

GENESIS BEHAVIORAL HOSPITAL

INSERVICE / EDUCATION FORM

SECTION A. THIS SECTION TO BE COMPLETED BY PERSON COORDINATING INSERVICE.

NAME OF INSERVICE: Evacuation due to Hurricane Drill _

DATE: 5/13/20 TIME: _____ TARGET AUDIENCE: All Staff

INSTRUCTOR NAME AND TITLE: All Directors

THIS INSERVICE TOPIC WAS DEVELOPED AS DETERMINED BY: (Check all that apply):

- ☐ Patient population served and type and nature of care provided by the hospital and department/service.
- ☐ Individual staff member need.
- ☐ Findings from department/service performance appraisals of individuals.
- ☐ Information from quality assessment and improvement activities.
- ☐ Findings from organization's plant, technology, and safety management programs.
- ☐ New employee(s) training
- ☐ Other (specify): _____

LEARNING OBJECTIVES: At the end of this program, each participant will be able to:

1. Take action to increase their preparedness
2. Reduce a disaster's effects on their home and work life.
3. Know what to expect if GBH must evacuate

INSTRUCTIONAL METHOD(S) USED: _____

COMPETENCY TOOL(S) USED: ☐ Post Test ☐ Demonstration ☐ Group Discussion

NOTES:

SECTION B. THIS SECTION TO BE COMPLETED BY PERSONS PARTICIPATING IN THE INSERVICE, BY SIGNING THEIR NAME & POSITION

Needs to be Signed

- See memo on unit or your Supervisor



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Wednesday, May 13, 2020

It is Hurricane Preparedness Week!! Hurricane season begins June 1st and we all need to begin thinking about preparations for hurricane season. South Louisiana is often threatened with Hurricanes and related weather conditions. Threats from hurricanes include powerful winds, heavy rainfall, storm surges, coastal and inland flooding, and tornados. As a hospital, we must be prepared to continue caring for our patients before, during and after experiencing any of those weather conditions mentioned above. Therefore, hurricane preparation is critical.

Employees need to be aware of their surroundings and be prepared in the event of a hurricane threatening our area. FEMA advises of ways to prepare for a hurricane:

1. SIGN UP FOR ALERTS AND WARNINGS.

- a. The following apps have been recommended.
 - i. Alert FM-Local Alerts + Weather
 - ii. FEMA
 - iii. American Red Cross
 - iv. The Weather Channel

2. MAKE A PLAN

a. FOR YOUR FAMILY LIFE

- i. Make your home safer
- ii. Ensure family is cared for in your absence.
- iii. Gather supplies
- iv. Test communication plan
- v. Insure your property

- b. **FOR YOUR WORK LIFE;** as a healthcare worker, we must continue to provide the essential care our patients need. Policies and procedures on emergency preparedness can be found in the policies and procedures, safety folder on the server. Become familiar with these policies in preparation for work life. The policy related to company continuity of care during severe weather conditions can be found in the HR volume of policies titled HR 12 Emergency Conditions

- 3. **PRACTICE EMERGENCY DRILLS.** Attached is minutes of a Hurricane evacuation tabletop discussion. Please review, advise leadership of any questions, and sign in-service form acknowledging review.
- 4. **TEST COMMUNICATION PLAN.** A survey is posted on the employee portal in which all employees will be required to complete. The survey will contain questions about primary methods of communication and emergency contact information request. In emergency preparedness planning, employees will be contacted with regular updates via e-mail. Other means of communication will be utilized when an immediate response needed. Please complete the survey by May 20th so we can test our communication plan.

As a team, we will prepare now, survive during and be safe after! Thank you for all you do!!

2020 Tabletop Exercise: Hurricane

Scenario 1:

Monday, 8:00 a.m.: The National Hurricane Center reported that after a week in warm open waters, Hurricane Milo is approximately 200 miles off the coast of Morgan City. The local office of the National Hurricane Center issued a hurricane watch for large portions of the coast, including Lafayette, Iberia, Acadia, St. Martin and St. Landry parishes. Currently a Category 1 hurricane, Milo continues to gain strength and is projected to make landfall within 72 hours. Forecasters are already warning of the potential for this storm to become an extremely powerful Category 4 hurricane.

Action 1:

Leadership meeting was called to order to discuss facility and patient impact. Included is leadership from GENESIS of Crowley, Lafayette, and New Iberia.

Items of discussion:

- ☐ Review of inpt. census and potential discharges to determine of volume of patients.
- ☐ Physicians to be contacted to be aware that Hurricane Preparedness Plan has been initiated.
- ☐ DON's to inventory medical supplies and medications etc.
- ☐ Dietician/Dietary Department to inventory food, water, supplies etc.
- ☐ EOC to inventory batteries, flashlights, fans, fuel etc.
- ☐ Begin preparation of facilities for arrival of storm.
- ☐ COO will stay in contact with Administrator of ongoing status of Hospital.
- ☐ Confirm Emergency Contact List of employees.
- ☐ Getting confirmation of OP patients having SIP/Evacuation emergency plans in place, medication on hand and assisting with planning if necessary.

Scenario 2:

Tuesday, 12:00 p.m.: The storm has strengthened and the National Hurricane Center issues a Hurricane Warning for St. Martin parish. Hurricane Milo is a Category 3 storm, projected to make landfall in our area within the next 36 hours. A storm surge of 13 to 18 feet is forecast near and to the east of where the center will make landfall. The governor has declared a state of emergency and issues an evacuation order for our area. In addition, many local schools and childcare facilities are closing early today. Several major roadways are impassable due to traffic from the evacuation.

Action 1:

A Leadership meeting was called to order to discuss facility and patient impact. Included is leadership from GENESIS of Crowley, Lafayette and New Iberia.

Items of discussion:

- ☐ COO stays in contact with Administrator of ongoing status of Hospital.
- ☐ OP patients SIP/Evacuation emergency plans. Any problems with assisting with planning
- ☐ DON's has ordered medical supplies and medications needed, etc.
- ☐ Dietitian/Designee determines food, water, supplies needed, etc.

- ❑ Update the Emergency Contact List of employees as needed.
- ❑ Continue communication with Parish and State Emergency Preparedness officials.
- ❑ Discharge any patients able to discharge as determined by MD/Medical Director
- ❑ COO has received word from Administrator to continue to prepare the facility and proceed with the evacuation plan.
- ❑ EM System (EMSTAT) is activated and electronic reporting shall be filed twice daily at 7:30 a.m. and 2:30 p.m. and throughout the emergency event. DON/EOC responsible for reporting.
 1. Status of operation (open, limited or closed)
 2. Availability of beds
 3. Other resources that may be needed
 4. Generator status/fuel supply
 5. Evacuation/shelter in place status

Action 2:

- ❑ EOC purchases extra batteries, flashlights, fans needed, etc.
- ❑ EOC Dept. checks vehicle fluids, tires and fueling up vehicles.
- ❑ EOC Director of St Agnes makes contacts with Ferrell Gas about fueling the reserve tanks.
- ❑ EOC Director of St. Agnes contacts Allied Waste to drop off a construction dumpster to handle excess garbage through the hurricane event.
- ❑ EOC will coordinate with Drivers the schedule to transport patients to the evacuation facility.
- ❑ Removed any items from exterior of building that can cause damage due to high winds.
- ❑ Inspected roof and remove any debris from roof drains.
- ❑ Assists St. Agnes with daily Generator maintenance.
- ❑ Emergency Contact List, map and directions to facility to be given out to vehicle drivers.

Action 3:

- ❑ **Genesis Hospital to evacuate to:**

Glenwood Regional Medical Center Behavioral Health Unit

128 Ridgedale Drive

West Monroe, LA 71294

Phone: 318-329-4522

Contact Name: C. Eric Rutledge

- ❑ OP employees will be prepared with patient contact and emergency contact info. Patients will be sent home with extra meds.
- ❑ Emergency Contact List, map, and directions to facility to be given out to vehicle drivers.
- ❑ After discharges, Genesis will evacuate with 6 patients. 1 Level 3, 1 Level 2 and 4 Level 1's.
- ❑ Staff evacuating are 2 RN's, 3 MHT's, 2 LPN's
- ❑ Additional staff evacuating: 1 Activity Therapist, & DON
- ❑ Nursing Department

- ❑ Obtains physicians orders to transfer patients to evacuation facility.
- ❑ Charge nurse contacts receiving facility and gives report on the 6 patients to be transferred. Receiving facility confirms bed availability and obtains orders to accept patients.
- ❑ The shift nurse packs the patient's active medical charts in a secured box.
- ❑ An inventory is done before leaving GBH as well as when leaving the evacuation facility for the return to GBH.
 - 4 day supply taken on trip.
 - The patient medications were put in a lock box and inventoried before leaving GBH and upon arrival to the evacuation facility. The shift nurse will be responsible for the locked box while traveling to the evacuation facility and while at the facility. Stock PRN meds taken (Milk of Magnesia, Mylanta, Cogentin).
 - In case of a patient becoming agitated during transport to the evacuation site, a staff nurse will refer to the MAR and give appropriate medication if necessary.
 - Supply of PRN Stock Meds will be taken (Ativan PO/IM, Haldol PO/IM, Zyprexa/IM, Geodon/IM, sterile water for mixing, Benadryl P.O./IM)
- ❑ Dietary
 - ❑ The dietitian and dietary department pack enough food for the needs of 6 patients and staff for 4 days.
 - The food packed meets the needs for regular diets and therapeutic diets.
 - The packing and delivery of the food are done in accordance with HAACP Regulations and Instructions.
 - ❑ The food will be prepared daily in the evacuation facility by the dietitian/dietary staff.
 - ❑ Snacks for regular and therapeutic diets are also available during transport to and from evacuation site.
- ❑ Pharmacy
 - ❑ Carmichael's Pharmacy to deliver Med's
- ❑ Staff packs the vans with active medical charts, medication, medical devices, and food, sufficient for 4 days away from Genesis Hospital.
- ❑ Patients are loaded on the vans with cards, games and other calming items to make the trip easier.
 - Necessary stops are made to exercise and prevent blood clot formation.
- ❑ Activity Therapist
 - ❑ Activity Therapist packed a therapy box to include:
 - Group activities (relaxation techniques, depression, etc.)
 - 2 Decks of playing cards
 - Exercise instructions
 - 2 Domino sets

- Activity pages
 - Games, etc.
- ❑ EM System (EMSTAT) electronic reporting shall be filed twice daily at 7:30 a.m. and 2:30 p.m. and throughout the emergency event. DON/EOC responsible for reporting.

Wednesday at 7A

- Genesis is using the 1 local route vans and MHT/Driver from GENESIS Breaux Bridge Facility. The van has room for 12 passengers. 4 patients and 6 staff members are assigned to this vehicle. The other vehicle taken is a minivan that holds 6 passengers and 1 driver. 2 other patients and 3 other staff members are assigned to this vehicle.
- Staff members and EOC are helping in loading of the vehicles with supplies and patients. Vans leave the property and travel to West Monroe, LA.

Wednesday afternoon/evening

- ❑ Vans arrive at Glenwood Hospital and patients are oriented to the unit and shown to their rooms.
- ❑ Hospital dietary department is notified by unit of patient and employee census for food supplies to be delivered.
- ❑ Carmichael's Pharmacy notified of location and patient census if Med's are needed.

Scenario 4:

Thursday, 9:00 a.m.: Hurricane Milo has made landfall as a Category 4 storm 10 miles south of St. Martin parish with sustained winds of 137 mph. The initial storm surge was recorded at 16 feet, with an additional 5–8 inches of rain falling in the past 24 hours. As a result, local waterways are now 10 feet above flood stage. Damage reported by the media includes flooded homes and businesses across a widespread area, flooded and debris-clogged roadways, and large areas without power. The phone lines and internet are down.

- ❑ EM System (EMSTAT) is activated and electronic reporting shall be filed twice daily at 7:30 a.m. and 2:30 p.m. and throughout the emergency event. DON/HR responsible for reporting.
- ❑ Continue communication with Parish and State Emergency Preparedness officials.

Scenario 5:

Saturday, 7 p.m.: As the winds decrease and the rain tapers off, St. Martin parish can assess the damage from Milo. Water is slowly receding, allowing at least one lane of traffic on several major roads. Local law enforcement has restricted access to heavily damaged areas and has established a curfew in some portions of the community to prevent looting. Some residents have been permitted to return home, though thousands remain in temporary shelters. Several major schools remain closed, and large areas of the community still do not have power. You can access your facilities and inspect the damage. There is significant flood damage to the New Iberia location and much of your IT infrastructure is not functioning. Several trees have fallen into the roof of your Crowley location, tearing a large hole in the roof and

shattering windows. Based on a preliminary damage assessment, it is expected that your facility will not be operational for at least 3 weeks.

- ❑ Leadership will inspect all facilities.
- ❑ Leadership will determine when a return to the facilities will occur.
 - NI and Crowley staff and patients will return to Lafayette facility for services. Weekly services will be provided in AM/PM shifts, if necessary, until other two facilities are up and running.
 - IP facility is running on the generator. Phones and internet are down. Cox contacted to set up fax to e-mail. Referrals via e-mail will be checked on ipad. Cell phones will be utilized to make business calls.

Relief staff will be contacted to coordinate relief efforts

- ❑ Two shifts of relief staff have been contacted and instructed to report to work as usually scheduled.
- ❑ OP employees will contact patients to coordinate return

Working staff will be contacted to coordinate return