

Hurricane/Disaster Protocol for Lallie Kemp LSU Eye Clinic, UMC Lafayette LSU Eye Clinic, Bogalusa Medical Center LSU Eye Clinic, and Chabert Medical Center LSU/Ochsner Eye Clinic

**Our goal in designing this plan is to ensure the safety of LSU students,
residents, fellows, and faculty.**

In the event that a hurricane or other natural disaster is expected to reach landfall in the immediate or surrounding vicinity of the clinic/hospital, then the following plan is to be executed. In cases where a voluntary or a mandatory evacuation is ordered by an authorized state, city, or university official then, within 48 hours of the expected natural disaster to enter the area, LSU ophthalmology clinic and services will be closed. The ophthalmology residents, fellows, students, and faculty will be dismissed from the facility and asked to report to the designated LSU sites where ophthalmic care will be continued during the crisis. Earl K. Long Medical Center, Baton Rouge and Elmwood Trauma Center, New Orleans (until University Hospital, New Orleans is re-opened) will be the chosen designated sites for ophthalmic services during such times of natural crisis. Any existing patients within the clinical area not requiring on-going ophthalmic care will be sent home. Any patient requiring immediate ophthalmic services throughout the time period of the voluntary or mandatory evacuation and thereafter, will require transfer to a more safe and secure hospital medical complex, as designated above, where ophthalmic care will be continued. Any and all other patients with ophthalmology emergencies that enter the hospital system after closure of ophthalmology services will require transfer to the other designated sites for ophthalmic services. Once the decision is made, the medical director at each site will be made aware immediately of the closure of ophthalmology .

Hurricane/Disaster Protocol -RESPONDING TO EMERGENCY AND/OR DISASTER SITUATIONS

I. POLICY STATEMENT

It is the policy of the Medical Center of Louisiana (MCL) to provide procedures for various internal and external emergency and/or disaster scenarios via the MCL Emergency Management Manual and the Emergency Management Quick Reference

Guide. Each department and/or clinical area should have an MCL Emergency Management Manual and an Emergency Management Quick Reference Guide available for review by staff within their area. To obtain an MCL Emergency Management Manual and/or an Emergency Management Quick Reference Guide, contact the Administrative Chair of the Emergency Management Sub-Committee at 903-3047.

II. GENERAL GUIDELINES

A. The Emergency Management Sub-Committee is a branch of the Environment of Care Committee Charged by the Chief Executive Officer (CEO), the Administrative Chair of the Emergency Management Sub-Committee is responsible for:

- ✦ ensuring that the Medical Center of Louisiana is prepared to meet internal and external emergency conditions that may arise
- ✦ the development, maintenance and distribution of the MCL Emergency Management Manual and the Emergency Management Procedures Quick Reference Guide
- ✦ conducting a hazard vulnerability analysis to identify potential emergencies that could affect the need for services or the ability to provide services
- ✦ updating the Incident Command call tree as needed to facilitate quick contact of pertinent personnel.

B. Each division of MCL shall have representation on the MCL Emergency Management Sub-Committee. The CEO shall appoint administrative and clinical chairs to the MCL Emergency Management Sub-Committee. Administrative Council members shall appoint sub-committee members to represent their division.

C. Administrative Council members and department directors shall ensure that all MCL staff participate in emergency and/or disaster drills to ensure MCL's readiness and ability to respond to actual emergency and/or disaster situations.

D. MCL's emergency and/or disaster codes include:

- Code Red – Fire
- Code Green – Obstetric Delivery Outside of Labor and Delivery
- Code Pink – Infant/Child Abduction
- Code Yellow – External Disaster
- Code Grey – Severe Weather
- Code White – Bomb Threat
- Code Brown – Internal Disaster
- Code Orange – Radiation Emergency
- Code Purple – Violence/Volatile Situation
- Code Blue – Cardiopulmonary Arrest.

PLEASE NOTE: Detailed procedures for all emergency and/or disaster codes except Code Red and Code Blue can be found in the MCL Emergency Management Manual. Code Red procedures are included within the Environment of Care Manual. Code Blue procedures can be found within MCL Policy 5026 – Resuscitation Management.

E. Department directors and/or departmental Safety Coordinators shall schedule periodic review sessions with staff to review individual responsibilities of the procedures outlined within the MCL Emergency Management Manual and the Environment of Care Manual for each emergency and/or disaster code.

F. Upon announcement of an emergency and/or disaster code, department directors shall activate a procedure to notify affected staff members under their supervision of the event announcement and their responsibilities through out the duration of the disaster. It is the responsibility of each Administrative Council member or department director to develop and maintain call trees to facilitate quick contact of pertinent personnel.

G. Employees shall respond immediately upon notification of an emergency and/or disaster code and shall follow the procedures outlined within the Emergency Management Quick Reference Guide until the details of the specific procedures included within the Emergency Management Manual can be initiated. Employees who do not report for duty as requested or who do not follow the procedures outlined within the Emergency Management Manual may be subject to disciplinary action.

H. For information detailing responsibilities during specific emergency and/or disaster codes, refer to the Emergency Management Manual and the Emergency Management Quick Reference Guide.