

UNIVERSITY OF TOLEDO

SUBJECT: EMERGENCY PREPAREDNESS DRILLS

Procedure No: EP-08-006

PROCEDURE STATEMENT

Emergency preparedness drills will be conducted on a regular basis at the University of Toledo.

PURPOSE OF PROCEDURE

To ensure that all employees know how to respond to a variety of emergency situations in a safe, consistent manner; to ensure that the University of Toledo meets the requirements of Joint Commission standard EC.4.20 and other national standards and regulations.

PROCEDURE

HEALTH SCIENCE CAMPUS

Emergency preparedness/evacuation drills will be conducted twice in each calendar year in the main Hospital, Rehab Hospital, and Kobacker Center. Family Practice Center, Glendale Medical Center, and the Ruppert Health Center will undergo one emergency preparedness drill yearly, since all of those buildings are business occupancies.

Emergency preparedness drills will be done as required by EC.4.20 in each building noted above.

Emergency preparedness drills will be conducted at least four months apart, and no more than eight months apart.

Emergency preparedness drills will be conducted annually in the Biocontainment Facility as required by the CDC and USDA.

Emergency preparedness drills will usually assess employee knowledge and response in one of the following scenarios:

- Disaster Drill - activation of Hospital Incident Command System (HICS) (All Hazard Command Structure)
- NBC (Nuclear, Biological, Chemical incident)
- Bomb Threat
- Patient with a Gun
- Loss of Electrical Power
- Natural Gas Leak

MAIN CAMPUS

Emergency preparedness drills will be conducted on a regular basis in conjunction with UTPD in the following areas and by special request.

- Residence Halls
- High risk research areas (Physics and R1)
- Great Escape (fire response training for students)

EVALUATION

The evacuation component of all emergency preparedness drills will be timed when appropriate to assess how long it takes to safely implement evacuation of a particular location.

Any deficiencies or problems noticed by UTPD during the routine evacuation drill will be written on the University of Toledo Evacuation Drill Sheet Assessment Form, and brought to the immediate attention of the supervisor or building manager for follow-up, correction or education as needed to resolve the issue.

For larger, more complex drills, an evaluator will be assigned with a checklist to review critical aspects of the drill.

- This evaluation/critique will be reviewed and discussed at an After Action Meeting (hotwash) and assignments will be made to individuals for specific actions that must be taken during the recovery portion of the drill.
- Planned exercise scenarios are to be realistic and related to the priority emergencies identified in the Hazard Vulnerability Analysis.
- Clinical related drills are critiqued with the input of administration, clinical and support staff.
- Improvements instituted after drills should be tested to ensure the planned changes are effective.
- Emergency Preparedness Task Force is responsible for planning and evaluation of drills and for instituting changes. (The Task Force shall be composed of a multidisciplinary group from both clinical and non-clinical departments, and administrative leadership.) All disciplines will have input.
- Items changed during the previous drill will be re-evaluated to ensure the changes to the plan were effective. (When improvements cannot be made by the next scheduled drill, interim changes will be put in place and be evaluated accordingly.)
- Emergency Preparedness Drills strengths and weaknesses will be reported to the Environment of Care Preparedness subcommittee of the Safety & Health Committee.

Source: Safety & Health Committee

Effective Date: 4/1/99

Review/Revision Date: 3/16/02

4/30/03

2/2/05

10/26/07