Emergency Management and

Business Continuity Plan

Respiratory Therapy

# <insert logo here>

Emergency Management and

Business Continuity Requirements

**Respiratory Therapy is a mission critical department requiring the continuity or immediate recovery of services and processes.**

# Mission Critical Processes and Applications

Respiratory Therapy staff are committed to patient care services however, during a crisis event, decisions about allocation of resources will use the following criteria:

* Emergency and stat orders
* Patients being treated for CO2 retention and hypoxemia
* Patients being treated for bronchospasm

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

|  |  |  |
| --- | --- | --- |
| **PROCESS** | **APPLICATION** | **DOWNTIME POLICY** |
| Airway Management and Life Support Care |  |  |
| Patient scheduling/rescheduling |
|  |  |  |
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**RECOVERY TIME [2-12 hours]**

|  |  |  |
| --- | --- | --- |
| **PROCESS** | **APPLICATION** | **DOWNTIME POLICY** |
| Equipment acquisition: Ordering, receiving and distribution |  |  |
| Pulmonary function tests |
| Blood gas tests |  | * Paper orders would be required by ordering physicians.
* Data capture would be manually entered.
* Send blood samples to nearest hospital for testing.
 |
| Outpatient testing/Special Testing | * VMAX System
 |  |

# Continuity Procedures

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

* Round on units
* Facilitate physician’s orders
* 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 due to interruption of care)
	+ 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

# 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 employing 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.

|  |  |  |
| --- | --- | --- |
| **INTERDEPENDENCY** | **SERVICE/PROCESS** | **ACTIONS IF SERVICE IS UNAVAILABLE** |
| Pharmacy | Stocking of Pyxis and provision of emergency medication orders. Albuterol is the most frequently used medication. | * Request needed medications directly from pharmacy at <insert hospital name here>
 |
| Clinical Laboratories | Testing of specimens/blood tests | * Perform point of care testing
* Send specimens to <insert hospital name here>
 |
| Diagnostic Imaging | Receiving of diagnostic images (X-ray, CT, MRI) | * View results on modality
 |
| Materials Management | Ordering Supplies – Torrance is primary resupply dependency [daily] | * Can continue services for up to 3 days with supplies on hand. After 3 days, impact is critical.
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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** |
| Code carts [Adult and Ped] |  |  |  | * [Insert actions when item is unavailable]
 |
| Computer  |  |  |  |  |
| Copier |  |  |  |  |
| Printer |  |  |  |  |
| PPE |  |  |  |  |
| Ventilators |  |  |  |  |
| **MISSION CRITICAL EQUIPMENT AND SUPPLIES**  |
| **EQUIPMENT/SUPPLY ITEM** | **QUANTITY/PAR LEVEL** | **POST INCIDENT INVENTORY** | **GAP/AMTNEEDED** | **ACTIONS IF ITEM IS UNAVAILABLE** |
| Equipment supply shelves |  |  |  |  |
| Supply Cart |  |  |  |  |
| Suction |  |  |  |  |
| Oxygen |  |  |  | * Contact local oxygen companies for back up tanks and possible oxygen supplies
 |
| Oxygen tubing |  |  |  |  |
| Nebulizer (handheld) or Inhalers |  |  |  |  |
| Nose Clips |  |  |  |  |
| Mouth Pieces |  |  |  |  |
| Blood Gas Analyzer |  |  |  | * Back up blood gas analyzer can be installed in a new location if necessary.
 |
| Lab Supplies – gloves, 4x4s, controls, test cartridge |  |  |  |  |
| Biohazard bags/Waste collection |  |  |  |  |
| Pyxis |  |  |  |  |
| EKG Machine |  |  |  |  |
| Portable Monitors |  |  |  |  |
| Wheelchairs |  |  |  |  |
| Volt phones |  |  |  |  |

# Vendors/Resources Call List

| COMPANY | POINT OF CONTACT | PHONE NUMBER | EMERGENCY CONTRACT IN PLACE Y/N? |
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# Mission Critical Vital Records

| **RECORD NAME** | **LOCATION** | **ALTERNATE BACK UP SOURCE** | **RECORD TYPE** **PAPER/ELECTRONIC** |
| --- | --- | --- | --- |
| Paper flow sheets [vent, ward therapy, staffing distribution and tracking forms] |  |  |  |
| Medication Admin Record (MAR) |  |  |  |
| Test results, lab and imaging reports |  |  |  |
| Patient testing forms |  |  |  |
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# Staff Call List

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FIRST****NAME** | **LAST****NAME** | **JOB** **TITLE** | **SHIFT** | **EXTENSION** | **PAGER** | **HOME** | **CELL** | **ETA [mins]** |
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Evacuation and Relocation Procedures

# Evacuation Procedures

* Follow procedures for the unit/floor where care is being provided.

# Relocation and Recovery Procedures

The overall business continuity recovery strategy is based upon using existing internal resources for recovery of services and operations impacted by a disruptive event, whenever possible. Given respiratory therapy staff is distributed throughout the hospital to provide care, the procedures in this plan are designed to leverage distributed staff and equipment to continue services.

Considerations for continuity include:

* Core infrastructure [Light, Power, Oxygen and Suction] is available
* Access to Life Support Care Equipment and Supplies [see Mission Critical Equipment and Supplies Table]