



**Example Emergency  
Operations Plan (Table of  
Contents)**

# **TABLE OF CONTENTS**

## **TABLE OF REVISIONS**

### **1 INTRODUCTION**

- 1.1 Mission**
- 1.2 Scope**
- 1.3 Communication and Responsibility**
- 1.4 Description of Risk**
- 1.5 Risk Areas**
- 1.6 Lead Department**
- 1.7 Annex Maintenance**
- 1.8 Revisions**

### **2 DEFINITIONS**

### **3 TYPES OF EVACUATION**

### **4 COMMUNITY/REGIONAL HEALTHCARE FACILITY EVACUATION**

- 4.1 Evacuation Differences**
- 4.2 Authority Having Jurisdiction (AHJ) and Evacuation Coordination**

### **5 PATIENT MOBILITY LEVELS / TRANSPORTATION ASSISTANCE LEVELS (TAL)**

- 5.1 Mobility Levels**

### **6 ASSUMPTIONS**

- 6.1 Planning Assumptions**
- 6.2 HIPAA Privacy Rule**

### **7 MITIGATION MEASURES**

### **8 PREPAREDNESS MEASURES**

## **9 DETECTION AND WARNING SOURCES / MEANS**

## **10 RESPONSE CONSIDERATIONS / EVACUATION DECISION-MAKING**

**10.1 Authority to Evacuate**

**10.2 Lead Time and Evacuation Decision-Making**

**10.3 Alternatives to Hospital Evacuation**

**10.4 Evacuation Operations**

## **11 EMERGENT EVACUATION PROCEDURES**

**11.1 Non-Patient Areas**

**11.2 General In-Patient Areas, Emergency Department, Clinics, and Short-Term Procedure Units**

**11.3 Critical Care Units, Operating Suites, Specialty Care Units, and Acute Dialysis**

**11.4 Conclusion of Emergent Evacuation**

## **12 URGENT AND PLANNED EVACUATION PHASES AND PROCEDURES**

**12.1 Pre-evacuation Actions**

**12.2 Patient Preparation**

**12.3 Patient Movement Flow**

**12.4 Patient Movement Sequencing**

**12.5 Maintaining Continuity of Care During Evacuation**

## **13 PATIENT TRACKING AND ACCOUNTABILITY**

**13.1 Patient Tracking**

**13.2 New York State Department of Health Data Systems**

## **14 EVACUATION LOGISTICS**

**14.1 Elevator Control**

**14.2 Alternate/relocation Sites for Incident Facilities**

**14.3 Off-duty Staff Mobilization and Assignments**

**14.4 Pharmacy**

**14.5 Materials Management**

**14.6 Maximizing Patient Discharge**

**14.7 Patient Destination Selection**

## **15 IDENTIFICATION OF ALTERNATE SITES**

**15.1 Policy**

**15.2 Mutual Aid Agreements**

## **16 AMBULETTE AND LIVERY EVACUATION PLAN**

**16.1 Pre-Designated Areas to Congregate Patients**

**16.2 Non-EMS Transportation**

## **17 RECEIVING FACILITY GUIDELINES**

**17.1 Transferring and Receiving Facility Responsibilities**

## **18 COMMUNICATIONS**

**18.1 Notifications**

**Requests for Ambulance Diversion**

## **19 SAFETY CONSIDERATIONS / PERSONAL PROTECTION EQUIPMENT (PPE)**

## **20 SECURITY AND FACILITY ACCESS CONTROL MEASURES**

**20.1 Building Evacuation – Partial**

**20.2 Building Evacuation - Full**

## **21 FACILITY SHUTDOWN PROCEDURES**

**21.1 Shutdown Activities**

## **22 “STAY TEAM”**

**22.1 “Stay Team” Composition**

**22.2 “Stay Team” Welfare and Security**

## **23 RECOVERY AND REPATRIATION CONSIDERATIONS**

**23.1 Recovery Planning**

**23.2 Repatriation and Re-occupancy**

**24 TRAINING AND EXERCISES**

**24.1 Education and training**

**24.2 Competencies**

**25 APPENDIX 1: FACILITY RECOVERY AND INSPECTION GUIDELINES**

**25.1 Structural and Life Safety Inspections**

**25.2 Water Removal**

**25.3 Water Damage Assessment and Mold Remediation**

**25.4 Inspect, Repair, Disinfect where Appropriate, or Replace Facility Infrastructure**

**25.5 General Inventory of Areas with Water, Wind, Mold, or Contaminant Damage**

**25.6 Review Issues for Reopening Facilities**

**25.7 Post-Reoccupation Surveillance**

**25.8 Site Specific Check List for Selected Areas of the Facility Attachment A**

**25.9 Notifications Matrix**

**26 HOSPITAL EVACUATION PROCESS FLOW CHART**