VANDERBILT ❖ UNIVERSITY
MEDICAL CENTER

Vanderbilt Department/Unit Emergency Operations Sub Plan

Directions for Dept/Unit Emergency Operations Sub Plan Requirements

Rationale: The VUMC subplan template is designed to help each department, clinical and non-clinical, create plans, procedures, and goals for staff to help during adverse or emergency situations that may occur at the medical center. The subplan templates are also designed to:

- Retain the critical department/unit specific information
- Assemble the department/unit specific scope of service and staffing information in one core location in the work area
- To ensure all subplan information is placed in one designated location (in the dept/unit Safety/Disaster manual)
- To assist staff understanding and knowledge during adverse or emergency events

To assist with this project, your dept/unit will be provided:

- An Evacuation map for your work area which can be obtained by contacting the Office of Clinical and Research Safety 615-322-2057.
- Guidance and information to assist in completing the required documents; please contact the Department of Emergency Preparedness at 615-343-3189 for questions and needs.

To complete this project:

- You will need to complete the following documents:
  - Subplan Template I
  - Offsite Quick Reference Guide (for offsite locations only; main downtown campus and One Hundred Oaks have hard copy Quick Reference Guides already on the units)
  - SDS (Safety Data Sheets)
- You will then need to enter these documents into Verge for electronic documentation
- For assistance with templates, documents, or entry of documents into Verge please reach out to Emergency Preparedness at 615-343-3189.

Department/Unit: _____

Emergency Operations Sub Plans:

Core Documents (required for each clinic/department/unit)

Section 1: Department/Unit's Staff Call List
- The department call list should be updated frequently to accurately list permanent and temporary staff working in your area. This should also serve as a call tree for communication during an event.

Section 2: Space Utilization
- In this section please look to designate a meeting point in your unit/department area, evacuation locations inside and outside the building, severe weather sites for staff and patients. This section also requires a department/unit floor plan and evacuation route.

Section 3: Department/Unit Scope(s) of Service
- Department scope of service is a written section meant to include information regarding the specific roles of your department, specialty services within the department, any individual practices within the department, what your department covers/is responsible for within the hospitals and clinics, and roles of staff within the department and unit.

Section 4: Staffing Information
- Staffing information can include a position report, staffing template, and can also include staff information based on shifts (day, night, weekend). This will help identify the numbers and availability of staff during events that might require labor pool activation.

Section 5: Department/Unit Specific Information
- This section asks each department/unit to dive into staff roles and responsibilities during an adverse or emergency event. There are potential event examples listed and this section asks us to look at how our staff/unit/department would respond. Your department/unit may/may not have additional sub plans, depending upon the service provided and the unique hazards within the department/unit but this section provides the space to detail how you would respond to house wide events (computer downtime, water failure) or help other units (evacuation, labor pool).

Section 6: Department Succession Plan *
- This section asks each department/unit to list up to six names who would assume decision making responsibilities during an adverse event or emergency. This list should be made with order of succession in mind, primary first, secondary next, and so on.

Section 7: Resources
- The resources section of the plan starts a list of online links and checklist options your department already uses or can use in the future that can be adjusted and changed as needed based on the department/unit.

Reviewed by/Date:

*Sub Plans should be reviewed and updated annually

Review Date	Reviewer	Reviewer Job Position

Section 1: Department/Unit's Staff Call List *

Please include the following information:

- A list of staff names
- Phone Numbers or method to reach each of these staff members in the department
- Consider staff who work on the floors on a regular basis but may not be tied directly to the department (social work, physical therapist, etc.)
- Consider vendor contact information (facilities management, suppliers, vendors, delivery services, supply chain, EVS for unit/floor, etc.)

Please consider including (not required):

- Miles from home department/building/clinic
- This could be helpful for developing a rotation of staff for shifts in an extended emergency event or inclement weather event

- **Example:**

Name	Contact Information	Distance from unit/department/clinic building
Jane Doe	615-000-0000	Less than 20 miles
John Smith	615-000-0001	Outside 30 miles
May Taylor	615-000-0002	Less than 30 miles

Section 2: Space Utilization*

Department/Unit Command Post
- This is the meeting point chosen to discuss department plan of action for event.

- Main Location:

- Alternate Location:

Department/Unit Evacuation sites:

- Horizontal:

- Vertical (if applicable):

- Complete Evacuation (outside building meeting location/s):

- If in a multi-floor unit/building please speak with surrounding units and spaces about your evacuation plan and needs
- If total evacuation of building is required choose evacuation sites on each side of the building, choose staff roles to clear rooms, mark rooms cleared, and do a head count once evacuated

Department/Unit Severe Weather Safe Site(s):
- Please list all potential tornado safe sites
- Include location of extra pillows and blankets on your unit/facility that can be used to protect patients if they are unable to be moved

Section 3: Department/Unit Scope(s) of Service *

Please include information regarding the specific roles of department, specialty services within the department, any individual practices within the department, what your department covers/is responsible for within the hospitals and clinics, and roles of staff within the department and unit.

Section 4: Staffing Information

4A: Department/Unit Position Report *
4B: Department/unit Staffing Template*

Please include the following information:

- Number of staff and individual roles within the department
- Staffing plan

- Example questions to ask about staffing plan:
    o What is the plan for continuing normal operations with limited staff?
    o What is the 'breaking point' for needing additional staff or float pool/labor pool help?
    o What staff roles must be/are required to be in house to continue normal operations?
    o Do you have another unit or facility to transfer patients to, move appointments to, call in staff from for help if applicable? Please make sure to leave contact information for those locations
    o Do we have a staff rotation plan build in for shift work during events? Think about inclement weather events (snow/ice)

Section 5: Department Specific Information

Additional department specific plans to address your department needs and roles in the following potential events you may see at the medical center or at your clinic/unit.

If any of the following events occurs in your department or in your building/surrounding area please consider what your staff roles and responsibilities are including the following functions:
- Staffing plan
- Supply check
- Functions and services impacted
- Recovery strategies
- Relevant policy referrals
- Department responsibility (think in terms of a Mass Casualty Incident, Decontamination Event, or Labor Pool opening)
- Referral department or clinic if not able to remain open or continue work or patient care
- Downtime procedures

Potential adverse or emergency events to have department plans and procedures for:

Fire	Computer	Flood (Internal/External)	Active Shooter
Loss of Power	Mass Casualty	Security Emergency	Loss of Equipment
Missing person	Tornado	Bomb/Bomb Threat	Evacuation
Loss of Space	Earthquake	Inclement Weather	Snow/Ice
Phone Downtime	Chemical	Decontamination	Loss of Water
Loss of Vendor (delivery or pick up of items)	Patient Surge		

Section can be structured as needed and appropriate for your department/unit, see example below:
- Fire Event:
    - o Fire extinguisher/pull station locations:
    - o Staffing plan:
    - o Evacuation Plan:
    - o Staff roles for evacuation:
    - o Staff roles for marking cleared rooms:
    - o Staff roles for head counts:
- Inclement Weather:
    - o Work from home plan:
    - o Staff plan:
    - o Labor Pool requirements or needs:
    - o Staffing numbers needed to function as normal:
    - o Staff role responsible for calling patients/moving appointments:
    - o Plan for supplies if deliveries or pick ups not able to be completed

Section 6: Department Succession Plan*

- List of three-five staff members in order of succession who are designated and trained to effectively assume decision making responsibilities of a leadership role in the event of unavailability of more senior members of the department/unit's leadership team.

Print Names below:

1. _____

2. _____

3. _____

4. _____

5. _____

Section 7: Online Resources

- VUMC Department of Emergency Preparedness website: https://www.vumc.org/emergency
Note: Job Action Sheets, HICS Forms are located on this site
- Office of Clinical and Research Safety website: https://www.vumc.org/safety
- Safety Data Sheet (SDS) website: https://www.vumc.org/safety/sds
- Policy Tech: https://vanderbilt.policytech.com/

- Community Resources and Checklists:
    o Public Spaces Safety: https://www.ready.gov/public-spaces
    o Active Shooter: https://www.ready.gov/sites/default/files/2020-03/active-shooter_information-sheet.pdf
    o Make a Plan: https://www.ready.gov/plan
    o Winter Weather: https://www.ready.gov/winter-weather?gclid=Cj0KCQjwgtWDBhDZARIsADEKwgN2UBKgAo2lzFm538eHz04gOfZs-MStEARn0iC0UAzAxqGACZegtGkaAvIbEALw_wcB
    o Emergency Supply Kit: https://www.ready.gov/kit
    o Ready Responder Tool Kit: https://www.ready.gov/sites/default/files/documents/files/RRToolkit.pdf
    o Red Cross Tornado Safety: https://www.redcross.org/content/dam/redcross/atg/PDF_s/Preparedness__Disaster_Recovery/Disaster_Preparedness/Tornado/Tornado.pdf
    o Ready.gov Tornado Safety: https://community.fema.gov/ProtectiveActions/s/article/Tornado
    o Winter Storm Information: https://www.ready.gov/sites/default/files/2020-11/winter-storm_information-sheet.pdf