

NEW HANOVER MEMORIAL HOSPITAL

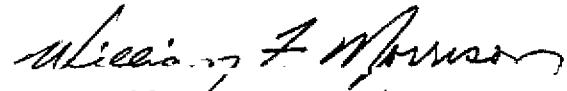
TO ALL PERSONNEL:

This manual is one of the most important documents of New Hanover Memorial Hospital. It is an outline of specific plans which are designed to help save lives in the event of fire, explosion, storm, and other disasters. Definite basic plans are necessary in order to deal with problems of this nature, and as an employee of New Hanover Memorial Hospital you are expected to know your part in these plans and to appropriately respond when these plans are put into effect. There is no substitute for preparedness and timely action when an emergency occurs.

Drills will be held from time to time to test the effectiveness of these plans. You are expected to participate in these drills when possible.

One reminder: Chaos and panic could create a situation more serious than the original disaster itself. Your knowledge of these plans and the institution's ability to depend on you may well save lives. Your cooperation is very much appreciated.

Grateful acknowledgment is extended to the Hospital's Disaster Committee for coordination of these plans, and to the Physicians' Disaster Committee, the Director of Civil Defense, New Hanover County Officials at UNC-W, and officials of Wilmington General Electric (Nuclear Energy Division) plant for their review, advice, and assistance.


William F. Morrison
Director

Revised
December 10, 1980

TABLE OF CONTENTS

LOCAL DISASTER	1
NUCLEAR/BIOLOGICAL/CHEMICAL CASUALTIES	19
PROCEDURE FOR ADMISSION OF UNANNOUNCED ACCIDENT BY EMERGENCY ROOM PERSONNEL	27
EMERGENCY TREATMENT OF RADIATION ACCIDENTS	28
PROCEDURE FOR PATIENT DECONTAMINATION & SAMPLE TAKING	34
FIRE PLAN	48
BOMB THREAT PROCEDURE	53
EVACUATION PLAN	61
SNOW/ICE STORMS	83
COMMUNICATIONS	87
 LOCAL DISASTER	
Part I - Notification of Disaster	1
Part II - Activation of the Disaster Plan	2
Part III - Discharge of Patients to Make Room for Casualties..	2
Part IV - Transfer of Patients to Other Institutions.....	3
Part V - Triage Area and Treatment Areas	4
Part VI - Lines of Authority	7
Part VII - Specific Functions and Duties	7
Hospital Director.....	7
Associate Director of Hospital	8
Chief of Staff.....	8
President Elect of the Medical Staff.....	9
University Teaching Service Representative (Surgery)	9
Records and Personal Effects Coordinator.....	10
Director of Nursing.....	10
Chief Pathologist.....	11
Chief Radiologist.....	12
Central Service Director.....	12
Chief Pharmacist.....	13
Public Information Officer.....	13
Personnel Director... ..	14
Chief of Security.....	15
Director of Food Service	15
Director of Volunteer Service.....	16
Executive Housekeeper	16
Director's Secretary.....	17
Department Heads.....	17
Part VII - Families and Friends of Victims.....	19
 NUCLEAR/BIOLOGICAL/CHEMICAL CASUALTIES	
Part I - Types of Possible Accident/Incident Results.....	19
Emergency Injury.....	19
Criticality Accident.....	19
Part II - Notification Procedures for Radiation Emergency Accidents.....	19
Emergency Department Assistant Manager Notification.....	19
Emergency Department Assistant Manager Will Notify.....	20
C.P. & L. Victim Notification.....	21
Part III - Emergency Department Radiation Team.....	22
Part IV - Housekeeping Department.....	22
Part V - Control Point Attendant's Duties.....	22
Part VI - Attending Physicians Duties.....	23
Part VII - Security.....	23

TABLE OF CONTENTS - continued

Part VIII - Use of Other Hospital Facilities.....	24
Part IX - Transfer of Patient to Another Hospital.....	24
Part X - Return of Affected Areas to Normal Use.....	24
 <u>PROCEDURE FOR ADMISSION OF UNANNOUNCED ACCIDENT BY EMERGENCY ROOM</u>	
<u>PERSONNEL</u>	26
Part I - Admission.....	26
 <u>EMERGENCY TREATMENT OF RADIATION ACCIDENTS</u>	
Part I - General	
Resuscitation and Stabilization.....	28
Decontamination.....	28
Evacuation of Radiation Exposure Status.....	29
Initial Treatment of Radiation Injury.....	30
Part II - Principles of Radiation Protection.....	30
Part III - Initial Bioassay Samples	31
 <u>PROCEDURE FOR THE USE OF PROTECTIVE CLOTHING AND DOSIMETER</u>	
Part I - Removal of Contaminated	32
Part II - Clearance Procedures	32
Part III - Use of Dosimeters	32
 <u>PROCEDURE FOR PATIENT DECONTAMINATION AND SAMPLE TAKING</u>	
Part I - General.....	34
Part II - Patient Decontamination.....	34
Part III - Procedures For Sample Taking.....	37
Part IV - Sample Taking Techniques and Indications.....	38
Parts List for Decontamination and Sample Taking.....	40
Sample Taking Kit.....	42
Agreement of New Hanover Memorial Hospital and General Electric Wilmington Manufacturing Department.....	43
Check List For Notification Procedure.....	44
Data Information Sheet.....	45
Personnel Dosimeter Sheet.....	46
Diagram of Location and Degree of Contamination of Wounds..	47
 <u>FIRE PLAN</u>	
Part I - General Considerations.....	48
Part II - Notification	48
Part III - Lines of Authority.....	48
Part IV - Engineering Department Duties.....	49
Part V - Evacuation.....	49
Part VI - Elevator and Traffic Control.....	50
Part VII - Physicians	50
Part VIII - General Instructions.....	51
Part IX - Types of Extinguishers Available.....	51
Part X - Conclusion of Fire Plan	52
 <u>BOMB THREAT PROCEDURE</u>	
Part I - Notification of Threat.....	53
Part II - Action Taken By Switchboard Operator.....	54
Part III - Prevention of Panic	54
Part IV - Control Center	55
Part V - Search Responsibilities	55
Part VI - Search Techniques.....	58

TABLE OF CONTENTS- continued

Part VII - Reports	59
Part VIII - Completion of the Search.....	59
Part IX - Critique.....	60
 <u>EVACUATION PLAN</u>	
Part I - Definition.....	61
Part II - Reasons For Evacuation.....	61
Part III - Types of Evacuation.....	61
Part IV - Authority to Order Evacuation.....	61
Part V - Assembly Points for Evacuees.....	62
Evacuation of Building.....	63
Assembly Area.....	63
Relocation Point.....	63
Part VI - Personnel Assignment and Notification.....	64
Part VII - Routes for Evacuation.....	66
Part VIII - Transportation for Patients.....	69
Internal Transportation.....	69
External Transportation.....	72
Part IX - Traffic Control.....	74
Internal Traffic.....	74
External Traffic.....	75
Part X - Roll Call.....	76
Part XI - Evacuation of Patient's Records.....	76
Part XII - Equipment and Supplies to be Evacuated.....	77
Part XIII - Family Notification.....	79
Part XIV - Permission and Notification of Physician.....	79
Part XV - Utilization of Relocation Point.....	80
Primary Relocation Point.....	80
Secondary Relocation Point.....	81
 <u>SNOW/ICE STORMS</u>	
Part I - Activation of Emergency Plans.....	83
Part II - Establishment of Control Center.....	84
Part III - Duties of Control Center.....	84
Part IV - Duties of Departmental Heads.....	85
Part V - Duties of Employees.....	85
Part VI - Transportation Requests Protocol.....	85
Part VII - Termination of Emergency Plans.....	86
 <u>COMMUNICATIONS</u>	
Appendix 1 - Disaster Call List	
Appendix 2 - Disaster Carts	
Triage Carts.....	2-1
Surgical/Burn Center Cart.....	2-2
Medical Treatment Area Cart.....	2-3
Orthopedic Treatment Area Cart.....	2-4
First Aid Center Cart.....	2-5
Appendix 3 - Assignment of House Staff to Triage and Initial Treatment Areas	

TABLE OF CONTENTS--continued

Appendix 4 - Nursing Service Initial Staffing For Triage and Initial Treatment When Disaster Plan is Implemented	
Appendix 5 - Plan For Storage and Disposition of Valuables and Clothing	
Appendix 6 - Bomb Threat Call List	
Appendix 7 - Scope of Care	7-1
Categorization Plan - Area and Regional Hospitals.....	7-2
Appendix 8 - Map of University of North Carolina - Wilmington	
Appendix 9 - University of North Carolina - Wilmington, Trask Coliseum Floor Plan (Patient and Department Assignment)	
Appendix 10 - Coding for New Hanover Memorial Hospital Fire Alarm System.....	10-1, 10-2