



Office of Disaster Preparedness

Issue 1—2rd Quarter

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The UNIVERSITY HOSPITAL

University of Medicine & Dentistry of New Jersey

The University Hospital Office of Disaster Preparedness (ODP)

Who are we? The Office of Disaster Preparedness is responsible for:

- Ensuring that UH is prepared to respond to internal and external disasters
- Updating and testing the Emergency operations plan
- Provide oversight to the Decontamination Team
- Provide educational opportunities to staff (see ICS class schedule on rear)
- Ensure that UH is compliant with local, state, and federal emergency management and Joint Commission regulations.

What have we done?

- Updated/distributed the Emergency Operations Plan (orange binder)
- Conducted various tabletop, functional and full scale exercises
- Mitigated internal and external disasters that may have affected UH
- Provided Incident Command (ICS) and National Incident Management System (NIMS) classes throughout the year
- Identified areas for response improvement throughout UH
- Created relationships with local, county and state response agencies

Purpose of the newsletter:

The purpose of this publication is to update staff to changes in disaster management and to provide awareness on how UH will respond to disasters.

If you have any future items you would like to see in the newsletters please e mail:

dolanbj@umdnj.edu



This is the first of a quarterly newsletter that will be distributed to all UH staff

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Meet the Office of Disaster Preparedness (ODP)



The Office of Disaster Preparedness is overseen by **Brian Dolan** RN, BSN, CEN, MSN, ACM. Brian has been at UH for over 8 years having started his career in the trauma ED. Brian transferred to the Critical Care Unit of EMS in 2004. Since then Brian has joined the NorthSTAR helicopter pro-

gram which provides air medical services to the state of NJ. In 2007 Brian accepted a position as the Director of Disaster Preparedness which he currently serves.

Brian can be reached at: 973-972-4668 or via email at dolanbj@umdnj.edu

The Office of Disaster Preparedness receives assistance from various UH personnel to provide training. The primary support personnel to the Office of Disaster Preparedness include Dennis Boos, Director for the UMDNJ Community Training Center and Tim Phelan, Regional Medical Coordination Center Coordinator.

Special points of interest:

- All departments have received the updates to the Emergency Operations Plan
- Are you and your family prepared to deal with a disaster at home? If not try www.ready.gov for some helpful information
- Need training? Call us at 2-4668



ICS/NIMS Training

What is ICS/NIMS?

The **Incident Command System (ICS)** is a standardized, on-scene, all-hazard incident management concept used across the US. It is a management protocol originally designed for emergency management agencies. ICS is based upon a flexible, organizational response providing a common framework in which people can work together effectively. ICS has been summarized as a "first-on-scene" structure, where the first person on a scene has charge of the scene until the incident is resolved or the initial responder transitions incident command to an arriving, more-qualified individual.

How do I take ICS/NIMS training?

Online training:

<http://training.fema.gov/>

Users should log onto the "Independent Study Program". Recommended classes:

- IS 100, IS 200, IS700, NIMS 800B



Classroom training (recommended):

The **Office of Disaster Preparedness** and the UMDNJ Office of Emergency Management have scheduled multiple classroom ICS sessions for the remainder of the year. For more information please contact the Office of Disaster Preparedness at 2-4668.

Who should take the ICS/NIMS Training?

All UH staff are highly encouraged to take Incident Command System Classes (ICS) as well as National Incident Management System (NIMS) training.



REMINDER: All assistant's managers and higher (and all ED personal) are required to

take IS 100,200,700, and NIMS 800.

All managers and higher are required to take ICS 300

All assistant Directors and higher are required to take ICS 400

Emergency Operations Plan—Test your knowledge

For answers please see the yellow box on the lower right side of this page.

1. What will be announced over the intercom system when a internal disaster has been declared?
2. What will be announced over the intercom system when an external disaster has been declared?
3. Do you know where your pre-approved evacuation meeting place is?
4. What is a lockdown?
5. What is announced if a baby/child

"Fail to plan, and plan to fail"

6. What number do you dial in the event there is a fire/medical emergency?
7. What is the phone number for the Emergency Operations Center/Command Post located at D215 of UH?
8. What is the location of the disaster preparedness cabinet in your department?
9. What is in the disaster cabinets?

Remember those fire safety acronyms!

P-A-S-S

Pull—Aim—Squeeze—Sweep



RACE

Rescue—Alarm—Contain—Extinguish



Hospital Decontamination Team—Members needed!

Ever wanted to help when disaster strikes? Sitting home wanting to do something to help fellow man?...then...

JOIN THE DECON TEAM!!!

The Decon Team is comprised of various types of UH employees, from nurses to physical plant, from EMS to patient transport.

Decon team members respond from work or home to provide decontamination ser-

vices to affected patients.

How do I get on the Decon team?

Contact the UH Office of Disaster Preparedness at extension 2-4668 and we will send you an application. Even if you don't want to be a full member there are always other areas that you can assist with during a decontamination event.



Answers to questions above

1. Code triage in the command post Level I, II, or III
2. Code triage in the ED Level I, II, or III
3. Refer to your Dept Specific Disaster Plan located in the EOP
4. Lockdown—Immediate Life Threat. Stay where you are.
5. Announce a "Code amber"
6. Fire—Dial 222 Medical Emergency Dial 111
7. 2-5800
8. Cabinets are located in different areas throughout UH, if unknown ask a supervisor/dept. head
9. Flashlights, glow sticks, and extension cords