Service/Department/Unit Level Emergency Response Plan

1.0 Summary
   1.1 Departmental Information
      1.1.1 Depart/s Covered by the Document
      1.1.2 Location and address of Department/s
   1.2 Background review
      1.2.1 Document Prepared by
      1.2.2 Contact information of document preparer
   1.3 Document Review
      1.3.1 Annual Review
      1.3.2 Date Plan Completed
   1.4 Approvals
   1.5 Emergency Management Office Contacts

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3.0 Introduction
   3.1 Purpose of the Emergency Response Plan (ERP)
      3.1.1 General Health Care System Overview
      3.1.2 Summary of Staff Expectations
      3.1.3 Emergency Contact Information Table

4.0 Definitions
   4.1 General Definitions
      4.1.1 Alternates
      4.1.2 Emergency Response Plan (ERP)
      4.1.3 Emergency Coordinator
      4.1.4 Emergency Assembly Area (EAA)
      4.1.5 Emergency Supplies
      4.1.6 Floor Wardens
      4.1.7 Hospital Incident Command System (HICS)
      4.1.8 Hospital Command Center (HCC)
   4.2 Department Specific Definitions
      4.2.1 Key Definitions and Acronyms

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   5.1 Key Staff Assignments
5.1.1 Floor Warden
5.1.2 Alternate Floor Warden
5.1.3 Emergency Coordinator
5.1.4 Alternate Emergency Coordinator
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5.1.6 Emergency Supplies

5.2 Order of Succession
5.2.1 Name
5.2.2 Title
5.2.3 Home Phone
5.2.4 Cell/Pager Number

5.3 Special Considerations
5.3.1 Other Staff Assignments/Special Skills
5.3.2 Individuals Requiring Special Assistance
5.3.3 Buddies
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6.0 Alarms and Extinguishers
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7.2.3 Describe Route
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7.2.6 Educate Staff
7.2.7 Emergency Assembly Area Table

8.0 Supplies
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8.2 Emergency Supplies Table of Items
8.2 Emergency Supply Checklist

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9.1 Departmental Essential Functions
9.1.1 Identify Department Critical Functions
9.1.2 Identify Resources and Documentation that Need to be Protected
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9.3 Emergency Status Report Form
   9.3.1 Status Report Contents
   9.3.2 Status Report Department, Date, Location, and Prepare Information
   9.3.3 Status Report Problem / Urgent Needs Table

9.4 Staff Acknowledgement

9.5 SFVAHCS Emergency Response and Evacuation Information
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   9.5.2 Section/Department/Unit
   9.5.3 Emergency Coordinator
   9.5.4 Alternate Emergency Coordinator
   9.5.5 Emergency Supplies Coordinator
   9.5.6 Emergency Supplies and First Aid Location
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