

Table of Contents

- I. General Information
 - a. Disaster Preparedness Committee I-2
 - b. Hospital Departments I-2
 - c. Declaration Authority I-2
 - d. After Action reporting I-2
 - e. Evaluation of the Emergency Preparedness Management Plan I-3
 - f. Organization of the Plan I-3
 - g. Definitions and Responsibilities I-4
- II. Incident Command Center
 - a. Structure and Function II-2
 - b. Command Center Recorder II-5
 - c. Emergency Incident Commander II-6
 - d. Logistics Section Chief II-8
 - e. Nursing Unit Leader II-10
 - f. Medical Director II-12
 - g. Hospital Police II-14
 - h. Ancillary Services II-15
 - i. Facilities Management and Operations II-17
- III. Emergency Management Plan for Mass Casualty Incidents
 - a. Procedures and Guidelines III-2
 - b. Disaster Cabinet III-5
 - c. Triage Plan III-7
 - d. MCI Job Action Plan Sheet Packets for the Emergency Department
 - i. C1 Clerk III-13
 - ii. Hospital Operators III-14
 - iii. C1 Senior Attending Physician III-15
 - iv. ED Administrator or Nursing Supervisor on off-tours III-16
 - v. Administrator on Duty III-17
 - vi. ED Charge Nurse/ED Administrator III-18
 - vii. Ambulatory Triage Nurse III-19
 - viii. Ambulatory Triage Officer III-20
 - ix. Recorder III-21
 - x. Chief/Senior Inpatient Residents III-22
 - xi. Pediatric Residents III-23
 - xii. Senior Emergency Medicine Resident III-26
 - e. Questions to ask during a disaster III-27
 - f. Commercial Transport Accident III-28
 - g. Civil Unrest III-29
 - h. Extremes of Weather III-29
 - i. Evacuation of Neighboring Healthcare Facility III-30
 - j. VIP Patients III-31
 - k. Regional Power Outage III-32
- IV. Internal Emergencies
 - a. Introduction IV-2

- b. Fire Safety IV-3
 - c. Fire Emergency Plan IV-5
 - d. Prevention of Pediatric Abduction IV-10
 - e. Activation of the Infant Abduction Plan IV-15
 - f. Internal Disaster Appendix
 - i. Bomb Threat Incident p.1
 - ii. Gas or Vacuum Failure p.4
 - iii. Chemical Spill p.6
 - iv. Power Failure p.17
 - v. Elevator Failure p.29
 - vi. HVAC Failure p.31
 - vii. Boiler failure p.32
 - viii. Hurricane/Flood p.35
 - ix. Water Emergency p.39
 - x. Communication Failure p.44
 - xi. Snow Emergency p.47
- V. HAZMAT
 - a. General Decontamination Protocol V-1
 - b. Nerve Agents V-5
 - c. Blister Agents V-13
 - d. Cyanide V-15
 - e. Choking Agents V-16
 - f. Biohazard Preparedness Plan V-20
 - g. Radiation Accidents V-25
 - h. Emergency Procedures for Patients who have ingested, inhaled or incorporated radioactive materials V-40
- VI. Transfer Procedures
- VII. Public Safety
 - a. Introduction VII-1
 - b. Staff evacuation Procedures VII-3
 - c. Fire VII-4
 - d. Extremes of Weather VII-4
 - e. Power Outage VII-4
 - f. Terrorism VII-5
 - g. Explosion VII-6
 - h. Major Transportaion Accident VII-6
 - i. Specialized Equipment of Hand VII-7
 - j. On Duty Supervisor's Checklist VII-7
- VIII. Telecommunications Plan
- IX. Volunteers
- X. Behavioral Health Plan
- XI. Family Center
- XII. Media Relations
- XIII. Peri-operative Plan
 - a. OR/PACU XIII-1
 - b. Ambulatory Surgery XIII-2

- c. Anesthesiology XIII-3
- d. Gastroenterology/Bronchoscopy/Cystoscopy XIII-4
- e. Job Action Sheets
 - i. Anesthesiology Attending In-Charge XIII-8
 - ii. Director of Service XIII-9
 - iii. Director of Ambulatory Surgery XIII-10
 - iv. Associate Director XIII-11
 - v. Head Nurse ASU XIII-12
 - vi. Anesthesia Secretarial Staff XIII-13
 - vii. Chief of Service/Administrator Perioperative Services XIII-14
- XIV. Department of Surgery
 - a. Purpose XIV-1
 - b. Scope XIV-1
 - c. Activation/Authority to Declare a Disaster XIV-2
 - d. Notification XIV-2
 - e. Definitions and Levels of Disaster Response XIV-3
 - f. Surgery Department Command Center XIV-4
 - g. Organizational Charts and Job Action Sheets XIV-5
 - h. Secondary Triage Units XIV-5
 - i. Forms XIV-6
 - j. Testing XIV-6
 - k. Surgery Department Level One Response XIV-7
 - l. Surgery Department Level Two Response XIV-9
 - m. Surgery Department Level Three Response XIV-10
 - n. Appendix: Guidelines for Predicting Surgical/Trauma Capacity
- XV. Department of Medicine
 - a. Overview
 - b. Medical Housestaff Service
 - c. MICU/CCU
 - d. Medical Attending Service (MAS)
 - e. Medicine Call-Down List
 - f. Chief of Service List
 - g. MAS Contact List
 - h. Job Action Sheets
- XVI. Appendix
 - a. Fire/Evacuation Plan
 - b. List of Ventilators
 - c. Antidotes
 - d. List of Residents
 - e. Departmental Disaster Plans
 - i. Pharmacy
 - ii. Laboratory
 - iii. OPD
 - iv. Dietary
 - v. SMIC
 - vi. Epidemiology

- vii. Radiation Oncology
 - viii. Chaplain
 - ix. Patient Relations
 - x. Social Work
 - xi. Information Systems
 - xii. Family Health Services
 - xiii. Human Resources
 - xiv. Nursing
 - xv. Peri-operative Services
 - xvi. Media Relations
 - xvii. Admitting
 - xviii. Respiratory
 - xix. Communications
- f. Phone lists
 - i. All hospital personnel – on disk
 - ii. Key Personnel
 - iii. Pay Phones
 - iv. Auxiliary lines
 - v. NYC Hospitals
 - vi. Regional Emergency Numbers
- g. Internal Disasters Appendix