

A photograph of a building facade with large, white, three-dimensional letters spelling 'MEDICAL CENTER'. The building has a dark, possibly green or grey, upper section and a large glass window area below. Some bare tree branches are visible in the foreground. The sky is a clear, pale blue.

MEDICAL CENTER

Courtesy : EERI

A DISASTER SAFETY CHECKLIST FOR HOSPITAL ADMINISTRATORS



GEOHAZARDS
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I N D I A

Hospitals are critical facilities that will be called upon to serve the community immediately after a disastrous event. This checklist provides basic information to help hospitals maintain a safe environment of care and continue functioning following a disaster. To remain operational, hospitals should consider taking the following steps:

Assess Your Risk

- Assess which hazards your hospital faces, both natural & man-made. For e.g. Delhi is prone to earthquakes, fires & floods; Mumbai is prone to floods, fires, earthquakes, cyclones and tsunamis.
- Determine what damage the hospital facility might incur as a result of these hazards. Consult local engineers and building professionals for guidance for assessment of structural and non-structural hazards.
- Determine the consequences of damage and how hospital operations would be affected.

Prepare a Disaster Management Plan

- Determine who will make Emergency Management decisions and how they will be communicated with others.
- Prepare contingency plans for medical treatment that may be required during different types of disasters, including management of mass casualties.
- Develop Standard Operating Procedures (SOPs) in emergencies for each department in the hospital to maintain continuity of operations and services.
- Set up a planning committee and create a plan for how the hospital will operate following any disastrous event. Clear roles and responsibilities must be assigned to all personnel.
- Plan how you will operate continuously during an emergency. Establish an in-house emergency team and designate emergency coordinators on a 24 hour basis.
- Assign responsibilities for each team such as Evacuation team, Triage team, Communication team, etc. and train each team appropriately.
- Prepare plans for the restoration of critical services, such as communications, water supply, power supply, etc.
- Make an evacuation plan and identify places for setting up field hospitals and providing emergency care.
- Determine who will act as a spokesperson and media contact.
- Develop / update recovery plans for business / management information systems.
- Work in advance with the District Emergency Operation Centre to determine plans for crowd management, traffic management, and protection of the facility, supplies, patients and staff.
- Discuss your disaster management plan with the District Emergency Operations Centre and work with local emergency managers to integrate your plan with those of other hospitals so that resources are used effectively.

Prepare for Disasters

- Determine your priorities for addressing the risks you identified, and start mitigation and preparedness activities for high-priority items.
- Determine which lab facilities, human resources, drug supplies, blood, protective equipment etc. are critical to continue functioning after a disaster.
- Stock a 7-day supply of important items, including: water, food, blankets, clothes, linens; I.V sets and solutions; disinfectants; gloves; medications such as insulin, heart drugs, antibiotics, anti-diarrhea remedies; blankets, pillows and cots for staff; medical gases; hand sanitizers; scrubs; personal hygiene items; equipment and supplies for dialysis and other emergency treatments.
- Set up a 24-hour materials management and receiving department.
- Arrange for alternative communications and backup power supply.
- Determine how off-duty employees will get to the hospital after a disaster.
- Provide for basic services/on-site day care for engagement of additional people, visitors and volunteers.
- Establish backups of all electronic information outside the facility. Update contact information directory periodically.
- Liaise with PWD/your maintenance department to purchase extra hardware supplies for repair of windows, electrical wiring, lamps and fixtures, water supply and drainage network, and fire extinguishing equipments that can be damaged in a disastrous event.
- Record detailed inventory of all hospital assets as proof about the “as was” condition. This documentation will be needed when applying for damage reimbursement/claiming of insurance.
- Ensure that all staff members have prepared their Family Emergency Plan. For guidance in this regard please refer to the Family Preparedness page of www.geohaz.in
- Establish relationships with the community and corporates that might provide additional supplies and assistance after a disaster.
- Undertake education and training programmes on hospital safety for all employees and the community.
- Conduct regular exercises or drills to test your preparedness.

A SAFE HOSPITAL CAN SAVE A THOUSAND LIVES.

Items to Check for Earthquake Resistance

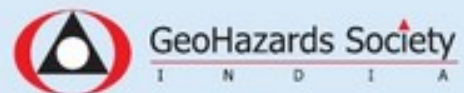
Hospital buildings can suffer structural damage in an earthquake that may render them unsafe. Have a qualified engineer estimate what the structural performance of the main hospital buildings and ancillary structures is likely to be in the design earthquake for the site.

Earthquakes can also damage the systems, equipment, medicines, and other items you need for the hospital to remain operational. These items include:

- Medical gases
- Emergency power
- Lift systems
- Communications equipment
- Medical equipment and supplies
- Roof or floor-mounted equipment such as tanks, boilers, transformers, and chillers
- Wall-mounted equipment such as coolers, air conditioners, and geysers
- Water supply for fire fighting
- Distribution systems such as pipes, ducts, and electrical conduits
- Architectural components such as suspended ceilings and masonry partition walls

For assistance in identifying and mitigating these hazards, please refer to the manual available for free download at :-

<http://www.geohaz.in/upload/files/hospitalsafetymanual.pdf>



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