

WHAT TO DO IF A DISASTER IS DECLARED

- **Your department has a plan. Do not leave your regular post/job unless you are instructed to do so by your departmental plan or supervisory personnel.**
- **Do not under any circumstances speak to news media. Refer them to the Office of Institutional Advancement.**
- **No visitors are allowed in the hospital during a disaster. Send Visitors to the exits to be directed to the Family Reception Area by Hospital/University Police.**
- **Activation of the plan occurs in two phases:**
 1. **Potential:** Limited departmental notification – no staff changes.
 2. **Actual:** Limited or complete notification – staff changes.
- The Hospital plan is divided into two areas: Internal and External
 1. **INTERNAL:** Any disaster inside the hospital or on campus that endangers patients or staff and creates a possible need for evacuation or relocation.
 2. **EXTERNAL:** Any disaster outside the hospital, whether natural or man-made.
- Anyone who learns of an occurrence that might constitute a disaster should attempt to obtain the following information and contact the Administrator on Duty **immediately**: In the emergency department the C1 attending can declare a disaster, if unable to contact the AOD.
 1. What was the occurrence?
 2. What is the location of the occurrence?
 3. How many casualties are estimated?
 4. What type of injuries are there?
 5. How many people were injured?
- **4-4-4-4 Bells** mean an **Actual Disaster** is in progress in UHB.
- **2-2-2-2 Bells** mean an **Actual Disaster** is in progress in KCHC.
- The Command Post coordinates all resources during a declared disaster.
- The Disaster Cabinet and Mass Casualty Incident (MCI) Packets are in the Emergency Department Ambulance Entrance.
- **All patients/victims will enter through the ED ambulance entrance for primary triage.** Direct all victims to that location to assure that they are evaluated and treated in order of need, given the best and fastest care possible and prevent hospital contamination.
- **Where will overflow patients at KCHC be evaluated and treated?**

B Building Lobby
Peds A building Clinics
G Building

Minor Medical & Minor Trauma
Peds Medical and Peds Minor Trauma
Behavioral Health

- **Where will overflow patients at UHB be evaluated and treated?**

Adult Emergency Department	Major Casualty
Pediatric Emergency Department	Peds Major Injury
Suite A	Minor Medical
Suite B (Waiting area)	Minor Trauma
Suite D	Peds Medical and Peds Minor Trauma
Suite I	Behavioral Health
Suite J	Eye Trauma

- After the evaluation and treatment of minor patients is complete, they must go the **Family Reception Area** to complete the proper paperwork and be discharged. **The Family Reception Area is in the Cafeteria at UHB. It is in the U-Building 1st floor at KCHC.**
- The **Nursing Staff Resource Pool** is in the Nursing Office.
- **De-escalation and Stand Down:** At UHB the **All Clear** signal is **1-1-1-1 Bells**. At KCHC the **All Clear** signal is a verbal overhead announcement, “This is an all clear.”
- **Debrief:** Report helpful comments recommended changes to your Department Head.