

Subject: **Severe Weather Plan**

Approval Date: 7/18/2018

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SEVERE WEATHER PLAN

I. POLICY

It is the policy of the Singing River Health System to meet the needs of our community during periods of inclement weather.

II. SCOPE

The Severe Weather Plan pertains to Singing River Health System including Hospital and Business Occupancies.

III. DEFINITIONS

Tornado Watch - conditions are favorable for a tornado to develop.

Tornado Warning - a tornado has been sighted and immediate action should be taken for protection.

Hurricane - tropical weather system whose winds exceed 74 miles per hour.

Tropical Storm – tropical weather system whose winds are greater than 38 miles per hour but less than 74 miles per hour.

Hurricane Watch – hurricane conditions are expected within 48 hours.

Hurricane Warning - hurricane conditions are expected within 36 hours.

Facility Lockdown – when selected employees are required to remain on the premises during on and off duty hours to ensure essential services can be provided to the community.

Critical Components Lockdown – when selected on-call critical services employees and other essential employees are required to remain on the premises during on and off duty hours to ensure critical services can be provided to the community.

Tornado

IV. PROCEDURE

1. Receipt of Information

Information of a tornado warning is received from the Jackson County Emergency Management Agency or other credible agency.

Jackson County Emergency Management texts can be received by accessing link and providing necessary information: <https://public.coderedweb.com/CNE/en-US/1F9802E48807>

2. Hospital

If the tornado is in the area or moving toward either hospital the following overhead announcement will be made at the direction of the Patient Care Supervisor, Administrator, director, emergency coordinator or manager on the premises:

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“Facility Alert – Tornado Warning – for local area including (Ocean Springs/Singing River) Hospital” please remain in the building until the “All Clear” is announced. Repeat 3 times.

“Facility Alert – All Clear” Repeat 3 times. Announced when Tornado Warning conditions are no longer imminent and the Severe Weather Plan is discontinued.

3. Business Occupancies

Employees learning of Tornado Warning for area or moving toward SRHS Business Occupancy should inform manager on premises immediately. Manager should communicate and organize movement of employees and guests to interior locations away from exterior walls and windows and refrain from exiting the building until storm has passed. Business Occupancies will communicate all clear to occupants.

IV. STAFF RESPONSIBILITIES

A. HOW TO RESPOND TO A TORNADO WARNING IN YOUR AREA

Hospital:

Employees should remain alert to weather conditions during this time. Normal duties may be continued. Stay inside and caution guests to remain inside until the “All Clear” is announced.

Business Occupancy:

Employees and guests should move to interior locations away from exterior walls and windows and refrain from exiting the building until storm has passed.

B. REPORTING IMPACT OF A TORNADO IN YOUR AREA

Reporting of any injury, property damage, etc. caused by the storm should be reported to the appropriate manager/director as soon as practical.

C. HOSPITAL INCIDENT COMMAND SYSTEM (HICS) STAFF

Sr. Leader/Administrator will initiate HICS when normal operations are impacted by the storm.

V. END OF EVENT

When the “All Clear” is announced employees may resume normal duties. Affected locations may not resume normal operations for a longer period of time.

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Hurricane

IV. PROCEDURE

COMMUNICATION

1. When hurricane conditions are expected in 72 hours an administrator or designee will assume the role of Incident Commander (IC), activate the appropriate HICS positions and the Severe Weather Plan.
2. The IC/Administrator, when appropriate will communicate information to employees at 72, 48, 24 and 12 hours from landfall by use of one or more of the following mass messaging systems; texts, emails, communication from supervisor, overhead page and website updates.
3. Communications to update employees on hurricane conditions, will be on SRHS intranet (Bridge), SRHS Internet (www.singingriverhealthsystem.com), and the toll-free number **(1-866-353-0439)** with most current information. **Employees and physicians may elect to receive text alerts by texting keyword "Emergency" to 55000.**

Employees away from work during a hurricane must utilize these or other means to inform themselves of when to return to work.

4. The IC/Administrator will designate responsible person(s) to ensure all business occupancies receive communications.

V. STAFF RESPONSIBILITIES

A. HOW TO RESPOND TO HURRICANE CONDITIONS EXPECTED IN 72 HOURS

All:

Employees should make preparations for home and family in the event Facility Lockdown procedures are implemented requiring critical clinical, ancillary and support service employees to stay at the hospital for the duration of the hurricane.

Hospital:

Essential services and essential support services should check supply levels and adjust as necessary. Review Hurricane Checklist.

Managers of these services should begin work to establish minimal staffing requirements should Facility Lockdown procedures be activated. When assignments are complete this should be communicated to employees.

Business Occupancy:

General state of readiness. Begin planning for possible shutdown of services.

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B. HOW TO RESPOND TO HURRICANE CONDITIONS EXPECTED IN 48 HOURS

Hospital:

Essential services and essential support services supply level adjustments should be complete or plan in place to become current in 24 hours.

Managers of these services should complete work to establish minimal staffing requirements are assigned should Facility Lockdown procedures be activated. When assignments are complete this should be communicated to employees.

Business Occupancy:

General state of readiness. Materials needed to cover and protect computers and other high value equipment should be obtained. Continue planning for possible shutdown of services.

C. HOW TO RESPOND TO HURRICANE CONDITIONS EXPECTED IN 24 HOURS

IC/Administration:

Communicate, if Facility Lockdown procedures to be implemented during the storm, at least 12 hours prior to expected landfall.

Hospital:

Essential services and essential support services should be completing final preparations prior to landfall.

Managers of these services should have established and communicated minimal staffing requirements are in place in the event Facility Lockdown procedures are implemented.

Business Occupancy:

Consider closure of business occupancies at this time. Protect valuable equipment from possible leaks using plastic sheeting or garbage bags. Move valuable equipment away from windows.

D. HOW TO RESPOND TO HURRICANE CONDITIONS EXPECTED IN 12 HOURS

IC/Administration:

Communicate, if conditions require, Facility Lockdown procedures to be implemented during the storm.

Hospital:

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Essential services and essential support services employees directed by their manager or department staffing plan will report to their respective on duty locations at the effective time of the Facility Lockdown procedures.

If Facility Lockdown procedures are not implemented, employees should continue to work as scheduled unless otherwise directed by manager.

Business Occupancy:

Closed and unoccupied as directed by IC/Administration.

E. The Hospital Incident Command System (HICS) command staff will initially consider the following objectives:

- Ensure the safety of patients, staff, and visitors
- Communicate operational plans and plan changes to all employees and physicians as soon as possible
- Communicate preparation plans to responsible departments in advance of storm
- Receive information on storm damages, initiate actions to secure
- Return to normal operations as quickly as possible

V. End of Event:

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Hurricane Plan Checklist

Administration

<input type="checkbox"/>	Establish Email and Text Groups to send updates
<input type="checkbox"/>	Communicate with Trustees and Supervisors
<input type="checkbox"/>	Establish call in schedule and conference call number for group discussion
<input type="checkbox"/>	Investigate response to storm of local healthcare systems
<input type="checkbox"/>	Communicate decision to lockdown or not based on what is best for patients, visitors, employees and community
<input type="checkbox"/>	Email updates to include employee hotline number, employees to be paid (or not) if sheltering at hospital, attendance expectations/consequences, shelters/special needs shelter locations and curfews

Directors/Managers

<input type="checkbox"/>	Email Administrator of each hospital of your location
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Nursing

<input type="checkbox"/>	Support Nursing Supervisor/assign assistant as needed
<input type="checkbox"/>	Conserve Linen/supplies
<input type="checkbox"/>	Cross over as conditions necessitate

Surgical Services

<input type="checkbox"/>	Proactively discuss surgical schedule and capabilities
<input type="checkbox"/>	Conserve Linen/supplies
<input type="checkbox"/>	Cross over as conditions necessitate

Medical Staff

<input type="checkbox"/>	Contact and update all specialties, ensure current email
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Ancillary Services

<input type="checkbox"/>	Radiology - Establish Radiologist coverage
<input type="checkbox"/>	Radiology - Verify IT support for PACS
<input type="checkbox"/>	Radiology - Check supply levels for each modality
<input type="checkbox"/>	Radiology - Check linen levels and communicate conservation plan

Facilities Support

<input type="checkbox"/>	Send out email or text to update management group asap after each storm update from the local Emergency Management services to include: _____ Storm Travel Speed, _____ expected storm surge, _____ expected windspeed, _____ expected rainfall, _____ to _____ expected arrival/departure of hurricane conditions
<input type="checkbox"/>	Check Generators/Supplies/Fuel
<input type="checkbox"/>	Check Hospital exterior/roof tops for loose equipment/materials
<input type="checkbox"/>	Check clinics for loose equipment/materials

Campus Police

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	Add coverage for lobbies and waiting rooms
	Assign monitor at 36 hours from landfall for all points of ingress and egress
	Utilize volunteers from non-clinical areas
	Meet with Nursing Supervisor, Key Medical Staff and Admissions to discuss judicious hospital stance on entry

Information Services

	Ensure Epic and Phones covered
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Public Communications

	Update Website
	Prepare press communication, to include hospitals are not shelters, along with shelter locations
	Send email to Home Health Agencies and admitting medical staff: Hospital will not accept patients sent inappropriately for admission due to limited staffing.

Human Resources

	Get list of all Managers to Executive team and Nursing Supervisor
	Update Hotline
	Send out timekeeper form/information on electronic method

Environmental Services

	Make sure all rooms clean and available
	Check Supply and Linen levels
	Have compactors emptied

Transportation

	Develop plan based on expected situation
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Clinic Operations

	Open as soon as possible after storm recovery
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