

GENERIC BIOLOGICAL AGENT RELEASE

Date: _____

KEY ACTIVITIES	OPERATING UNIT IMPACT	MITIGATION / PREPAREDNESS	RESPONSE / RECOVERY	COMPLETED
PLANNING				
Mobilize/Demobilize	Senior mgmt not fully aware of emergency impact to medical center	Activate EOC	Activate notifications of key Operational Units	
Emergency Policies	Policy for Unknown biologic agent not developed or outdated [Changes in vaccine availability, Antiviral recommendations, antibiotic preventive protocols and exposure definitions]	Review update policy, ensure compliance, drills, coordination with Infection Control team and community efforts. ID resource stockpile locations.	Activate Biologic Event Emergency Plan; Contact internal and external supply sources, PHS.	
Liaison	No one designated nor knows who to communicate with local public health office.	Designate individual(s) to identify and document appropriate public health office contacts (names and phone numbers).	Ensure medical center coordinates with public health office during response & recovery.	
Safety	No one is designated to ensure that medical center personnel are trained and protected in handling the emergency	Ensure that as part of a biologic event emergency plan, that the infection control team, Chief of Staff, Employee Health, Pathology and Laboratory Medicine, Police & Security, Engineering, Safety Officer and Environmental Management Services are involved.	Infection Control & Safety will ensure that all safety and health measures are being complied with during the emergency	
Public Affairs	PIO is not part of the emergency plan and communication with news media will be delayed or information incorrect; lack of coordinated "single source" information stream to ensure consistent information content (internal & external.)	Ensure PIO is included in the EOC and tracks all pertinent information that can be released to news media; Chief of Staff or designee to review and coordinate all internal and external health related information distribution materials.	PIO will coordinate with operating units to collect necessary information for possible dissemination	
Situation Status	EOC is not aware of what is going on during the emergency	Develop communication and tracking procedures of critical areas to ensure continued medical center operations	Activate situation status report procedures, and maintain lines of communication with EOC	
Resource Status	Critical resource needs are not addressed and will impact adversely on medical center operations	Develop list of resource needs, including staffing requirements, bed availability needs, antibiotics, vaccine, respiratory isolation needs etc.	Monitor resource utilization and update IC frequently. Contact local resource suppliers & Public health office.	
Action Planning	Delayed information from community to VAMC. Do not have internal/external emergency notification procedures and/or plans to address potential problems.	Proactive coordination with public health office and other community emergency response systems. Develop plans that include the medical center role in the community and specific procedures on protection requirements.	Implement emergency response plan. Contact and coordinate with local resources. Infection control teams to monitor Association of Professionals in Infection Control (APIC) website for current protocols and updates from CDC.	
Documentation	No documentation to show what actions were accomplished during the emergency, including proper treatment of patients that may require financial reimbursement; Lack of potential exposure documentation for those at site of an event. Failure to maintain Chain-of-custody requirements for any potential evidence collected. Failure to properly collect, maintain, store and as appropriate transfer evidence to proper local authorities.	Develop tracking methods and log of events to ensure records are maintained for all pertinent actions taken during the emergency. Coordinate with law enforcement. Coordinate with Public Health Office.	Complete documentation as events unfold, including who all contacts, number and types of injuries, resources used, overtime, and other associated costs	
LOGISTICS/FINANCE/ADMIN				

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Supply	Do not have enough antibiotics, vaccine, bedspace, staff to deal with biologic event. Inability to handle non-incident patient workload.	Develop list of supplies and equipment, e.g. antibiotics, needed.	Verify that supplies and equipment needs are adequate for magnitude of reported event. If not, contact backup resources.	
Facilities	Lack of VAMC isolation space, staff and bed availability to deal with event. Potential systems compromise (HVAC).	Plan for alternate care site internally and externally. Determine maximum response capability of VAMC.	Activate alternate care sites as needed. Monitor bed space. Activate engineering service plan.	
Transportation	Unable to and relocate patients during crises	Develop plans for transportation if need for alternate site care requiring transportation of patients/staff/visitors should arise. Identify alternate sources for transportation needs.	Implement plan for transportation needs to alternate care site(s). Communicate with ICS frequently to update on needs.	
Communications	Inadequate communication with emergency responders, public health office and internal operational units. Inadequate communication with affected employees.	Procure needed radio's or other means of secondary communication to ensure maintenance of adequate communication internally during crises.	Verify and monitor communications effectiveness	
Food	Unable to adequately provide for nutritional needs of patients, visitors, and/or staff in setting of alternate care site implementation, mass waiting rooms and/or quarantine setting.	Develop plans to maintain food and nutrition operations during a mass crises event. Identify backup sources for food supply.	Implement plan. And monitor supplies and needs. Report frequently to ICS.	
Medical	In-adequate supply of antibiotics, vaccine, medical supplies, etc., to meet patient treatment needs	Develop SOP for acquiring emergency medical supplies by establishing contracts or MOUs; Identify nearest local stockpile resources; Contact Public Health Service, neighboring hospitals and emergency response groups to proactively participate in local community planning process.	Activate medical supply SOP and verify that enough supplies will be on hand; Inventory frequently as event unfolds; contact and access local stockpile resources as needed. Contact and coordinate with Public Health Service during event response and recovery efforts.	
Time	Do not have accurate date and times of events occurring during the emergency, resulting in delays and inefficient operational decisions within the VAMC.	Develop Tracking of events SOP, that includes time, names and SS# of all employees/visitors/patients within an "at risk" area for tracking purposes and prophylactic therapy as needed.	Ensure that EOC and operating units are implementing Tracking of events SOP	
Procurement	Unable to maintain adequate medical supplies needed for event.	Develop procedure to approve and monitor purchases to ensure proper supplies are being procured. Monitor expenditures related to the event to forecast budgetary impact.	Implement and monitor procurement procedures	
Compensation/Claims	Responding employees are not conducting emergency procedures as safely as possible, and those who are injured are not treated expeditiously.	Ensure safe work practice and training has been completed for all emergency response employees and others working in high risk locations such as the emergency room and isolation units. Develop Tracking of events SOP, that includes time, names and SS# of all employees/visitors/ patients within an "at risk" area for tracking purposes and prophylactic therapy and vaccination as needed.	Monitor work practices and implement the ASISTS program when warranted. Work closely with Employee Health and Infection Control team members.	
Cost	Do not have accurate methods or procedures to monitor costs and delays involving medical center emergency operations	Develop Cost Tracking SOP	Ensure that EOC and operating units are implementing Costs Tracking SOP	
OPERATIONS / STAGING				

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Labor Pool	Operating Units are not ready to adequately respond to the emergency with either staff or equipment and supplies	Develop procedure to ensure that operational units are contacted and know how to respond to emergency events. Coordinate event plans with guidelines provided by the CDC using internal Infection Control Team as a critical resource for updated information.	Implement operating units response procedures and verify readiness	
Vehicles	Operating Units are not ready to adequately respond to the emergency with either staff or equipment and supplies	Develop procedure to ensure that operational units are contacted and know how to respond to emergency events. Coordinate event plans with guidelines provided by the CDC using internal Infection Control Team as a critical resource for updated information.	Implement operating units response procedures and verify readiness	
Equipment/Supply	Operating Units are not ready to adequately respond to the emergency with either staff or equipment and supplies	Develop procedure to ensure that operational units are contacted and know how to respond to emergency events. Coordinate event plans with guidelines provided by the CDC using internal Infection Control Team as a critical resource for updated information.	Implement operating units response procedures and verify readiness	

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BUSINESS CONTINUITY				
Telecom/Info Mgmt Systems	Phone lines/ computer system overwhelmed by workload occurring during the event.	Develop alternate communication system for internal and external communication needs. Develop contingency plan for computer down-time.	Implement alternate communication resources as needed. Activate computer down-time plan.	
Access to Services	The external emergency does not allow or delays patient access to services. Internal event results in need for patient/staff evacuation of VAMC work area.	Develop procedures to redirect, reschedule and/or relocate patients and staff.	Implement procedures redirect, reschedule and/or relocate patients and staff.	
Records Preservation				
Business Resumption	Need to redirect, reschedule and relocate patients during crises results in difficulty returning to normal patient care operations after event.	Develop plan to deal with redistribution of backlog patient workload over a defined (if possible) period post event.	Implement plan to deal with redistribution of backlog patient workload over a defined (if possible) period post event.	
EQUIPMENT, PLANT & UTILITIES				
Medical Devices	Inadequate supply of equipment needed for appropriate respiratory isolation.	Develop response plan with expectation and calculation of maximum response capability for VAMC.	Implement plan and monitor effectiveness frequently. Coordinate with community and Public Health Service frequently.	
Medical Gas Systems				
Power/Light Systems				
Heating/Cooling Systems	HVAC system becomes contaminated.	Assess airflow and pressure relationships for HVAC system to determine risk, and potential impact of anthrax contamination. Develop plan to address sections of HVAC which may be affected and need to be shut-down during an event occurring within the VAMC.	Implement HVAC assessment plan. Involve engineering service as soon as potential event is known.	
Water/Sewer Systems				
Building/Grounds/Roads				
Debris/Waste Removal	Contaminated waste enters public area or landfill.	Develop plan to ensure absolute containment and sterilization of all debris and waste from infected patients or potential patients, as appropriate.	Implement plan and monitor effectiveness.	

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SAFETY & SECURITY				
Alerting/Warning	Without proper warning from the community or to medical center emergency responders, the response will be less than effective	Develop communicating procedures with the community and an internal emergency recall system. Train and evaluate communication and notifications procedures	EOC will implement the emergency recall system to the level needed	
Hazmat/Decon	Although Decon is NOT NEEDED for most biologic events, Self Shower facilities may be needed and not available. External event may adversely impact the medical center, if contaminated materials are brought into the VAMC.	Understand the medical centers role in the community and develop response plans. Develop plan for self shower facilities outside the VAMC where appropriate.	Implement response procedures and monitor effectiveness.	
Fire Suppression				
Search				
Security	Breach of VAMC by contaminated materials with biologic source (Spores, viral particles.)	Develop plan for security perimeter and egress control during biologic event. Provide Police and Security with needed educational training and PPE recommendations for dealing with this biologic event.	Implement perimeter control and egress control plan.	
HEALTH & MEDICAL				
Non-Incident Patient Management	An In-house exposure occurs. New patients are allowed into the VAMC and then exposed to biologic agent which could have been preventable. Limitation of resources for proper response to event.	Assessment of infrastructure to prevent exposure. ID of alternate operations site and supply sources. Inventory management and operational procedures.	Activation of VAMC emergency plan. Initiate personnel "call back" plan as needed. Activation of community emergency response plan. Coordinate with Public Health Service during event and recovery phase for assistance in potential new resource allocations.	
Triage	Clinical staff not certified for work in personal protective equipment at operations level	train adequate staff for triage, decontamination, and patient management, update annual training	Notify emergency department immediately and update frequently. Activate EMRT/HazMat & Decon teams as needed.	
Treatment	inadequate supplies as antidotes, for prophylaxis, or vaccination	identify sources of antidotes; supplies	ICS logistics team notification for procurement of supplies	

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Evacuation	Evacuation due to contamination or space needs due to mass casualties	Plan alternate care sites and transportation sources; MOUs	Contact alternate care sites and transportation sources; Self shower where appropriate and as needed	
Alternate Care Sites	Alternate care sites unavailable	Identify potential emergency cohort sites; Plan for these potential sites both internally within the VAMC and externally with the community.	Notify and clear potential cohort sites for activation	
Outreach	Home based services unavailable secondary to crisis	Plan alternate care sites and/or transport to home VAMC facility. Any VAMC site which is temporarily closed must develop appropriate signage and relocation directions.	Activate Transport plans and alternate care sites	
Fatalities Management	inadequate morgue space; supplies	Plan for alternate unmarked refrigeration source; MOUs; Identify alternate supply source(s).	Activate alternate refrigeration storage plan; procure supplies	