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Policy:

To provide proper action and expertise in the event of a disaster.

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Prevailing Codes and Standards:

University Hospital Safety Manual TJC EC 02.05.01 (9)

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Procedure:

**I. FOR ADDITIONAL INSTRUCTION, REFER TO THE UNIVERSITY HOSPITAL SAFETY MANUAL, EMERGENCY PREPAREDNESS PLAN, POLICY 2.14**

**II. NOTIFICATION OF DISASTER**

- A. In the event of a disaster, the switchboard operator will notify the Physical Plant Department with the nature of the disaster, and the time the event occurred and whether the disaster is actual or a drill.
1. Normal working hours, Maintenance Control will be notified at 5-6319.
  2. After working hours one individual from the list below will be notified:

<u>NAME</u>	<u>HOME PH #</u>	<u>WORK #</u>	<u>BEEPER #</u>
a) Mark Jusselin ...	925-5112	..5-6300	..621-3269
b) George Kalmbach...	865-0135	..5-6298	.. 0376
c) Sean Smith .....	268-7148	..5-2844	.. 1230
d) Ernie Smoak.....	349-2466	..5-8400	..349-2466
e) Keith Acker.....	402-5022	..5-6320	..683-8546

**III. ACTUAL EMERGENCY OR DRILL DURING NORMAL WORKING HOURS**

- A. Maintenance Control shall notify the Director of Physical Plant, provide all known information with regard to the disaster, inform him of the approximate number of operational portable radios and beepers available and request that he report to the hospital board room control center. If Director is not available, one of the other individuals listed above should be contacted.

- B. The notified individual will report to the disaster control center room A1-2 with five radios for the "Chiefs" as defined in the Hospital Emergency Preparedness Plan. He will provide information as to

the approximate number of available personnel, number of radios and beepers, and number of beds in storage/repair.

- C. Physical Plant personnel will assist University Police Department (UPD) by providing door security labor as needed during a facility wide lock down order. Personnel will be assigned at the direction of UPD.

**IV. ACTUAL EMERGENCY AFTER WORKING HOURS**

- A. The notified individual shall recall additional personnel as anticipated to be needed using the Call-Out policy procedure.
- B. He shall report to the control center, room A1-2, with five radios for Chiefs, report on numbers of personnel, radios and beepers available and standby for further instructions.
- C. Recalled personnel shall standby in their shops for further instructions.

**V. DRILL AFTER WORKING HOURS**

- A. The notified individual shall report to LSUHSC if requested and provide assistance as needed.
- B. He shall inform Plant Administration by memo of the actions taken on the first normal work day.
- C. He shall report actions and recommendations on the critique sheet provided by Hospital Administration if so requested.