Emergency Management and

Business Continuity Plan

Environmental Health and Safety

# <insert logo here>

Emergency Management and

Business Continuity Requirements

**Environmental Health and Safety is a mission critical department requiring the continuity or immediate recovery of emergency services and processes.**

# Mission Critical Processes and Applications

**RECOVERY TIME [0-2 hours]**

|  |  |  |
| --- | --- | --- |
| **PROCESS** | **EQUIPMENT** | **DETAILS** |
| Flood Response | Infrared Camera | (2) Infrared Camera located in the Safety Office. No Backup. |
| Odor Investigation Response | 5 Gas Meter | (3) 5 Gas Meters in Safety Office. Potential backups – 1 in Plant Ops and 1 at Warehouse |
| Hazmat Response | HAZMAT Bags | Stored in multiple locations. 8 Bags total, 2 in Safety Office. |
| Recalibration of Imaging Equipment | Radcal Survey Kits, Phantom Kits | Radcal (No backups outside office), Phantom Kits – Backup <insert> |
|  |  |  |

**RECOVERY TIME [TBD hours]**

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| **PROCESS** | **EQUIPMENT** | **DETAILS** |
| Radiation Safety | Dosimeter Program | Collected and distributed monthly. Spares maintained for new hires and students.  |
| Hazardous Waste Pickup | - | Necessary equipment located at multiple locations including the loading dock and research center. |
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**RECOVERY TIME [72+ hours]**

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| **PROCESS** | **EQUIPMENT** | **DETAILS** |
| Annual Evaluations | N/A |  |
| Surveys and Inspections | N/A |  |

# Continuity Procedures

## Following an event that impacts your department and/or your operations, consider the following:

* Round on staff
* Identify critical operation points, functions or skills necessary for continuity of operations (e.g., management staff; specific levels of expertise, training or experience; recording or documentation requirements; health and safety concerns)
* Assess need to close department and/or relocate services
* Update Hospital Command Center (HCC) regarding department status, including resource needs, closure requirements and staffing shortages
* Plan for service reduction based on need, critical nature of service and recovery times in plan
* Communicate with incident command, all interdependent departments and other affected services regarding status and strategies for continuity/recovery
* Provide written notification to employees regarding status and strategies for continuity/recovery for the duration of the event and compensation provisions, if feasible
* Document the duration of the event
* Track, record and report all expenses during and related to the event:
	+ Loss of revenue (i.e.: income the hospital will not receive)
	+ Physical losses (i.e.: damage done to space and equipment)
	+ Fixed costs (i.e.: non-variable costs paid whether department is operating or not)
	+ Operating costs (i.e.: variable costs that may increase due to the event)
* Track, record and report all on-duty time for personnel who are working during the event.
	+ Establish and maintain documentation of all payroll activities
	+ Ensure records are accurate and complete.
	+ Keep time sheets on all staff (exempt or not)
	+ Provide instructions to all employees to ensure time sheets and travel expense claims are completed properly
	+ Ensure that time records, travel expense claims, and other related information are prepared and submitted to payroll
* Retain all invoices to ensure all costs are captured and attributable to the event
* Establish and maintain documentation of all purchasing activities
* Track costs for use of equipment purchased and leased during the event

**If Environmental Health and Safety Office is** **Inaccessible or Destroyed**

* Determine which equipment is lost
* Do not dispose of unsalvageable equipment. Everything must be inventoried and evaluated for insurance purposes.
* Consider the need for 24/7 operations (ratio of staff to available will inform schedule)
* Identify critical pieces of equipment and reorder or obtain from an alternate source
* Order additional equipment and arrange for urgent delivery

# Personnel Procedures

Employee Checklist

* Report to your department
* Bring/Wear ID Badge at all times
* Receive assignment from Department/Unit Manager
* Report to Labor Pool at the direction of Department/Unit Manager
* Prepare to stay/sleep at the Medical Center and bring the following: Bottled Water
* Toiletries
* Flashlight
* Personal Medications
* Change of Clothing

## Following an event that impacts your department and/or your personnel, consider the following:

* Evaluate immediate and ongoing staff needs based on existing and predicted levels of human resources available
* Activate your call list
* Notify Employees: communicate event impact, estimated duration and location/time/frequency of updates
* Determine staff availability
* Notify human resources, managers, union representatives and other key personnel as to status and plan implementation
* Coordinate alternative staff resource options with human resources. If needed:
	+ Identify similar core competencies that exist
	+ Request staffing needs update from the labor pool to sustain essential functions
	+ Secure contract staff or borrow from another facility
	+ Cross train staff with similar competencies by educators
* Develop and implement contingency staffing schedules and Implement alternative staff resource options that may supplement staffing needs (i.e., runners)
* Use sign in and time reporting sheet to account for all staff and hours during incident

ALTERNATE WORK OPTIONS

* Identify alternate work options available through “telecommuting” or other off-site possibilities as determined in departmental BCPs
* Assess flexible leave options that would allow employees to address family needs while continuing to support the organization through a flexible work plan
* Collaborate with EIS for remote access for staff performing mission critical processes

HEALTH AND SAFETY

* Evaluate potential health and safety issues with Environmental Health and Safety that might arise through diversion of staff to new job roles

FAMILY CARE PLAN

It should be assumed during a disaster that all employees might be needed. If staff must perform role at the medical center and requires care for dependents during the response, confirm with the Hospital Command Center that the Family Care Plan has been activated.

* Work with Environmental Services to set up space for over night arrangements

Communicate with food services needs to accommodate staff staying overnight and working extra shifts

# Interdependencies

To perform mission critical processes, the department depends on the following internal and external services.

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| **INTERDEPENDENCY** | **SERVICE/PROCESS** | **ACTIONS IF SERVICE IS UNAVAILABLE** |
| Purchasing | Deliveries of products and chemicals from Warehouse | * Retrieve from dock using cart
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# Mission Critical Equipment and Supplies

During activations, the department manager/designee will assess the availability of Equipment and Supplies and report the status to the Hospital Command Center (HCC) as requested. During this process the following steps will be taken:

* Inventory and document status of equipment and supplies
* Check condition of storage or onsite stockpiles to determine the level of damage, if applicable
* Create a resupply list
* Assess how long department can operate with available equipment and supplies
* Request assistance from HCC for Mutual Aid Agreement, if needed

Additional notes:

| **MISSION CRITICAL EQUIPMENT AND SUPPLIES** |
| --- |
| **EQUIPMENT/SUPPLY ITEM** | **QUANTITY/PAR LEVEL** | **POST INCIDENT INVENTORY** | **GAP/AMTNEEDED** | **ACTIONS IF ITEM IS UNAVAILABLE** |
| Computers |  |  |  |  |
| Printers |  |  |  |  |
| Copier |  |  |  |  |
| Office Equipment |  |  |  |  |
| Analyzers/Monitoring Equipment |  |  |  |  |
| Hazmat Supplies |  |  |  |  |
| **MISSION CRITICAL EQUIPMENT AND SUPPLIES** |
| Radio Bank |  |  |  |  |
| Phones |  |  |  |  |
| Radcal Survey Kits |  |  |  |  |
| Phantom Kits |  |  |  |  |
| Ion Chamber |  |  |  |  |
| Geiger Counters |  |  |  |  |
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# Vendors/Resources Call List

| COMPANY | POINT OF CONTACT | PHONE NUMBER | EMERGENCY CONTRACT IN PLACE Y/N? |
| --- | --- | --- | --- |
| [e.g. TSS (Technical Systems Service)] |  |  |  |
| [e.g. Clean Harbors] |  |  |  |
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# Mission Critical Vital Records

| **RECORD NAME** | **LOCATION** | **ALTERNATE BACK UP SOURCE** | **RECORD TYPE** **PAPER/ELECTRONIC** |
| --- | --- | --- | --- |
| 2015/2016 HAZWASTE Manifests, Shipping Documents, Radioactive Wipe Tests |  |  | None |
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# Staff Call List

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **City** | **Business Phone** | **Home Phone** | **Mobile Phone** | **Mobile Phone 2** | **Pager** | **ETA (min)** |
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Evacuation and Relocation Procedures

# Evacuation Procedures

* Exit the building and gather at <insert location here>

# Relocation and Recovery Procedures

In the event the Environmental Health and Safety Office is accessible gather mission critical equipment, supplies, and documents that are necessary to continue to provide critical services to the medical center. Refer to the mission critical supplies and vital records list for guidance.

If the Environmental Health and Safety Office is not accessible await direction from management for an alternate location.