

ALL-HAZARDS PLANNING ANNEX DEVELOPMENT

HOSPITAL EVACUATION

BACKGROUND

Evacuation is the process of moving patients from an at-risk location within a medical facility or campus to a safer holding area or alternate location within the hospital, another medical facility, or a non-medical facility converted for patient care.

OVERVIEW

The Hospital Evacuation Support Annex is a planning document that augments the hospital's existing Emergency Operations Plan (EOP) and incorporates the fundamental principles of all-hazards emergency management. The annex provides a concept of operations for evacuation functions, staff roles and responsibilities, and provides overall guidelines to enable evacuation regardless of the hazard or incident type.

PROCESS

The hospital forms a cross-functional, multi-disciplinary planning team that can be actively engaged with the DQE Project Manager for the duration of the project. The annex development process leverages a highly-collaborative planning model that is facilitated by DQE through a series of web-based conference calls and utilizes a proprietary planning template that focuses on:

- Preventing or minimizing the loss of life and injuries
- Ensuring patient, visitor and personnel safety
- Maintaining optimal patient care and life support functions during the evacuation process
- Integrating the hospital's preparedness, response, and recovery efforts with those of its community and supporting entities

KEY DELIVERABLES

Hospital Evacuation Support Annex that addresses:

- Mitigation measures, preparedness activities, response actions, and recovery strategies.
- Hospital capabilities to establish response efforts when the environment can no longer support patient care, treatment, and services.
- Strategies for managing the following during a hospital evacuation: communication, resources and assets, safety and security, staff responsibilities, utilities management, and patient clinical and support activities.
- Patient movement requirements and strategies to include transportation planning, interagency coordination, and patient tracking.
- Procedures for:
 - Plan activation and incident management
 - Patient movement and coordination of flow
 - Patient tracking and accountability
 - Evacuation logistics
 - Pharmaceutical management
 - Discharge planning and receiving facility guidelines
 - Communications
 - Safety considerations and personal protective equipment
 - Facility shutdown, recovery, resumption of clinical operations, and repatriation considerations
- HICS modifications to support hospital evacuation processes.