

Hurricane Response Plan

2019

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This plan can be found on the intranet, [PULSE/sites/Emergency Preparedness/Management](#).

I. INTRODUCTION

Purpose

The purpose of this Hurricane Response Plan is to provide information necessary for an effective and safe response to hurricanes that could potentially affect Sarasota Memorial Health Care System (SMHCS). The occurrence of a hurricane could result in damage to facilities from water and wind, utility failures, personal injury, and other incidents that vary in severity from minimal to catastrophic depending on the intensity of the hurricane. SMHCS Public Safety Department will monitor National and Regional Weather Services' bulletins on current weather conditions and forecasts, while also maintaining communication with Sarasota County's Emergency Operations Center. Emergency actions will be appropriately escalated, as conditions warrant. The intent of this plan is to give SMHCS personnel advance warning and to allow the staff adequate time to prepare in the event of a hurricane. Hurricanes occur primarily during a distinct season that runs from June 1 to November 30. *Please also review SMHCS Emergency Operations Plan (EOP).*

The concepts and procedures specified by this Hurricane Response Plan are directed at obtaining the following goals:

1. Reducing the vulnerability of all SMHCS owned facilities from the loss of life, injury, or damage and loss of property resulting from a tropical storm while maintaining the highest level of patient care;
2. Preparing for prompt and efficient response and recovery activities to preserve lives and protect the health, safety, and well-being of citizens of Sarasota County affected by the event;
3. Recovering from related emergencies by providing for the rapid and orderly implementation of restoration and rehabilitation programs for SMHCS facilities, departments, personnel and properly affected;
4. Assisting in anticipation, recognition, prevention, and mitigation of emergencies that may be caused or aggravated by inadequate planning for, and inadequate regulation of, SMHCS and the community it serves.

Plan Maintenance

The SMHCS Emergency Management Sub-Committee will review this Hurricane Response Plan annually. It will be revised periodically in accordance with guidelines set forth by Florida's Agency for Health Care Administration (AHCA), the Joint Commission (JC), and the Sarasota County Office of Emergency Management.

II. ACRONYMS

This list is not designed to be an authoritative source nor is it designed to be all-inclusive. This listing is merely a reference.

AAR	After Action Report
AHCA	Agency for Health Care Administration
AIC	Administrator in Charge
BBP	Blackburn Point
DAT	Damage Assessment Teams
DMAT	Disaster Medical Assistance Team
DOH	Florida Department of Health
EAP	Employee Assistance Program
ED	Emergency Department (also: ECC)
EHS	Extremely Hazardous Substance
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESATCOM	Emergency Satellite Communications System
ESF	Emergency Support Function
FAC	Florida Administrative Code
FDLE	Florida Department of Law Enforcement
FRC	Family Reception Center
FEMA	Federal Emergency Management Agency
HICS	Hospital Incident Command System
HSEEP	Homeland Security Exercise and EVALUATION Program
HVA	Hazard Vulnerability Analysis
IAP	Incident Action Plan
ICC	Incident Command Center
ICS	Incident Command System
IFAM	Institute for Advanced Medicine
JAS	Job Action Sheet
JC	Joint Commission MAA Mutual Aid Agreement
MOA/MOU	Memorandum of Agreement/Memorandum of Understanding
NIMS	National Incident Management System
PIO	Public Information Officer
MDP	Medically-Dependent Person
RRT	Rapid Response Teams
RecT	Recovery B Team
ResT	Response A Team
SCOEM	Sarasota County Office of Emergency Management
SOP	Standard Operating Procedures
UPF	University Parkway Facilities

III. DEFINITIONS

All Clear

State of emergency has been lifted, Disaster is finished; discontinue disaster plan activities and/or assignments. Return to normal operating procedures.

Disaster

A natural or man-made event or incident that significantly disrupts the environment of care, possibly resulting in damage to the hospital's building(s) and grounds due to severe natural events. A disaster is also an event that disrupts care and treatment, such as loss of utilities (power, water, telephone, etc.) due to natural or man-made events within the institution or in the surrounding community.

Emergency

A natural or man-made event that suddenly or significantly:

- Disrupts the environment of care
- Disrupts care and treatment of patients
- Changes or increases demand for organizational services

Emergency Operations Center (EOC)

A multi-agency coordination center that provides support and coordination to the on-scene responders.

External Disaster

An incident that occurs beyond the immediate boundaries of the hospital. Such an event can result in the sudden arrival of a large number of casualties, including contaminated or contagious victims, and a disproportionate amount of hospital staff to care for the incoming patients or victims. Usually such an event changes or increases the demands for organizational services and resources. Such incidents include: nuclear, biological, or chemical attack, or natural disasters.

Hospital Incident Command System (HICS)

HICS is a group of ICS tools developed in California and freely available online for examples. It is the most common model used in healthcare. The HICS is not a complete system, but is a model taken from a number of Southern California hospitals in and around Orange County, CA. HICS is the basic model, with NFPA 99, for the plans described herein, but should be modified to fit the needs of those emergencies facing the facility.

HICS is an organizational structure created to implement response procedures which fit within a hospital's emergency operations plan. The total hospital plan includes policies, procedures, an organizational chart and specific duties, incident command system positions, and/or job action sheets. The SMHCS ICS commits all departments and/or units to provide the service and assistance for which they are best trained and most experienced.

Incident

An event that occurs that may lead to an emergency condition.

Incident Action Plan (IAP)

An oral or written plan that reflects the overall strategy for managing an incident within a prescribed timeframe (or operational period). An IAP includes the identification of operational resources and assignments and may include attachments that provide additional direction. At the simplest level, all IAP's must have four elements: **1) What we want to do and how are we going to do it? 2) Who is responsible for doing it? 3) How do we communicate with each other? 4) What is the procedure if incident personnel are injured or something goes wrong?** See HICS – Form 200

Incident Commander

Person designated by the institution's CEO (Agency Executive) to manage the organizations day-to-day administration along with independent activities related to the emergency/incident. The Incident Commander has overall responsibility for managing the incident by objectives, planning strategies, and implementing tactics while periodically communicating the incident status to the Agency Executive.

Incident Command Center

The location from which the Incident Commander oversees all incident operations, where information is collected and used by the Incident Commander and command center staff. The ICC is the center of communications, requests and directions for departments, emergency response staff, and command center staff, with adequate space available for all related activities. The ICC can be a predetermined location, or may be moved where ever necessary to provide ongoing control of activity. The ICC is generally not situation near the emergency areas such as the Emergency Department. And usually positioned outside of the present and potential hazard zone but close enough to the incident to maintain command. The SMHCS Main Campus ICC is located in the Service Building, 3rd Floor – THRN Rm.

Incident Command System (ICS)

An "all hazards" management system well proven for management of various types of disaster and emergency incidents. It is designed to be scalable (useable for small and large incidents) and consistent across all kinds of emergencies and all kinds of emergency operations and organizations responding to emergencies.

It features consistent job titles for key positions so communications from agency to agency and agency to hospital can be made because everyone knows the job titles and functions. **It also features Job Action Sheets (JAS) that provide guidance and training for persons who have a responsibility.** It is intended to be implemented with the staff at hand (regardless of shift) until more senior or appropriate personnel become available, while also providing a structure for documentation of both the current status during the emergency, and documentation of activity after the event.

Incident Command System Position

A position within the Hospital Incident Command System's (HICS) organizational chart. Positions have a designated position-holder or champion identified and a listing of alternates, leaders and/or teams whom are capable of assuming the prescribed duties on the JAS.

Internal Disaster

An event that occurs within the hospital disrupting normal operations, which could also result in the need for extra hospital personnel to care for patients, or even possible evacuation. Such incidents include: bomb threats, fire, hazardous spills, hostage situation, infant/child abduction, flooding, and utility failure.

Medically-Dependent Person – Shelter Assistance

Many individuals in our community require special assistance when they're evacuated, but not at the acute care level provided in hospitals. Medically-Dependent Person includes those requiring around-the-clock healthcare maintenance or medical equipment that requires continuous electrical power. Residents with special needs must register with the Sarasota County Office of Emergency Management prior to hurricane season every year. When a hurricane is approaching, emergency officials will open medically-dependent shelters throughout the county. Sarasota Memorial Health Care System works with Sarasota County Health Department a medical-dependent shelter has been designated at our facility. Registration is still handled with the Sarasota County Office of Emergency Management. **To register, please call (941) 861-5000.**

Pre-Team

Non-clinical employees assigned to the Labor Pool to assist with MDP intake procedures preparation for a hurricane. Assignments include registration, transport, meal delivery, etc. Pre-Team Labor Pool members go home prior to lockdown of the facility and arrive same as Response A Team members. In-take area for MDP is hospital's main entrance area (CYT, level 1).

Response A Team

Those staff members that have been identified and designated, according to position, by their department heads as pertinent to the continued performance of their department and/or the institution during an emergency. Department heads are required to provide advanced notification and/or an emergency work schedule (and document) to each "Response" employee on an annual basis. If the employee is unable to report to work during a declared emergency period, he/she must contact his/her direct supervisor to inform them of their situation as soon as possible.

Recovery B Team

Those staff members that are not immediately required to provide an immediate service at the onset of the emergency period; however, they may be upgraded to "Response Team" depending on organizational needs. Under emergency conditions or severe weather, or when a State of Local Emergency (SLE) has been declared, "Recovery Team" will adhere to the guidelines associated with the job category assigned to them at the time of the emergency conditions or severe weather event.

Physician Team

Physicians have plans in place and reside within the Med Staff Office.

Tropical Disturbance

A tropical disturbance is a cluster of thunderstorms poorly organized.

Tropical Depression

A Tropical depression is a cluster of storms organized around a central circulation with surface wind speeds of 38 mph (miles per hour) or less.

Tropical Storm

A tropical storm is a cluster of smaller storms with substantial circular rotation and sustained surface winds of 39-73 mph.

Hurricane

A hurricane is a large tropical storm with winds of 74 mph or greater, moving counterclockwise. In addition to intense winds, hurricanes are accompanied by heavy rains, flooding along the coast, flooding inland and tornadoes.

The Saffir-Simpson Hurricane Wind Scale is a 1 to 5 rating based on a hurricane's sustained wind speed. This scale estimates potential property damage. Hurricanes reaching Category 3 and higher are considered major hurricanes because of their potential for significant loss of life and damage. Category 1 and 2 storms are still dangerous, however, and require preventative measures.

Category	Sustained Winds	Types of Damage Due to Hurricane Winds
1	74-95 mph 64-82 kt 119-153 km/h	Very dangerous winds will produce some damage: Well-constructed frame homes could have damage to roof, shingles, vinyl siding and gutters. Large branches of trees will snap and shallowly rooted trees may be toppled. Extensive damage to power lines and poles likely will result in power outages that could last a few to several days.
2	96-110 mph 83-95 kt 154-177 km/h	Extremely dangerous winds will cause extensive damage: Well-constructed frame homes could sustain major roof and siding damage. Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss is expected with outages that could last from several days to weeks.
3 (major)	111-129 mph 96-112 kt 178-208 km/h	Devastating damage will occur: Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to weeks after the storm passes.
4 (major)	130-156 mph 113-136 kt 209-251 km/h	Catastrophic damage will occur: Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Most trees will be snapped or uprooted and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last weeks to possibly months. Most of the area will be uninhabitable for weeks or months.
5 (major)	157 mph or higher 137 kt or higher 252 km/h or higher	Catastrophic damage will occur: A high percentage of framed homes will be destroyed, with total roof failure and wall collapse. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Most of the area will be uninhabitable for weeks or months.

Warnings and Watches

The National and Regional Weather Service issues the following types of warnings and watches associated with tropical storms:

Tropical Storm Watch

A tropical storm watch is issued when tropical storm conditions, including winds from 39 to 73 mph, pose a possible threat to a specified coastal area within 36 to 48 hours.

Tropical Storm Warning

A tropical storm warning is issued when tropical storm conditions, including winds from 39 to 73 mph, are expected in a specified coastal area within 36 hours or less.

Hurricane Watch

A hurricane watch is issued for a specified coastal area for which a hurricane or a hurricane-related hazard is a possible threat within 36 to 48 hours.

Hurricane Warning

A hurricane warning is issued when a hurricane with sustained winds of 74 mph or higher is expected in a specified coastal area in 36 hours or less.

Inland Tropical Storm Wind Watch

An inland tropical storm wind watch is issued for inland counties that sustained winds of 39 to 73 mph associated with a tropical storm are anticipated beyond the coastal areas though the actual occurrence, timing and location are still uncertain.

Inland Tropical Storm Wind Warning

An inland tropical storm wind warning is issued for inland counties that sustained winds of 39 to 73 mph associated with a tropical storm are anticipated beyond the coastal areas within 6 to 12 hours.

Inland Hurricane Wind Watch

An inland hurricane wind watch is issued for inland counties that sustained winds of 74 mph or greater associated with a hurricane are anticipated beyond the coastal areas though the actual occurrence, timing and location are still uncertain.

Inland Hurricane Wind Warning

An inland hurricane wind warning is issued for inland counties that sustained winds of 74 mph or greater associated with a hurricane are anticipated beyond the coastal areas within 6 to 12 hours.

Tornado Watch

A tornado watch is issued to alert the public that conditions are favorable for the development of tornadoes in and close to the watch area. These watches are issued with information concerning the watch area and the length of time they are in effect.

Tornado Warning

A tornado warning warns the public that a tornado has been sighted. These warnings are issued with information concerning where the tornado is presently located and which communities are in the anticipated path of the tornado.

Flash Flood Watch

A flash flood watch means a flash flood is possible in the area and everyone should stay alert.

Flash Flood Warning

A flash flood warning means a flash flood is imminent and everyone in the area should take immediate action.

IV. SCOPE AND PLANNING ASSUMPTIONS

Scope of the Hurricane Response Plan

- The Hurricane Response Plan establishes fundamental procedures, program strategies and assumptions.
- The Hurricane Response Plan establishes a concept of operations spanning the direction and control of the disaster from an initial monitoring through post-disaster response, recovery and mitigation.
- The Emergency Operations Plan (EOP) defines intra-hospital coordination, inter-hospital, and governmental coordination mechanisms to help facilitate delivery of immediate assistance.
- The EOP assigns specific functional responsibilities to appropriate departments, as well as outlines methods to coordinate with other area hospital, the Sarasota County government, the region, and volunteer organizations.
- The EOP identifies actions that SMHCS, county and city response and recovery organizations will take, in coordination with private, volunteer, state, and federal counterparts, regardless of the magnitude of the disaster.
- The EOP is designed to coordinate SMHCS's communications, resources and assets, safety and security, staff responsibilities, utilities, and patient clinical and support activities during any emergency.
- The Emergency Operations and Hurricane Response Plans serve all SMHCS facilities.

Planning Assumptions

- The State of Florida is vulnerable to natural disasters and the possibility exists that an emergency may occur at any time.
- SMHCS, as a public healthcare institution, has developed the capability to execute this plan to save lives, mitigate suffering, minimize the loss of property and recover from the effects of a tropical storm.
- The necessary Mutual Aid Agreements (MAA), Memorandum of Agreements (MOA) and/or Memorandum of Understanding (MOU) have been negotiated with other hospitals, county and state government and private organizations by the SMHCS and by organizations that have functional roles. For a list of the agreements see the EOP, page III-4.
- Elements of the County and State governmental have certain expertise and resources available that may be utilized in relieving emergency or disaster-related problems that are beyond the capability of SMHCS. Sarasota County support capabilities and access arrangements for both County and county-coordinated State assistance are described in the current Sarasota County EOP.
- When a tropical storm threatens SMHCS and Sarasota County, applicable provisions of this response plan will be applied, the Incident Command Center (ICC) will be activated at all affected SMHCS facilities, and a State Local Emergency declared as appropriate to the severity of the situation.

- SMHCS – Main Campus average planned capacity during a hurricane is approximately 2000 people – approximately 700 patients, 1,000 employees, and 200 others.
- SMHCS – Ambulatory Sites may close during a hurricane.
- Departments close to elective procedures and will be delineated by senior leadership or the Incident Command Center.
- Should SMHCS’s resources be inadequate to cope with a tropical storm/hurricane, county, state and federal assistance may be available through the Sarasota County Office of Emergency Management in accordance with the county-wide Mutual Aid Agreement.
- Local jurisdictions have adopted emergency management plans that address activities that support the response to a tropical storm.
- This plan assumes that a public health emergency is anticipated or has been declared, when the emergency is the result of a natural disaster.
- The response will be managed according to the SMHCS Hospital Incident Command System (HICS) and/or National Incident Management System (NIMS) protocols.

V. HAZARD ANALYSIS

The primary goal of the SMHCS Emergency Management Department is to ensure that the entire health system is prepared to respond and recover from the many consequences that are generated by the hazards that could potentially impact all SMHCS facilities and Sarasota County. The following provides details on SMHCS potential hazard consideration, geographic characteristics and support facilities for tropical storms.

Hurricanes and Tropical Storms

Hurricanes and tropical storms are the biggest natural threat to SMHCS and the county's population. Sarasota County has coastline that fronts the Gulf of Mexico and the Myakka River that runs through the county. Sarasota County is embedded with canals and waterways. The large number of waterways and the general low elevation of the county exacerbate the vulnerability of Sarasota County's 350,000 residents to the dangers of tropical storms and hurricanes.

Due to older model houses, which were built prior to 1970, Sarasota County could also expect immense wind damage from hurricanes and tropical storms. These houses were built during a time when building codes were less stringent, and builders did not know the vulnerabilities of their houses to tropical storms and hurricanes. Mobile homes can expect to suffer immense damage in tropical storm and hurricane conditions as well, due to the fact that they are not anchored, nor designed for such wind events.

Hurricanes and tropical activity could affect the entire county. Other elements of hurricanes, including torrential rainfalls and high winds could also devastate the county.

As demonstrated in past events, heavy rains can cause massive flooding to its facilities located on the main campus and lack of shuttering on some of the off-campus sites leave these facilities vulnerable to wind damage. Power-plant operations, during and after events, are taxed to provide enough power to supply the critical areas of the main campus. In large events, issues of supplies, food and fuel logistics become critical. Gasoline, for mission critical personnel to travel to and from the workplace, has also proven to be a potential problem.

The possible consequences for SMHCS are as follows:

- Large scale evacuations
- Road congestion
- Sheltering (pre and post-event)
- Infrastructure damage/loss (sewer, water, electric, roads, debris, communications, etc.)
- Damage/loss of financial institutions
- Damage/loss to service industry
- Property loss
- Long-term economic impacts
- Overwhelmed public services (fire, EMS, law enforcement)
- Economic and social disruption
- Widespread psychological impacts (counseling needs)
- Increased patient census
- Staffing of the facilities and Medically-Dependent Shelters (MDP)

Tornadoes

The wind damage to structures during tropical storms can be caused by tornadoes. The effects of these tornadoes can be extremely damaging. Many tornadoes and waterspouts have been sighted in Sarasota County with only a few causing significant damage. The high and spiraling winds from a tornado or a waterspout can lead to high amounts of property damage, injuries, and fatalities. Exposure to these events during a tropical storm is high.

The possible consequences for SMHCS are as follows:

- Property damage/loss; Mass casualty; Mass fatality; Sheltering; Infrastructure damage/loss; Debris; Search and rescue; Disposal of deceased.

Flooding

The primary sources of flooding for SMHCS and Sarasota County are hurricanes, tropical storms, or thunderstorms that generally occur from May to October, which is the rainy season for Florida. Sarasota County has a web of different waterways, including canals, rivers, creeks, and streams, which run through the county.

Zone	Color	Description	Wind Velocity	Storm Surge Expected
A	Red	Evacuate red areas and all manufactured home residents	74 to 95 mph.	To 7 ft.
B	Orange	Evacuate red and orange areas and all manufactured home residents	96 to 110 mph.	To 15 ft.
C	Yellow	Evacuate red, orange, and yellow areas and all manufactured home residents	111 to 130 mph.	To 26 ft.
D	Green	Evacuate red, orange, yellow, and green areas, and all manufactured home residents	131 to 155 mph.	To 33 ft.
E	Purple	Evacuate red, orange, yellow, green and purple areas, and all manufactured home residents	156+ mph.	To 35 ft.

Help is here

Sarasota County Emergency Management is ready to help if you have questions about the information in this guide or when a hurricane affects our area. If you will need assistance or transportation during an evacuation because of age, disability or other special needs, register with us now. All information you give is confidential and protected under Florida statute. For any questions or information pertaining to emergency preparedness, contact Sarasota County Government's Call Center at 941-861-5000.

The possible consequences for SMHCS are as follows:

- Large-scale power outages; Infrastructure damage (road/culvert washout, sewer infiltration, etc.); Erosion; Fires; medically-dependent sheltering; Disposal of deceased; Evacuation of work areas; Contamination of water supply; Property Damage; Economic Loss; Debris; Mold.

VI. CONCEPT OF OPERATIONS AND RESPONSE

When a hurricane or other disaster occurs, time for preparation may be limited; therefore, each division/department should prepare business continuity or contingency plans way in advance to address back-up of data, loss of resources, etc. Each division/department of SMHCS has additional needs and requirements unique to their operations, which must be carried out in the event of a hurricane threat. These divisions and/or departments have detailed their specific requirements in their area-specific department emergency procedures which should coincide with the SMHCS Hurricane Response Plan.

This section of the SMHCS Hurricane Response Plan describes methods used for managing emergency activities during mitigation, response and recovery from a tropical storm. The major elements of this section include various planning phases during a hurricane including, but not limited to: pre-planning, notification and warning, direction and control, initial and continuing actions necessary for response, recovery, and mitigation efforts. The SMHCS response to hurricanes is initially directed by the Chief Operating Officer and/or designee, and is based on the actions and support of the following groups of personnel:

- Emergency Management
- Public Safety
- Facilities Management
- Emergency Management Sub-Committee
- Environment of Care Committee
- Family Reception Center (FRC)
- Hospital Incident Command System (HICS)
- Response and Recovery Teams
- Sheltering/Labor Pool Coordinator(s)

SMHCS Staff Activation (Response/Recovery Teams) (Declaration of “Emergency Periods”)

1. Depending on directives received from Sarasota County Office of Emergency Management, the time period of an emergency will be declared and defined by the President/CEO of SMCHS based upon guidance and information provided by the Incident Command Center.
2. Activation of the HICS ensures that patient care departments of the hospital are staffed at the appropriate levels to support its clinical operations. This same incident command system also strives to ensure that the “A Team (Response)” non-clinical departments are staffed to the levels necessary to support the clinical areas while they strive to still provide an optimum level of care during emergency activation. Persons whose workplace is considered non-essential to clinical operations will be assigned to the Labor Pool and will become “B Team (Recovery)” to be used at the discretion of the pool’s manager(s) during an emergency period. **A Team (Response) and B Team (Recovery) are registered by their manager in MyTime. - Note to All Department Directors/Managers: ensure your area is updated on a regular basis (new hire, upon termination, and those that transfer into or out of your area).**
3. A Public Service announcement will be prepared by the Public Information Officer for the purpose of informing SMHCS employees and avoiding confusion that might exist with instructions for other Sarasota County personnel.
4. Staffing may change as the incident progresses. The Labor Pool & Credentialing Unit Leader under the direction of the Support Branch Director, at the request of the Operations Section Chief, phase in the

“emergency pay” at the beginning of an “Emergency Period” see Policy 00.PER.07 Employee Compensation during Declared Emergency Conditions. The Labor Pool is located in Courtyard Tower, first floor next to the hospital’s Main Entrance.

5. Department Directors have the responsibility for scheduling adequate staffing for before/during and after a hurricane. Employees expected to report to work before/during and after the hurricane will be advised by their supervisor; they are also expected to call the **Employee Hotline (941) 917-8799** periodically, during the established emergency period for updated staffing information. **For up-to-date storm information you may view television, newspaper or listen to local radio.**

NOTE: The Hotline and website is not intended to replace communication with your supervisor so you *must* stay in contact with him/her regarding your responsibilities and/or per your department plan.

6. Members assigned to a HICS Job Action Sheet should contact who they report to for briefing.
7. During full activation of the ICC, in the event of a hurricane disaster, individuals, departments and designated off-site facilities, not directly affected by weather conditions, will be expected to conduct business as usual.
8. Department personnel should follow their area-specific Hurricane Response or Emergency Operations Plans and continue to provide support as needed or requested by administrative, ICC and emergency management response personnel.

Mitigation, Preparedness, Response and Recovery Strategies

Accrediting agencies (Joint Commission) Emergency Management Standard requires that accredited healthcare organizations/systems identify specific procedures for mitigation, preparedness, response and recovery strategies when responding to an emergency. The following provides a list of some of the actions to be taken during the notification of a hurricane-related emergency; it is to be used as a guide and depends on the severity and intensity of an approaching hurricane.

A. Preparation and Mitigation (Before a Tropical Storm or Hurricane)

1. SMHCS will participate in hurricane planning sessions and table-top exercises, scheduled at the beginning of Hurricane Season by the Sarasota County Office of Emergency Management.
2. The SMHCS Hurricane Response Plan will be reviewed annually by the Emergency Management Sub-Committee and revised as needed and forwarded to EOC Oversight for same process.
3. The Senior Vice President of Medical Affairs and/or Medical Chief of Staff will review the SMHCS Hurricane Response Plan and the physicians’ responsibilities with the physicians.
4. Department Directors will update telephone lists and verify members of their Response Team and Recovery Team, ensuring the updates are recorded in MyTime.
5. Integrated Case Management (ICM) / Medically-Dependent Person (MDP) Coordinator will establish/maintain access to Sarasota County’s web-based system and remain abreast of the registered adult and pediatric clients/evacuees. Sarasota Memorial Hospital has agreed to, upon notification, activate its MDP Shelter Plan for a maximum of 50 boarders/clients through a Memorandum of Understanding entered into with Sarasota County.
6. SMHCS special hurricane supply lists will be developed by Department Directors and sent to Supply Chain by March 31st of each year after receiving approval from respective Vice Presidents; orders will be placed in advance for the necessary supplies to be reserved.

7. Every department will be required to develop and update its own emergency and/or hurricane response plan, team assignment, and succession plan and provide copies to its respective Vice President by May 15th of each year. In addition, a “Staffing Needs List” should also be created and maintained to indicate the number of volunteer personnel required and the functions to be performed in assisting in the maintenance of operations during the declared emergency period.
8. Department Directors will appoint an alternate who will be responsible in their absence.
9. Accommodations including sleeping quarters and showers will be determined by ICC.
10. The ICM/MDP Coordinator will arrange for the ordering of supplies and equipment necessary to open.
11. The MDP Coordinator will activate MDP policy and communicate staffing needs based on anticipated number of evacuees per the Sarasota County database.
12. Consider emergency water supply, e.g. LeeSar or collapsible bladder storage.

B. Response Phase I (Tropical Storm/Hurricane Alert)

*Either tropical storm force winds (39 to 73 mph) or a hurricane (74 mph or greater) has entered the Caribbean or Gulf of Mexico and is a minimum of 72 to 48 hours **or** 1250 miles away from Southwest Florida.*

1. Senior management will evaluate current and forecasted tropical storm/hurricane conditions/path.
2. Department Directors will review their department-specific hurricane plans with their staff.
3. Department Directors will review their telephone call lists and verify for accuracy.
4. Labor Pool Unit Leader/Coordinator(s) will verify the call list for the Labor Pool personnel.
5. Department Directors will verify equipment, supplies, and readiness.
6. Department Directors will contact Supply Chain and/or vendors regarding pending weather conditions and outside supplies needed.
7. Department Directors will ensure that staff is aware of the location of emergency phones and power failure phone numbers and that staff know how to operate phones.
8. Department Directors will work with Information Technology (IT) to arrange for the backing up of computers.
9. Department personnel shall make plans for possible extended duties.
10. Facilities Mgmt will top off hospital oxygen and top off fuel for generators.
11. Facilities Mgmt will provide a list (by building) of all showers available for employee use, to the Operations Section Chief and Infrastructure Branch Director in the ICC, if needed.
12. Public Safety will ensure that all SMHCS transportation vehicles are fully fueled.
13. Emergency Mgmt Ops/Trainer will contact Ham Radio Operators to plan for the set up/activation of equipment if or when needed.
14. Upon notification from Sarasota County’s OEM (generally when the storm is approximately 48 hours away), the MDP Shelter(s) will be opened and staffed.
15. Emergency Management personnel will begin to monitor national and local weather service bulletins and websites for weather conditions and forecasts while also maintaining communications with SCOEM/ESF-8.
16. Administration personnel will arrange for the preparation of the Incident Command Center and ensure that they are equipped with necessary supplies;
17. Any department with radios are responsible to ensure they are fully charged.

Special Assignment Group(s): Medical Staff, Medically-Dependent Shelter and Labor Pool personnel:

1. Senior management will evaluate current and forecasted hurricane conditions/path.
2. Medical Staff Liaison and MDP Coordinator will review hurricane plans with their staff.
3. Medical Staff Liaison and MDP Coordinator will review/verify/update staffing contact numbers for call lists.
4. Labor Pool Unit Leader/Coordinator(s) will verify the call list for the Labor Pool personnel.

5. MDP Shelter is located in the Main Campus Old Board Room/Auditorium, Waldemere Tower, level 1.
6. Pre Teams will be released from duty as close to 24 hours prior to a hurricane as possible, to take care of personal needs and return to their respective institutions prior to the hurricane affecting the county.

C. Response Phase II (Hurricane Watch)

Hurricane conditions are possible within 48 to 36 hours or 750 miles away from Southwest Florida. A hurricane watch for the Southwest Florida area poses a substantial risk to Sarasota County while the path is still unpredictable.

1. The Chief Operating Officer or designee will arrange for the Administration Briefing.
2. Department Directors will call/inform employees who are to work during the hurricane and instruct them to prepare to report to work when the National Hurricane Center issues a Hurricane Warning for Sarasota County. These employees are also required to call the Employee Information Hotline (941) 917-8799 which is activated at the onset of the emergency period and provided with specific reporting instructions.
3. The Chief Medical Operations Officer or designee shall insure that all necessary medical staff is present at the hospital during the hurricane period, beginning with the Hurricane Watch if possible.
4. Response (A) Team personnel will be notified regarding reporting schedules by respective Department Directors (and/or the Mass Notification System/ReGroup).
5. Department Directors will instruct employees on their Response (A) Team(s) to **wear their employee I.D.** badge and bring change of clothes, pillow, blanket, towel/toiletries, snacks, and medications, etc.
6. Hospital personnel who are on the Response (A) Team(s) will be released from duty prior to lockdown to a hurricane as possible, to take care of personal needs and return to their respective institutions prior to the hurricane affecting the county.
7. Department Directors will implement rest/work rotation schedules.
8. Facilities Mgmt will arrange for the entire physical plant to be secured.(i.e., hurricane shutters and sand bags, etc.). This activity will commence at a time appropriate to allow completion of the task.
9. Loose items: garbage receptacles, chairs, tables, plants, urns, newspaper stands, etc. will be removed from outside of buildings by Facilities Mgmt or through Labor Pool participants. This activity will commence at a time appropriate to allow completion of the task before the storm reaches Hurricane Warning status.
10. Food & Nutrition Services will order and stock adequate supplies of food and drinking water.
11. Directors of Nursing and Physician Staff will identify possible patients for discharge based on information received from the patient care units.
12. A weather alert and message will be sent out electronically (via social media, Outlook) by Public Information Officer to all of SMHCS, giving status updates.
13. The media will be updated on SMHCS status by its Public Information Officer (Public Relations).
14. The **SMHCS Employee Information Hotline (941) 917-8799** will be activated by Public Relations.
15. The Incident Command Center will open and telephone lines will be manned by assigned staff. HICS Section Chiefs will coordinate and review schedules to ensure that adequate relief will be available during all response phases of the emergency period.
16. Facilities Mgmt and Public Safety will begin monitoring areas for possible damage from debris and hazardous spills, exposures and/or conditions.
17. Emergency Management will continue monitoring national and local weather service bulletins and websites for weather conditions and forecasts while also maintaining communications with Sarasota County OEM.

Special Assignment Group(s): Medical Staff, Special Needs Shelter and Labor Pool personnel:

1. Labor Pool Unit Leader/Coordinator(s) will use the Mass notification System/ReGroup to deliver an appropriate message to Labor Pool personnel.
2. Employee Hotline is updated as needed by Public Relations.
3. Leaders prepare/provide “Just in Time” training for assigned staff.
4. Leaders provide hourly census to Labor Pool until lock-down occurs.
5. MDP/Labor Pool coordinators brief the Operations Section Chief (clinical).
6. Leaders maintain communication with ICC as needed for supplies, equipment, staffing and evacuee concerns.

D. Response Phase III (Hurricane Warning)

Hurricane conditions are possible for Southwest Florida within 36 hours or less. A hurricane warning can remain in effect when dangerously high water or a combination of dangerously high water and exceptionally high waves continue, even though winds may be less than hurricane force (64 knots or 74 mph).

1. President/CEO of SMHCS will declare and define the emergency period.
2. The Chief Operating Officer, or designee, will inform Management Council of Hurricane Warning status.
3. Emergency Management will continue monitoring national and local weather service bulletins websites for weather conditions and forecasts while also maintaining communications with SCOEM/ESF8.
4. The Senior Vice President of Medical Affairs and/or Medical Chief of Staff shall insure that all necessary medical staff is present at the hospital during the hurricane period.
5. Elective surgeries, diagnostics and other procedures will be cancelled per Chief Medical Officer (CMO) and Chief Operating Officer (COO).
6. Patients who can be discharged will be discharged.
7. A weather alert and message will be sent out electronically (, Intranet, Outlook) by Public Information Officer to all employees, giving status update.
8. ICC will be fully activated/staffed by assigned ICC command and general staff according to the HICS organizational chart. HICS Section Chiefs will coordinate and review schedules to ensure that adequate relief will be available during all response phases of the emergency period.
9. All departments should secure their areas, according to their specific plans (i.e., disconnect unessential electronic devices, remove cords/power-strips from floors, and if possible, remove furniture and equipment away from unshuttered windows).
10. Department Directors/Nurse Managers will advise outpatients and visitors of the current weather conditions and prepare to send them home.
11. Employees who serve as members assigned to the Response (A) Team, including Labor Pool personnel, will report to work according to special assignments and schedules. Departments needing personnel from the Labor Pool should confirm their requirements with the Support Branch Director and/or Logistics Section Chief in the ICC.
12. Gates/arms to parking garages and lots will be lifted.
13. Supply Chain will arrange for special pre-ordered supplies to be delivered to the Logistics Loading Dock within eight hours after the hurricane warning is issued.
14. Supply Chain will arrange for the distribution of pre-ordered special supplies, intended for use after a hurricane. Therefore, unless needed prior to this, these supplies will not be used or integrated into other supplies. If a hurricane does not hit, the Department Director will determine if supplies will be returned or kept.
15. The media will be updated by SMHCS PIO.
16. Ham Radio Operators will be notified/contacted to report to the pre-designated locations as needed by the Emergency Mgmt Ops/Trainer or designee.
17. Linen Services will arrange for the ordering and distribution of additional linen for patient care according to their Emergency Disaster Contingency Plan.

18. The Communications Unit Leader and/or Service Branch Director (from the Logistics Section) will distribute emergency mobile phones and radios to mission critical personnel, satellite phones to pre-assigned officials, and maintain roster(s), while also ensuring that all phones are working properly when distributed.
19. Facilities Mgmt and/or Public Safety will continue monitoring all areas for possible damage from debris and hazardous spills, exposures and/or conditions.
20. Employees are to be familiar with and follow specific actions as listed in their individual division/department specific hurricane preparation and response plans.
21. Access into hospital and off-site facilities will be limited.
22. SMHCS Main Campus will provide space for the Sarasota County's "Tactical First-In Team (TFIT); they will be responsible for bringing their own supplies/food.

E. Response Phase IV (During Hurricane)

Hurricane force winds (74 mph or higher) are present in Southwest Florida and pose a great threat to Sarasota County.

1. All ICC will remain fully activated and operational.
2. Response activities, as directed by ICC, will remain continuous.
3. Open lines of communication, between Incident Command personnel and departments and off-sites facilities will continue.
4. Elective surgeries, diagnostics and other procedures will be cancelled per Chief Medical Officer (CMO) and Chief Operating Officer (COO).
5. Main Campus staff will monitor patient care areas closely to ensure that patients are removed from any immediate danger caused by high winds or water.
6. Managers/supervisors will notify employees of impending disaster and initiate specific actions within departmental plan.
7. A weather alert and message will be sent out electronically (Intranet, Outlook) by Public Information Officer to all SMHCS personnel, giving status update.
8. Employees will monitor the Employee Information Hotline.
9. Main Campus will activate a protective lockdown mode (to be initiated by Public Safety and supported by Facilities Mgmt and/or other available staff). Access into hospitals and off-site facilities will be restricted.
- 10. Employees will wear their employee identification badge at all times while working.**
11. Damages to any buildings or utility systems will be reported immediately to the ICC at (941) 917-6100 or (941) 917-3800, fax (941) 917-6439.
12. Communication lines will be kept open between SMHCS Liaison Officer assigned to the Sarasota County EOC/ESF8 desk and the organizations ICC.
13. Emergency Management personnel will continue monitoring national and local weather service bulletins and websites for weather conditions and forecasts while also maintaining communications with Sarasota County OEM.

NOTE: ACTIVATION LEVELS

Level 3 – Monitoring (all calls to SAFE [x7233])

Level 2 – Partial Activation (ICC is partially activated – all calls to 917-3800)

Level 1 – Full Activation (ICC is fully activated – Message Center is open – all calls to 917-6100)

F. Response Phase V (Post Hurricane – All Clear)

Weather conditions associated with a hurricane are no longer affecting Sarasota County; no other hurricanes are anticipated within the next 36 to 48 hours.

1. Damaged areas of the main campus and off-sites will be secured as quickly as possible and Facilities Mgmt will plan for, and allow recovery and clean-up to begin.
2. Damaged areas deemed structurally unsafe will be evacuated and secured.
3. Utility failures (electricity, plumbing, HVAC, vertical transport, etc.) will be addressed and reported to the appropriate ICC Section Chief; plans will be made for repairs to begin.
4. The media will be updated on SMHCS status by PIO (Public Relations).
5. Access into main campus and off-site facilities will remain limited; restrictions will decrease as conditions allow.
6. Telecommunications systems will be made available and repairs addressed.
7. Management Information Systems/Network Services will begin efforts to bring normal functions back as soon as possible.
8. Food and potable water will be made available according to plans.
9. Elective Surgeries, diagnostics and other procedures will remain cancelled until further notice from CMO and COO. CMO and COO to determine when normal functions can resume.
10. The President/CEO of SMHCS will announce the "All Clear" when it is feasible to do so.
11. Parking garages and lots will be made accessible; valet service will become available as soon as possible.
12. Employees scheduled to work on the **Recovery B Team(s) will monitor the Employee Information Hotline (941) 917-8799 to determine when to report to work.**
13. Once Recovery B Team employees arrive to work, they will remain until staff reporting for their regular scheduled shifts arrives.

G. Recovery (After Hurricane)

1. Each ICC/Command Center will remain open and manned until issues and concerns regarding additional needs and required services are resolved.
2. Both the Main Campus ICC and Liaison Officer will continue to be a source of contact with the Sarasota County's OEM/ESF8 desk.
3. Department Directors will assess any hurricane-related damage to their areas, complete the appropriate Hurricane Damage Assessment Forms (Appendix A & B), and return it to the Operations Section Chief (non-clinical) in ICC.
4. Upon completion of all damage assessments, and determination that buildings/units are safe, the COO and CMO will determine when normal operations will resume.
5. Facilities Mgmt will continue to assess the entire physical area for damage.
6. Facilities Mgmt will arrange for fuel suppliers to top off fuel supply on all generators as required.
7. Department personnel will separate damaged equipment from undamaged equipment and secure all equipment against further damage or theft.
8. All damaged medical equipment must be reported to Biomedical Engineering.
9. If electrical power is lost, hospital generators should provide backup power for over four days (96) hours.
10. If telephone service is lost, use RED phones, hand-held radios, and cellular phones.
11. If water supply is lost, there is emergency potable water available via a well located on campus. Public Relations and Human Resources/Employee Assistance Program (EAP) will start sending pertinent information out to all SMHCS employees regarding available resources and assistance.

VII. ACCOMMODATIONS

Food and Ice

Food service will be available 24 hours/day at locations to be determined by Incident Command Center to serve employees and visitors. However, employees should also plan to bring with them non-perishable food items. Upon presentation of an authorized catering request form signed by the Finance Chief of the ICC, Food & Nutrition Services will set up special food orders for ICC requests. No deliveries of such orders will be made by Nutrition Services, except to the ICC on an emergency basis only. Ice and drinking water distribution for patients in patient care units will be handled by Food & Nutrition Services. Agreements are in place to ensure that adequate back-up support for food production will be provided if needed. **If needed, the Food Service department will establish a Field Operations Center (FOC) to better support the food operations during a crisis and the phone number will be announced as needed.** This command center will operate on a 24-hour basis once the emergency period is declared by the institution's CEO.

Drinking Water

As part of hurricane preparedness prior to the beginning of the season, 5,000 gallons of drinking water is placed on reserve with the institution's vendor/supplier; in addition, a limited amount of drinking water is kept on inventory at the main campus for patients. When a hurricane alert is given, or when the storm is 72 to 48 hours or 1250 miles out, the delivery order will be placed by the Supply Chain department. The Logistics Chief of the ICC will be responsible for setting up the delivery of the drinking water to the pre-designated departments on an as needed basis after the Hurricane Warning is issued.

Sleeping Areas

Employees will be **advised not to bring family members** to any SMHCS owned facilities for lodging. For employees, personal sleeping items should be brought in such as pillows, linen and blankets or sleeping bag, as bedding supplies will be at a premium. **Sleeping arrangements for staff on the Response A Teams will be arranged: see Sleeping Locations list under PULSE/Emergency Management/Hurricane Season.**

Shower Areas

Employees that are listed on the Response A Teams will have access to showers: **see Shower Location list under PULSE/Emergency Management/Hurricane Season.**

VIII. EMPLOYEES OF MAIN CAMPUS

Employee Actions and Response

At the beginning of the hurricane season, all employees should have an emergency plan at home to ensure preparedness. In response to a hurricane and the resulting conditions affecting the institution, employees should consider these general action items identified in the following checklist:

- Maintain patient care and personnel safety**
- Remain in your area unless advised to evacuate or unless the situation warrants immediate evacuation
- Follow the instructions of Administrative, Incident Command and/or Emergency Response Personnel
 - Account for the number of people under your direct supervision evacuated or injured and verify that everyone has been moved to safe areas. When evacuating patients, ensure the following are accounted for:
 - Tracking records
 - Medical records
 - Identification bracelet
 - Personal items
 - Visitors (if any)

- Follow your division/department emergency procedures; if you are a manager, ensure your call-down roster has accurate phone numbers; identify staff members that are available to help carry out operations (Response & Recovery Teams); request and assign additional Labor Pool personnel, if necessary; check departmental emergency supplies and inventories.

Evacuation Checklist

SMHCS is a “Shelter-in-Place” facility with regards to fire and/or emergency evacuation of buildings classified as healthcare occupancies. While the location of facility damage will be isolated as much as possible, partial evacuation may be required to move patients, visitors, and personnel horizontally to a safety zone on the same floor. If horizontal evacuation is not possible, evacuation to a floor above or below the site of the damage may be ordered. Partial evacuation shall be performed in accordance with applicable division/departmental fire/emergency evacuation policies and procedures. The following summarizes evacuation procedures as communicated in the Evacuation Response Plan.

- Once evacuation is deemed necessary, the department’s fire/emergency evacuation procedure will be followed and the assistance of emergency response personnel requested.
- If horizontal evacuation is impossible, vertical evacuation to a floor below the site of the emergency will be conducted, using stairwells for evacuation.
- Employees, patients, and visitors will be directed to the appropriate meeting location.
- Non-ambulatory and critical patients will be evacuated as appropriate according to their needs, using emergency evacuation equipment as deemed necessary.
- Public Safety/Emergency Management will maintain communication with emergency response personnel and report evacuation and operating status.
- Public Safety, Facilities Mgmt, Respiratory Therapy and other departments within SMHCS will provide assistance with the partial evacuation as needed.

In the rare event that an entire building must be evacuated, patients, personnel, and equipment will be moved to another building or another hospital, as appropriate. In addition MAA’s and MOU’s are kept on file, reflecting local hospitals that have agreed to support aid to SMHCS patients in the event of emergency evacuation. Full evacuation shall be performed in accordance with our Evacuation Response Plan and any applicable division/departmental fire/emergency evacuation plan. The following steps summarize the plan:

A. Declaration/Notification

1. An evacuation (partial or full) is authorized by any of the following individuals listed in order of command.
 - a. Fire Department Chief or designee (full)
 - b. CEO or designee (full)
 - c. When immediate action is needed to ensure the health and safety of area occupants:
 - i. Nursing Administration (partial)
 - ii. Public Safety Commander (partial)
 - iii. Department Heads or Charge Person for area involved (partial)

2. The evacuation order (partial or full) will be announced via the **overhead paging system**. **The message will state: “Code _____ with evacuation” followed by location.**

*******NOTE: COURTYARD TOWER AREAS ONLY – CODE RED*******

This area has a dedicated audible voice override system located in the Fire Command Center. This system will interrupt the normal fire alarms and will give staff specific instructions should

the on-scene Fire Department Chief or designee determine there is a need for evacuation beyond the nearest smoke compartment.

3. For a total hospital evacuation, patient unit staff should await announcement for further instruction. Patient unit staff should await notification of holding area locations to which patients should be evacuated.
4. Hospital Incident Command will ensure contact with 9-1-1 to initiate county support. Hospital Incident Command should instruct 9-1-1 to further contact EMS supervision to prevent further ambulance traffic from coming to SMH.

The primary staging area for this transfer of patients will be the ground floor of the Waldemere Tower front entrance. The second evacuation site will be the first floor of the Arlington Entrances. The Arlington Entrances is the only assembly area that has emergency power if it is required for special patient care needs.

IX. PERSONAL PREPAREDNESS PLANNING

Although this section provides information to SMHCS personnel regarding emergency preparedness, it is left to the employee's discretion to establish and maintain a minimum level of preparedness commensurate with their perceived needs. The Public Safety department will serve as the primary enforcement agency including control and surveillance of sensitive areas/facilities.

Public Safety Communications Center will serve as the primary communications and notifications hub for channeling information. It must be noted that all employees play a crucial role in the emergency response process by being on a high state of alert and maintaining proper identification.

Effective planning, prior to an actual incident, will determine the effectiveness of SMHCS response. Maintaining the appropriate level of personal preparedness is an integral component of the emergency planning process to ensure that employees are capable of providing the highest possible level of care to patients.

Having a Personal Incident Response Checklist is the first step in ensuring that employees are prepared for the consequences that an incident will have on their personal lives. Personal Incident Response Checklist consists of essential items that facilitate an individual's response to an incident. Recommendations are provided in Table – 1 regarding personal and/or professional items that employees should bring with them on site for emergencies that may last for an extended period like hurricanes.

At the present time, SMHCS employees are not permitted to bring family members with them when they report for duty during an emergency period. Employees are more likely to be focused and able to provide the highest level of care when they are assured of their personal safety and that of their dependents, especially when the incident is community-wide and long lasting (more than 3 days). With this in mind, additional recommendations regarding individual personal/family preparedness planning are listed on the website links at Sarasota County. **(For details, please review the entire folder accompanying this plan on the SMHCS PULSE site)**

Table 1 – Personal Incident Response Checklist

General

- Institutional ID Badge
- Standard Flashlight (3Volt) “D size”
- Rain Poncho/Umbrella
- Personal cell phone (optional)
- Cell Phone Charger
- Small first aid kit
- Cash
- Sleeping bag (or blanket and pillow)
- Eye drops
- Prescription medication
- Medications
- Work gloves
- Special dietary needs
- Plastic storage bags
- Food (non-perishable)
- Beverages (bottle water)
- Bug repellent
- Paper towels
- Prescription glasses

Clothes

- Cotton-based clothes
- Multiple socks
- Undergarments
- Towel
- sacks
- Comfortable Shoes
- Zipper hip
Flip Flops/Shower Shoes

Toiletries

- Baby wipes
- Toothbrush
- Toothpaste
- Deodorant
- Mouthwash
- Hairbrush
- Razor/Shaving Cream
- Contact lens solution/cases
-
- Chapstick
- Lotion
- Hand Sanitizer
- Soap
- Shampoo
- Baby Powder
- Tampons/Pads
- Antibacterial Wipes

Storm Communication

Communication is the key to emergency preparedness. In the event of an impending storm, the Sarasota Memorial Health Care System **Information Hotline – 917-8799** – is activated to give employees up-to-date information. A special page on the Sarasota Memorial Health Care System Intranet website (www.smh.com) will also provide information for employees. The Hotline provides updates for each of the Sarasota Memorial Health Care System’s facilities as necessary. However, the Hotline and website is not intended to replace communicating with your supervisor, so you must also stay in contact with him/her regarding your responsibilities.

Local radio and television stations will transmit information to the community. For the latest updates in the event of a hurricane and/or event, you can tune to:

Sarasota AM Radio:

1320 WSDV; 1450 WDDV

Sarasota FM Radio:

92.1 WLTV; 105.9 WTZB; 106.5 WCTQ; 107.9 WSRZ

Sheltering

Caring for patients in the hospital, as well as those injured after a hurricane’s landfall, requires a well-staffed facility. In the event that roads are impassable after a severe storm or hurricane, the facilities must have enough staff to operate without interruption for a few days. Each department is responsible for its own staffing plans, so be sure to talk with your supervisor.

Three distinct groups will be in the hospital during a hurricane, each with unique needs. These include patients, employees, and physicians:

1. Patients and their families

Patients are our primary concern and the reason we’re here, so it’s important to reassure them and their families during a hurricane. In the event of a storm, family members are always encouraged to seek the safety of an approved shelter. However, if requested, one family member will be allowed to stay with each patient. The family member will be required to bring the same supplies for his or her own use as Sarasota Memorial Health Care System employees. (See Table 1 for Personal Incident Response Checklist)

2. Employees and their families

Our employees have crucial roles in any emergency, especially in the event of a hurricane, and we understand the stress that comes with preparing a family and home for a storm. Employees assigned to work during a storm will be given time before the storm to prepare their families and homes. As referenced previously, childcare services will be available for employees working during or after a storm, if necessary; **but must register** child(ren). Employees scheduled to work post-storm should only evacuate as far as necessary for a timely return for post-storm responsibilities. Please begin to develop your family’s plan now!

3. Physicians and their families

Volunteer physicians help ensure the readiness of our hospitals during a hurricane. Without their assistance, we would not be prepared to care for our patients. In the event of a storm, physicians’ families are always encouraged to seek the safety of approved shelters. Physicians are encouraged to bring their own sleeping/food supplies.

How to Arrange for the Care of Your Pets

For public health reasons, many Florida healthcare systems do not accept pets; however, SMHCS offers an emergency pet shelter, located in the South Garage, level 1, Southeast corner, during hurricane response for its employees (see Employee Pet Shelter Procedures which can be found PULSE/Emergency Management/hurricane season site).

In the event of a hurricane or disaster, Sarasota County Animal Control and Animal Relief Support Agencies encourage all pet owners to TAKE THEIR PETS WITH THEM if they're evacuating from the area. Sarasota Memorial Health Care System provides a temporary, emergency shelter for the pets of Sarasota Memorial Hospital, Response A Team employees who are required to be on the job during the storm or disaster when the employee has no alternative placement for his or her animal(s). EXCEPTIONS: Exotic Pets and Livestock. We strongly recommend that prior arrangements be made to shelter your pets with family, friends, or commercial kennel outside of the evacuation area. If left at home, your pets could die or suffer from injury or disease, or become traumatized, confused, or lost. For those required to evacuate, Sarasota County have Pet-Friendly Evacuation Shelters. For more information on what to do for your pets, call (941) 861-5000. Remember if you are on a Response A Team you can register by completing the application found on PULSE/emergency management/hurricane season site

Emotional Support Services

Clergy contact: (941) 917-1604 or pager #1787

Employee Assistance Program (EAP): Todd Snyder, (941) 917-6755 or cell: (941) 544-4822

Responsibility

- It is the responsibility of all department directors to create and maintain department-specific hurricane procedures as needed. Education will be conducted at orientation, annual review, as well as, through department staff meetings. Training will be conducted through "Just-In-Time"; drills/exercises or through the department of Education & Professional Development.

*

This plan can be found on the intranet, PULSE/sites/Emergency Preparedness/Management.

X. DOCUMENT PREPARATION FOR FEMA CLAIMS

In order to process successful eligible claims with FEMA, department directors/managers are responsible for ensuring that the required documentation is filled out completely. When preparing for a hurricane, departments should be prepared to document all expenses in detail with the idea that any and all expenses could be eligible for FEMA reimbursement.

It is imperative that all requisitions, contracts, invoices, and any other supportive documentation to be submitted include detail descriptions with locations together with, if possible, pictures of the damage prior to being forwarded to the FEMA Coordinator.

FEMA generally implements time constraints requiring reporting to them within 60 days following a disaster from a specific date. Therefore, time is of the essence so each SMHCS department needs to report/deliver to the assigned FEMA Coordinator (Corporate Finance Department) immediately or as soon as it is feasible, any of the following:

The SMHCS is classified as an Eligible Facility which includes not only the Hospital but also the ambulatory centers.

Eligible Work is based on the following minimum criteria:

- It must be required as a direct result of the declared event
- It must be within the designated disaster area
- It must be the legal responsibility of an eligible applicant

Eligible Costs are costs that:

1. Are reasonable and necessary to accomplish the eligible work
2. Comply with Federal, State and local requirements for procurement
3. Do not include or reduced by insurance proceeds, salvage values and other credits

The **eligible cost criteria** apply to all direct costs, including salaries, wages, and fringe benefits, materials, equipment, and contracts awarded for **eligible work**.

Emergency Management Assistance Compact (EMAC) is a national compact among many of the states which provides form and structure to interstate mutual aid. To the extent the specific agreement between the states meets the requirements of the FEMA policy on mutual aid; some of the costs may be eligible.

Emergency Protective Measures are actions taken before, during and after a disaster to save lives, protect public health and safety and prevent damage to improved public and private property. Emergency communications, emergency access and emergency public transportation costs may also be eligible.

Examples:

- Warning devices (barricades, signs, and announcements)
- Search and rescue
- Security forces (police and guards)
- Construction of temporary levees
- Provision of shelters or emergency care
- Sandbagging
- Bracing/shoring damaged structures
- Provision of food, water, ice and other essential needs
- Emergency repairs
- Emergency demolition
- Removal of health and safety hazards

Engineering and Design Services necessary to complete eligible work are eligible for public assistance.

Basic engineering services required to complete a project; special services which may include land surveys, environmental studies and feasibility studies, construction inspections

Labor Costs associated with conducting eligible work include wages paid plus fringe benefits; for emergency work only overtime is eligible. Both regular time and overtime labor are eligible for non-budgeted employees assigned specifically to perform emergency work.

Materials or supplies that were purchased or taken from stock and used during performance of eligible work may be covered by FEMA.

Temporary Relocation is allowable when buildings that house essential community services such as government offices, critical health facilities are damaged extensively enough that they cannot be used until repairs are made.

Damage Assessments must be submitted to each facility's ICC; directed to the attention of the Building/Grounds Damage Unit Leader or Infrastructure Branch Director. Please use one, or both, of the following damage assessment forms to record any damages sustained by your unit/facility during the declared emergency period.

XI. HOSPITAL INCIDENT COMMAND SYSTEM (HICS)

1. Hospital administrators and other authorities operate essentially the same during normal operations and emergency periods. Non-emergency activities may be suspended and resultant uncommitted personnel reallocated to emergency support functions.
2. The scene of decision making may shift from the normal Executive Board Room and department conference rooms/offices to the hospital's Incident Command Center (ICC) and individual incident command centers and/or other special facilities.
3. SMHCS Incident Command System is organized in a way that it commits all departments and units to provide the service and assistance for which they are best trained and most experienced. Those departments or off-site facilities that have no inherent emergency management roles will make their personnel available to support disaster operations as requested/directed.

Note: The Hospital Incident Command System (HICS) Organizational Chart and Job Action Sheets are included in the Emergency Management Planning & Preparedness folder and Emergency Operations Plan folder in PULSE. The chart and job action sheets will be distributed at the time each emergency is declared.

Revisions and recommendations to this plan are to be reported directly to:

Steve Moyer, Director Public Safety & Emergency Mgmt
stephen-moyer@smh.com
(941) 917-6888
(941) 313-1937

Special thanks to Wayne Ferdinand, MPH, CHSP and Abdul Memon, MD, FACP, FACEP from Jackson Memorial Hospital, Miami, Florida for their assistance and consent in the use of their Hurricane Response Plan format.

APPENDIX - A
DAMAGE ASSESSMENT FORM
Building & Exterior

Storm/Event:	Building:
Assessor:	Date:
Causes(s) of Damage: (circle all that apply) * Impact (damage from wind borne debris) * Wind * Building hit by tree/limb * Power Surge/Lightning * Loss of Utilities * Water Damage-Flood * Water Damage-Wind driven rain & leaks * Water Damage/Intrusion through structural damage * Other (describe) _____	
Damage Detail (leave blank for items not damaged)	
Roof	
Soffits	
Gutters	
Entry	
Stairs	
Landscaping	
Walls	
Signs	
Fences/Gates	
Power	
Elevators	
Windows	
(Additional Items)	
Emergency Repairs or Preventive Actions (leave blank if no actions taken)	
Action(s) Taken:	
(Maintain records/documentation of materials and labor used)	
Photograph Take digital photograph(s) of damages. Include building name, location and/or room number on a piece of paper or on something dry that is visible in the photo.	

APPENDIX - B
DAMAGE ASSESSMENT FORM
Interior Space

Storm/Event:	Building & Room#:
Assessor:	Date:
Causes(s) of Damage: (circle all that apply)	
* Impact (damage from wind borne debris) * Wind * Building hit by tree/limb * Power Surge/Lightning * Loss of Utilities * Water Damage-Flood * Water Damage-Wind driven rain & leaks * Water Damage/Intrusion through structural damage * Other (describe) _____	
Damage Detail (leave blank for items not damaged)	
Content/Item	Description of Damages
Medical Supplies	
Medical Equipment	
Office Supplies	
Office Equipment	
Carpet/Flooring	
Walls	
Ceiling Tiles	
Ceiling (other)	
Windows	
Lighting	
HVAC	
Room Contents	
Medicines	
(Additional Items)	
Emergency Repairs or Preventive Actions (leave blank if no actions taken)	
Action(s) Taken:	
(Maintain records/documentation of materials and labor used)	
Photograph Take digital photograph(s) of damages. Include building name, location and/or room number on a piece of paper or on something dry that is visible in the photo.	