLAN- CODE GRAY**

A “**Code Gray Watch**” will be announced to warn associates, a Tornado Watch is in effect for the Jefferson County area. This is the time to review the Tornado Plan.

A “**Code Gray Warning**” will be announced to warn the associates a Tornado Warning is in effect for Jefferson County. This is time to implement the Tornado Plan.

Protective Services

- Following notification of a watch/warning in the county, Protective Services Dispatcher will announce Code Gray Watch/Warning over the public address system followed by the warning notification as it is received from the National Weather Service. EXAMPLE, *The National Weather Service has issued a tornado watch for Jefferson County until 4:00 pm.*
- A “Code Gray Watch” will be announced at one hour intervals for the duration of the watch.
- A “Code Gray Warning” will be announced at ten (10) minute intervals for the duration of the warning.
- Protective Services will send a broadcast email to Everyone SVE indicating “Code Gray Watch or Code Gray Warning.
- Once the watch/warning has been cleared, the announcement will be “Code Gray Clear” followed by another broadcast email indicating “Code Gray Clear”.
- Communicate status to Administration (After hours/week-ends/holidays Administrator on call) and maintain communication to provide updates as they become available.

Incident Command

- The COO/AOC/Hospital Supervisor will serve as Incident Commander during implementation of the Tornado Plan
- If the Incident Commander determines that it has become necessary, he or she will set up a Command Post and implement the necessary component of the Hospital Emergency Incident Command System (HEICS). Once set up, the Command Post will serve as command and control point for Hospital Operations. The Command Post will be in the Nursing Service office on the 2nd floor unless storm damage requires an alternate site.
- The Incident Commander will make decisions regarding continuation of operations, and initiate the Severe Weather/Emergency Condition Job/Work Categories as necessary. (See Attachment B).
- Marketing/Communication will handle the Media Post functions from the Surgical Waiting Area on the 3rd Floor.

Inpatient Areas- Code Gray WARNING

Flow Chart Code Gray Attachment A.

- Act quickly, stay calm, reassure and comfort patients.
- Check all emergency lighting equipment.
- Move all bedfast patients as far from windows as possible or into interior corridors.
- Move all ambulatory patients to interior corridors or rooms.
- Close drapes and blinds to prevent injury from shattering glass.

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- Secure movable objects that may become damaged or present hazards by pushing them up against an interior wall.
- Await an 'All Clear' announcement before returning patients to their original locations
- Check patients for possible injury/shock.
- Check for storm damage and report to switchboard operators and Protective Services.

Procedural Areas- Code Gray WARNING

Flow Chart Code Gray Attachment A.

Continue normal operations unless instructed differently by the Incident Commander

Non-Patient Care Areas- Code Gray WARNING

Flow Chart Code Gray Attachment A.

- Act quickly, stay calm.
- Close drapes or blinds to prevent injury from shattering glass
- Secure movable objects that may become damaged or present hazards by push them against an inner wall.
- Place loose files in drawers. Close all files.
- Turn off all non-critical electrical loads
- Check emergency lighting equipment
- All persons should move to interior corridors or room away from windows,
- Await a "Code Gray Warning ALL CLEAR" announcement to resume normal activities.

Damage Assessment Team

- A Damage Assessment Team (DAT) will evaluate storm effects on the hospital to see if emergency measures must be taken.
- The DAT will consist of Plant Operation Director, Protective Services Department, and Safety Officer.
- THE DAT will report to the command center as soon as possible following the 'All Clear'.
- The DAT will proceed to survey the damaged areas to determine actual damages and plans of action to be taken.
- If required the appropriate Emergency plans will be implemented.

SEVERE WEATHER-HURRICANE/TROPICAL STORM PLAN

During a hurricane threat the hospital will be in contact with local authorities, Jefferson County Emergency Management Agency and the news media, as needed. The Incident Commander (COO, AOC/Hospital Supervisor) will determine implementation of Severe Weather Hurricane/Tropical Storm Plan.

Hurricane WATCH- during the Watch Phase an Executive Team meeting will be called by the Incident Commander or designee to discuss departmental specific needs, necessary preparations and readiness of the facility.

Incident Command (action to *consider* during watch phase)

- Incident Commander will activate the Hospital Emergency Incident Command System to the extent that weather conditions warrant
- Check availability of associates to work during the storm
- Assess department disaster supplies and equipment including but not limited to:
 - Batteries/Flashlights
 - Blood supply
 - Drug/Medication supply
 - Emergency lighting
 - Food supply
 - Fuel

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Linen supply
 Oxygen
 Paper Plates & utensils, etc.
 Plastic sheeting material/Plywood
 Radio & Cell Phones
 Tape & Rope

- Have physicians assess patients for discharge
- Review staffing needs should the warning phase be activated
- Contact vendors to locate and obtain a portable generator 500kw or larger for standby service
- Test start emergency generators and verify availability of fuel
- Inspect and repair drains, gutters and flashings
- Strap/anchor to roof structure (e.g., the joists) all roof-mounted equipment such as HVAC units and exhaust vents.

Hurricane WARNING- All hospital departments will be alerted. All necessary readiness precautions will be made to lessen the severity and impact and to safeguard the hospital, patient's associates and visitors.

Protective Services

- Move visitors from atrium and down hallways leading to buildings 52 and 48
- Park vehicles in best locations to maximize protection
- Fill all vehicles' fuel tanks

Incident Command (action to consider during warning phase)

- Expand the Hospital Emergency Incident Command System
- Notify physicians to start patient discharge procedures
- Inform associates how to obtain information on site closure and on reopening
- Consider cancellation of all elective surgeries
- Review emergency procedures (Fire, Flood, Power/communications outage, etc.).
- Recall associates as necessary for work duty
- Consider visitor limitations/restrictions
- Store as much water as possible, both potable and non-potable
- Securely fasten, or bring inside, all loose equipment, materials and other objects which can be blown about by high winds
- Fasten doors, secure and tape windows (X or T pattern)
- Remove dead limbs from trees and clear area of trash or debris
- Tie down portable buildings, if applicable
- Unplug and put plastic sheeting material over electrical equipment not in use
- Plan to deactivate all non-critical, non essential and sensitive electrical equipment
- Be prepared to evacuate any area of the hospital as necessary. Review Evacuation Plan (Safety Policy 806)

Inpatient Areas

- Check all emergency lighting equipment.
- Move all bedfast patients as far from windows as possible or into interior corridors
- Move all ambulatory patients and visitors to interior corridors or rooms.
- Close drapes and blinds to prevent injury from shattering glass.
- Ensure all essential equipment is plugged into emergency power outlets. Unplug unnecessary electrical equipment and cover with plastic sheeting material
- Secure movable objects that may become damaged or present hazards by pushing them up against an interior wall.

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- Be prepared to evacuate any area of the hospital as necessary. Review Evacuation Plan (Safety Policy 806)
- Await an 'All Clear" announcement before returning patients to their original locations
- Check patients for possible injury/shock.
- Check for storm damage and report to switchboard

Procedural Areas

Continue normal operations unless instructed differently by the Incident Commander

Non-Patient Care Areas

- Close drapes or blinds to prevent injury from shattering glass
- Secure movable objects that may become damaged or present hazards by push them against an inner wall.
- Place loose files in drawers. Close all files.
- Turn off all non-critical electrical loads
- Check emergency lighting equipment
- All persons should move to interior corridors or room away from windows,
- Await an "ALL CLEAR" announcement to resume normal activities.
- Check for storm damage and report to switchboard

Damage Assessment Team

- A Damage Assessment Team (DAT) will evaluate storm effects on the hospital to see if emergency measures must be taken.
- The DAT will consist of Plant Operation Director, Protective Services Department, and Safety Officer.
- THE DAT will report to the command center as soon as possible following the 'All Clear" .
- The DAT will proceed to survey the damaged areas to determine actual damages. Building inspection and recovery should include at least the following:
 - Inspect roofs (entire area and perimeter), roof mounted equipment
 - Check foundations and piping
 - Check vents stacks, and chimneys checked to ensure the water heaters and gas furnaces are clear and operable
 - Cover broken windows and torn roof coverings immediately
 - Clean roof drains and remove debris from roof to prevent drainage problems
 - Inspect wiring, Visually check damaged bus bars, conductors and insulators before reenergizing main electrical distribution system

If required the appropriate Emergency plans will be implemented by the Incident Commander

WINTER WEATHER PLAN

A "Winter Weather Plan " will be announced when the condition or anticipated worsening condition of local streets and highways in the general locale the facility pose a threat to the safety of patients associates and visitors

Protective Services

Winter Weather Snow/Ice Flow Chart Attachment "C"

- Following issuance by the National Weather Bureau, of a Winter Weather Advisory, Protective Services will notify the Chief Operating Officer (COO) or Administrator on Call (AOC).
- During other than "normal" business hours, the Hospital Supervisor will notify the AOC. The Hospital Supervisor will keep the COO or AOC apprised of developing winter weather conditions and facility needs.
- Once the determination is made to implement "Winter Weather Plan" the switchboard will announce over the public address system, "May I have your attention, Winter Weather

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Plan is now in effect". This will be announced three times. Protective Services will broadcast a Winter Weather Plan e-mail to Everyone at SVE.

Incident Command

- The COO/AOC/Hospital Supervisor will serve as Incident Commander during implementation of the Winter Weather Plan.
- If the Incident Commander determines that it has become necessary, he or she will set up a Command Post and implement the necessary component of the Hospital Emergency Incident Command System (HEICS). Once set up, the Command Post will serve as command and control point for Hospital Operations. The Command Post will be in the Nursing Services Administration office on the 2nd floor. .
- The Incident Commander will make decisions regarding continuation of operations, and initiate the Severe Weather/Emergency Condition Job/Work Categories as necessary. (Attachment B).
- The Incident Commander will determine the length of duration of the Winter Weather implementation plan.

Hospital Department Staffing*Severe Weather/Emergency Condition Job/Work Categories Attachment "B"*

- All management personnel are responsible for coverage of their department/units.
- Managers will be expected to identify essential associates to come to work. Managers are expected to have an emergency coverage staffing plan to assure their ability to provide essential department/unit services during these conditions.
- Managers should direct associates to approach the facility from Highway 11 and Medical Park Drive during the winter weather plan.
- Hospital associates providing essential services will be provided basic accommodations per hospital policy.
- Associates' schedule or shift time may be altered at the discretion of the Manager in order to provide adequate coverage of the department/units.
- Await an "ALL CLEAR" announcement to resume normal activities.

CODE GRAY Tornado Plan

Code Gray WATCH Announced	Code Gray WARNING Announced
↓	↓
Stay calm & review Tornado Plan	Stay Calm
↓	↓
Act quickly to protect patients	Act quickly to protect patients
↓	↓
Close drapes/blinds	Move patients to interior corridors or away from windows, if possible
↓	↓
Check flashlights and turn off non-critical equipment	Secure movable objects by pushing them up against an inner wall
↓	↓
Stay alert for instructions	Stay alert for instructions
↓	↓
Await an "ALL CLEAR"	Await an "All CLEAR announcement"

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ATTACHMENT B Severe Weather/Emergency Condition Job/Work Categories

Descriptions	Essential Service Action	Reserve Service Action	Delayed Service Action
Severe Weather or	<ul style="list-style-type: none"> • Report to or remain at work 	Category assigned at time of each severe	Do not report to or remain at work

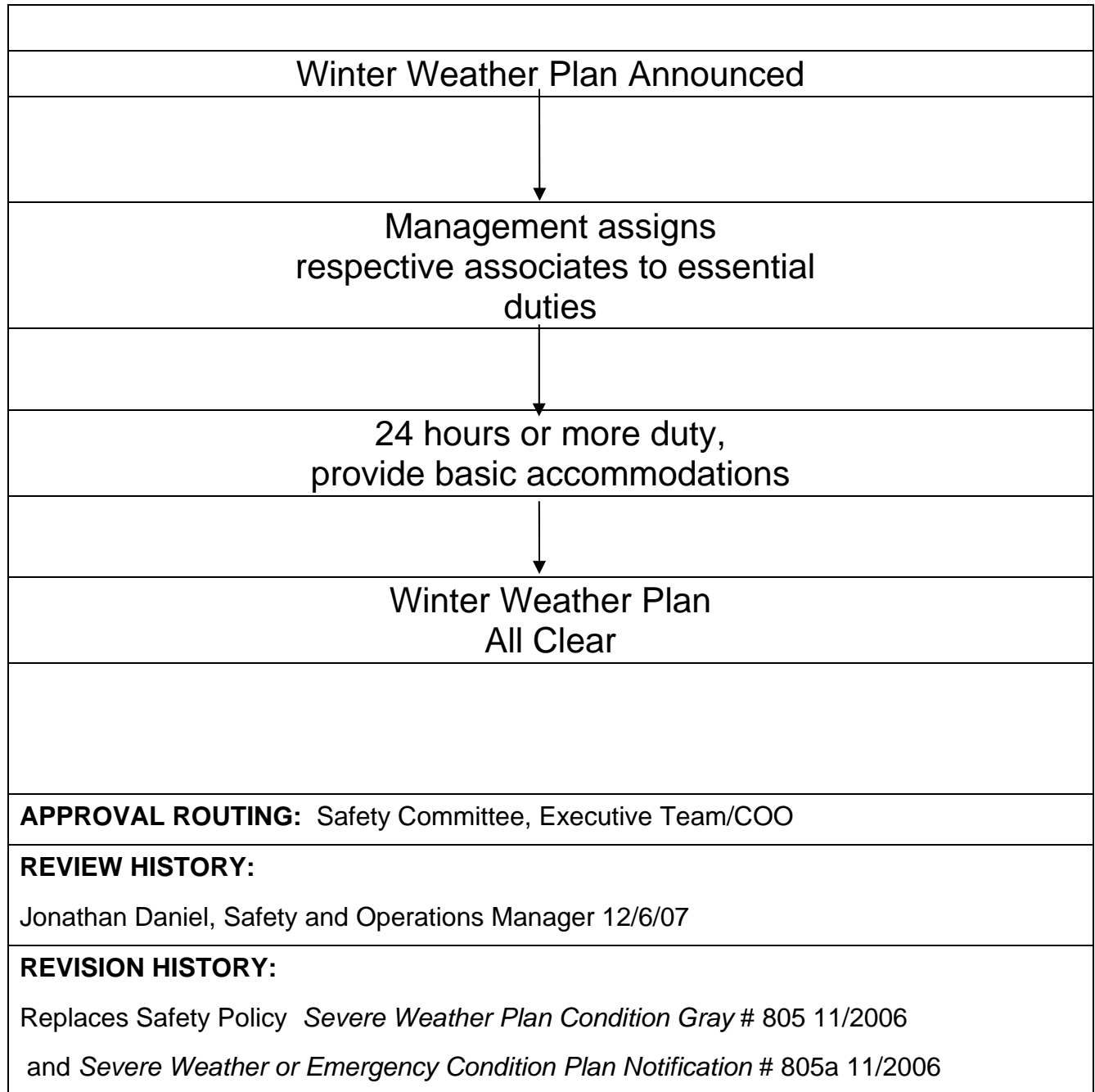
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Emergency Conditions		weather/emergency condition	
State of Emergency declared by Governor and/or Mayor	<ul style="list-style-type: none"> Report to or remain at work 	Category assigned at time of each severe weather/emergency condition	Contact Supervisor for determination of need
	Essential Departments	Reserve Service Departments	Delayed Service Departments
	Administration Admitting Anesthesia Bio-Medical Dietary Emergency Services Environmental Services HIM (Skelton) Laboratory Materials Management Nursing Services Nursing Units Operating Room Perfusion Pharmacy Pulmonary Services Facilities Management Radiology Safety Protective Services Surgical Services Surgical Reprocessing Telecommunications	Care Coordination Cath Lab Center for Ambulatory Svcs Chaplain CPSS VCU3	All other departments not listed as "essential" or "reserve".

ATTACHMENT C

WINTER WEATHER PLAN

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