

## **Department of Medicine**

### **Plan of Response to Internal or External Disaster**

An Internal or External Disaster is initiated by 4 sets of two bells, or by receiving a disaster call on your beeper. Upon the initiation of an internal or external disaster the **Senior Administrative Physician** on Call will report to the Main Command Center (MCC) located in the B Board Room. This person will remain in this area as the Department of Medicine Medical Officer (DOMMO) until relieved by the Chief of Medicine or his/her designee.

- The DOMMO will be responsible for establishing and maintaining communication with the Medical Attending Service in the A Building, and the House staff Medical Service located in the D Building,
- The DOMMO will serve at the direction of the Medical Officer in Charge in the MCC to direct the resources of the DOM as needed to meet the needs of the extant disaster.
- The DOMMO will be responsible for obtaining, collating and maintaining information regarding the status of the Department with respect to patient census and available personnel.
- The DOMMO will be responsible to activate the DOM Call Down List (defined below).
- Dedicated phone#: 245-XXXX.
- See “Job Action Sheet.”

### **Medical House Staff Service**

Upon the initiation of an internal or external disaster the **Medical House staff Service** will respond as directed below:

- The Red Team will be assigned to cover patients on the 7<sup>th</sup> floor
- The Blue Team will be assigned to cover patients on the 4<sup>th</sup> floor.
- The Blue and Red Team Residents (or Float Residents) On Call will assume responsibility as Team Leader and oversee and direct medical care on their respective floors until relieved by a Chief Medical Resident, an Attending Physician from the DOM, or the Chief of Medicine, or his/her designee.
- The Blue and Red Team Leader (Resident, Chief Resident, or Attending) will assess the patient census on their respective floors and identify all patients who are sufficiently stable to be discharged.
- Assess total number of available medical personnel, including medical students physically present on their respective service.
- Designate a dedicated line on D7N and D4N respectively for communication with the MCC.
- Identify and designate a person to act as liaison to the MCC.
- Dedicated phone# 245-XXXX.
- Communicate this information to the DOMMO located in the MCC.
- Act at the direction of the DOMMO, or the MCC.
- See “Job Action Sheet.”

## **MICU & CCU**

Upon the initiation of an internal or external disaster the **Critical Care Team Leader (CCTL)** (MICU & CCU) will respond as directed below:

- The CCTL will be the Senior Medical Resident on Call until relieved by a Chief Medical Resident, a Critical Care Fellow or Attending, a Cardiology Fellow or Attending, the Chief of Medicine or his/her designee.
- The CCTL Team Leader will be responsible for overseeing and directing patient care in D3S.
- The CCTL will assess the patient census of D3S.
- Dedicated phone #: 245-XXXX.
- The CCTL will assess the total number of available medical personnel physically present in the area.
- The CCTL will designate a dedicated telephone line in D3S for communication with the MCC.
- The CCTL will identify and designate a person to act as liaison to the MCC.
- Communicate the above information to the DOMMO located in the MCC.
- Act at the direction of the DOMMO, or the MCC.
- See “Job Action Sheet.”

## **Medical Attending Service**

### **MAS**

Upon the initiation of an external or internal disaster, the **Director of Service of the MAS**, or his/her designee (the Senior Medical Attending (SMA) on the premises) will perform the following actions:

- Establish a command center at the central nursing station on A5.
- Assume responsibility for the direction of care of patients on A5.
- Designate a phone line to serve as a dedicated means of communication with the MCC.
- Dedicated phone #: 245-XXXX.
- Assess the patient census of the service, and identify all patients who are sufficiently stable to be discharged.
- Identify all medical personnel (Physician and Physician Assistants) physically present, and also the number of present medical students.
- Prepare to activate the service Call Down List (defined below).
- Identify and assign a support staff to serve as liaison to the DOMMO located in the Main Command Center.
- Have the assigned liaison report the status of the service and the designated phone number to the DOMMO at the MCC.
- Act at the direction of the DOMMO, or MCC.
- See “Job Action Sheet.”

**Department of Medicine Call Down List:**

1. Chief of Service: Charles L. Hyman, M.D.
2. Assistant to The Chief of Medicine: Deborah Dunnom, MBA
3. Director of Medicine: Jeanne Macrae, M.D.
4. Associate Director of Medicine: Steven Weiss, M.D.
5. Director of the Hospitalist Service: Martin Kramer, M.D.
6. Director of the MAS: Dawn Mellish, M.D.
7. Director of the MICU: Paul Hansard, M.D.
8. Director of the CCU: Ron Pedalino, M.D.
9. Director of Hemodialysis: Yalem Wordekal, M.D.
10. Director of Medical Clinic: Reba Williams, M.D.
11. Chief Medical Residents: Rovie Mesola, M.D., and Chard Bubb M.D.

**Medical Attending Service (MAS) Call Down List:**

1. Director of Service: Dawn Mellish, MD
2. Assistant to the Director of Service:
3. Physicians scheduled for the following shift (see schedule)
4. Physician Assistants scheduled for the following shift (see schedule)

Prepared by:

Charles L. Hyman, M.D.,  
Chief of Service, Department of Medicine  
Kings County Hospital Center  
8/23/04