



MEMO

TO: Hospital Staff

CC: Jessica Broussard, LCSW/COO; Connie Amy, RN/DON

FROM: Kali Babineaux, HR Coordinator


DATE: 5/31/2019

RE: Hurricane Season and Emergency Preparedness

Hurricane season begins tomorrow. For 2019, NOAA predicts a likely range of 9 to 15 named storms (winds of 39 mph or higher), of which 4 to 8 could become hurricanes (winds of 74 mph or higher), including 2 to 4 major hurricanes (category 3, 4 or 5; with winds of 111 mph or higher). NOAA provides these ranges with a 70% confidence. An average hurricane season produces 12 named storms, of which 6 become hurricanes, including 3 major hurricanes.

Genesis Behavioral Hospital must maintain continuity of care for our patients. The Administrator may activate the Emergency Management Plan in cases of extreme conditions such as flooding, hurricanes, and tornados. We may close certain facility departments nonessential to patient care. All patient care employees are expected to report to work as scheduled. Please review the attached policy HR 12: Emergency Conditions for more information.

We are asking for **Volunteers** for our emergency teams. There will be a sign up sheet posted on the unit. Please sign up no later than June 20th, 2019; as we will have to designate employees after this date. Team A will shelter in place or evacuate with the patients. Team B will relieve Team A. In the event of an evacuation, Team C will arrive to the facility to assess for any damages and prepare the hospital for a safe return of the patients and staff.

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I. POLICY

Genesis Behavioral Hospital will make every effort to maintain normal work hours even during inclement weather. The Administrator may activate the Emergency Management Plan in cases of extreme conditions such as flooding, hurricanes and tornados. GBH may close certain facility departments nonessential to patient care. All patient care employees are expected to report to work as scheduled.

II. PURPOSE


To continue care for patients who remain hospitalized

III. PROCEDURE

- A. In the event of severe weather conditions that may affect safety, health, or access to the facility, the CEO and/or COO will have the final authority to make the decision to close the facility. If closure is deemed necessary, the company will remain closed until it is determined by the CEO and/or COO that the facility is safe to reopen. Non-essential employees should contact their supervisor if clarification is needed.
- B. For the duration of the severe weather, only designated essential employees may be expected to report to, or remain at, work.
- C. All departments must submit an updated list of essential employees to the Human Resources Coordinator.
- D. In the event of a facility/depart closure, employees will need to request use of benefit hours in order to be paid for hours not worked.

Outpatient Programs:

- A. If an employee is out of work for a facility closure, the employee may choose to use benefit hours, if available. If no benefit hours are available, it will be considered unpaid time. With approval from the Program Director, employees may be able to make up their time when the facility reopens.
- B. Employees may be required to work unscheduled hours to serve our clients for the missed days due to the severe weather.
- C. On days when weather conditions worsen as the day progresses, GBH may decide to close early. Employees will be expected to remain at work until the appointed


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closing time or unless they receive permission from their department head to do otherwise.

- D. Employees must request PTO hours to be paid for hours missed. With approval from the COO/Program Director, employees may be able to make up their time when the facility reopens.
- E. Staff must secure employee, client, company information and company equipment prior to departing.

Inpatient Facilities

- A. Director of Nursing will devise a system to notify those among Team A of designated essential employees who will be expected to work during emergency conditions.
- B. Essential employees are as follows:
 - 1. Inpatient Facilities
 - a. Administrator
 - b. Director of Nursing
 - c. Safety Officer
 - d. Registered Nurses (Total # of staff based on # of clients)
 - e. Licensed Practical Nurses (Total # of staff based on # of clients)
 - f. Mental Health Technicians (Total # of staff based on # of clients)
- C. The decision for clinicians or other staff to be moved to the essential employee list will be determined by the Administrator.
- D. If essential employees do not report to their scheduled shift there may be disciplinary action up to and including termination.
- E. Essential employees that are unable to work during severe weather due to a serious medical condition of themselves or a family member must provide documentation from a physician in order to be excused.
- F. Essential employees that are scheduled to work and provide coverage for their time away from work will not be disciplined.

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- G. Execution of facility lock down will initiate emergency conditions pay. Non-exempt employees that are on duty during lock down will be paid their normal work time plus the following:
1. Registered Nurses – an extra \$6.00 per hour for the hours worked.
 2. Licensed Practical Nurses – an extra \$4.00 per hour for the hours worked.
 3. Mental Health Technicians – an extra \$2.00 per hour for the hours worked.
 4. Employees will not receive an extra shift differential on top of the extra dollar amount per hour.
- H. Essential non-exempt employees will be paid half of their base rate during off-duty hours of a lock down period.
- I. The company will comply with overtime requirements.
- F. Non-essential employees must report to work when scheduled to work. If they are unable to report to work they must notify their supervisor.
- G. Employees must request PTO hours to be paid for hours missed. With approval from the COO, administrative department employees may be able to make up their time when the facility reopens.
- J. The facility will be locked down from the time the storm hits until the area is out of severe weather.
- K. Staff will secure employee, client, company information and company equipment.
- L. GBH will make accommodations for staff that decide to stay at the hospital. Meals and sleeping areas will be provided. GBH will also accommodate families of staff that are working at on offsite location, if necessary. Family members will be provided meals but will be required to bring essential supplies (air mattress, snacks, medicine, etc.). GBH will not be responsible for the care of family members or belongings.