

SECTION 11.12

CODE TRIAGE EXTERNAL

PROCEDURES TO BE FOLLOWED IN THE EVENT AN EXTERNAL DISASTER AFFECTS LOMA LINDA UNIVERSITY HEALTH

RESPONSE

Personnel implement the provisions of the *Emergency Operations Plan, Section 5.1 through 5.5 Multi-Casualty Incident Plan*.

<https://one.lluh.org/vip/General/Emergency-Preparedness-and-Response>

PREPARATION

Education and Training:

1. The Safety Officers oversee an education and training program to ensure that faculty and staff is equipped with the knowledge necessary to function appropriately in emergency situations. At minimum, it is expected that all faculty and staff will be able to describe or demonstrate the following:
 - Risks within the organization's environment
 - Actions to eliminate, minimize and report risks
 - Procedures to follow in the event of an incident
 - Reporting processes for common problems, failures and user errors
 - Individual roles and responsibilities for emergency management
 - Recognizing specific types of emergencies (e.g., agents of chemical or biological terrorist attack)
 - Roles and past participation in organization-wide drills
 - Obtaining supplies and equipment during emergencies
2. **New Employee Orientation:** A section of the orientation presents emergency management and disaster preparedness.
3. **Department-specific and Job-specific Orientation:** Department managers conduct training for employees on department-specific and job-specific roles and responsibilities.

Annual Update for All Employees:

An annual update program includes the *B.L.U.E. Book*, the *Ten-Minute In-service Boards*, and departmental in-service training. On a rotating schedule, topics include:

- the *Emergency Notification Plan*
- alternate communication methods

- obtaining supplies and equipment
- *RACE* Fire Response Plan
- extinguisher and pull-box locations
- emergency notification procedures
- evacuation techniques and procedures

In-service Training:

Each department conducts in-service training at intervals determined by the particular functions of the department. In-service training may address:

- department-specific responsibilities and procedures for emergencies

2. Hazard vulnerability assessments undertaken in consistently indicate

Critical Supplies and Services

Departments responsible for essential supplies are also responsible for the following duties:

- Developing and maintaining lists of supplies critical to LLUH operation;
- Maintaining plans for obtaining these supplies during time of disaster;
- Establishing agreements with vendors to guarantee availability and delivery of essential supplies during emergencies.
- Communicating plans to the Administrator or to the Incident Command System Logistics Section Chief and the Supply Branch Director during any disaster situation.

RECOVERY

General Responsibility

Responsibility for implementing recovery processes is shared by the President, CEO, the Executive Vice President/CFO, and the Senior Vice President, Risk Management.

Facilities Recovery

Personnel execute responsibilities and implement procedures detailed in the *Damage Assessment & Recovery Responsibilities, Section 6.2* of this Plan.

Business Restoration

1. Refer to detailed contingency plans and procedures for each of the mission-critical functions, found in *Section 12.2* of this plan.
2. Determine staffing needs.
3. Make temporary layoffs or furloughs as needed.
4. Document staff hours worked and work performed for Technical and support staff.
5. Post relocation addresses and phone numbers of alternate sites, as appropriate.
6. Arrange for short-term financing.
7. In coordination through the UCC, notify suppliers of b4 (d f)3 (or

