

<b>POLICY OF</b>	<b>POLICY NUMBER</b>	<b>PAGE NUMBER</b>
<b>STATE OF DELAWARE</b>	A-7	1 of 3
<b>DEPARTMENT OF CORRECTION</b>	<b>RELATED NCCHC/ACA STANDARDS:</b> P-A-07; J-A-07 (Essential)/ 1-HC-2A-13 (Mandatory)	
<b>CHAPTER: 11 BUREAU OF CORRECTIONAL HEALTHCARE SERVICES</b>	<b>SUBJECT:</b> EMERGENCY RESPONSE PLAN	
<b>EFFECTIVE DATE: 11/14/07</b>	<b>REVISED: 4/13/09; 8/13/2010</b>	
<b>APPROVED FOR PUBLIC RELEASE</b>		

- I. AUTHORITY: Bureau of Correctional Healthcare Services
- II. PURPOSE: To ensure that health staff are prepared to implement the health aspects of the facility's emergency response plan, including identifying the areas of responsibility and appropriate responses of healthcare staff during a facility emergency response with multiple casualties.
- III. APPLICABILITY: All Department of Correction (DOC) employees and vendor staff, offenders, and any outside healthcare provider servicing DOC offenders.
- IV. DEFINITIONS: See glossary
- V. POLICY:
1. Healthcare staff will provide emergency medical and mental health care and triage during a disaster event. The correctional staff will maintain security. Victim movement will be based on joint input of healthcare and correctional personnel.
  2. Healthcare staff will respond to an internal disaster according to the policies and procedures established by the institution.
  3. Medical staff will maintain separate emergency and medical supplies that will be checked quarterly.
  4. Healthcare staff responsibilities in a disaster will be reviewed during orientation and annually.
  5. The Emergency Response Plan drill will be exercised annually at each site and evaluated with written critique. Healthcare staff will participate in the drill. Mass disaster drills will be conducted annually in such a way that over the course of three years each shift has the opportunity to participate. Man-down

SUBJECT: EMERGENCY RESPONSE PLAN

drills will be conducted annually on each shift where health staff is regularly assigned.

6. Real situations may be used in place of a drill; however, an evaluation and critique must be documented.
7. The Health Services Administrator will maintain a current employee callback roster for medical staff. The Mental Health Director will maintain a current employee callback roster for mental health staff. In the event of an emergency, healthcare staff will be called back to the institution as needed.
8. In the event of a disaster, the senior ranking medical staff member will respond to the scene and, in cooperation with the designated Security Emergency Coordinator, direct the healthcare team.

VI. PROCEDURE:

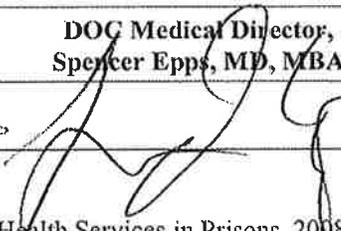
1. In the event of an emergency or disaster situation, medical staff will obtain the following information, if available:
  - a. Type of event
  - b. Number or estimate of number of casualties
  - c. Location of event
  - d. Security of area
2. On-site medical staff will immediately notify the Health Services Administrator or designee of the emergency or disaster. The Health Services Administrator will notify the Mental Health Director or designee as needed. The call back of staff will be initiated if indicated.
3. Local Emergency Medical System will be notified for assistance as determined necessary.
4. Available healthcare staff will respond to the secured disaster area. Litters will be brought to the disaster area by available healthcare and/or correctional staff.
5. In coordination with the designated Security Emergency Coordinator, secure areas for triage, treatment and secondary care will be determined. Security will

STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER A-7	PAGE NUMBER 3 of 3
SUBJECT: EMERGENCY RESPONSE PLAN		

immediately communicate to the senior healthcare member any need for evacuation and will coordinate with healthcare staff to implement evacuation procedures.

6. The senior medical member will ensure appropriate supplies are taken to the secured triage area. Healthcare staff will triage victims and direct available health care and correctional staff to initiate life-saving procedures, provide first aid and transport to a secondary treatment area.
7. All first aid and care-rendered will be documented on the reverse side of the disaster tags.
8. Off-duty medical or mental health personnel who are called in must bring institutional identification badges and report to a specific area assigned by the Health Services Administrator or designee. If no central reporting area has been established, they will report to the infirmary/clinic area.
9. Healthcare staff will not enter structurally unsafe or unsecured areas.
10. Healthcare staff will maintain lists of victims, movement and treatment.
11. Healthcare staff will participate in post-emergency/disaster critique process as indicated and requested.

**Approval:**

Date of Policy/Revision	BCHS Bureau Chief, James Welch, RN, HN-BC	Date	DOC Medical Director, Spencer Epps, MD, MBA	Date
8/13/2010		3 Sept 2010		3 Sept 2010

References:

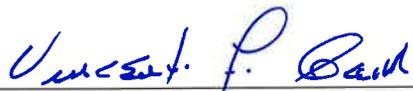
National Commission on Correctional Health Care: Standards for Health Services in Prisons, 2008, P-A-07.

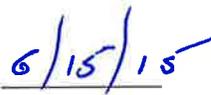
National Commission on Correctional Health Care: Standards for Health Services in Jails, 2008, J-A-07.

Performance-Based Standards for Correctional Health Care in Adult Correctional Institutions, First Ed, 2002, 1-HC-2A-13

<b>STATE OF DELAWARE</b> <b>DEPARTMENT OF CORRECTION</b>	<b>POLICY NUMBER</b> A-07	<b>PAGE NUMBER</b> Review Addendum
<b>SUBJECT:</b>		

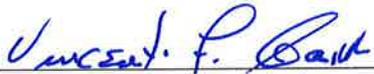
I have reviewed this policy and it is currently being scheduled for revision.

  
\_\_\_\_\_  
Acting BCHS Bureau Chief  
Vincent F. Carr, DO, FACP

  
\_\_\_\_\_  
Date

<b>STATE OF DELAWARE</b> <b>DEPARTMENT OF CORRECTION</b>	<b>POLICY NUMBER</b> A-07	<b>PAGE NUMBER</b> Review Addendum
<b>SUBJECT: EMEGENCY RESPONSE PLAN</b>		

I have reviewed this policy and it is currently being scheduled for revision.

  
\_\_\_\_\_  
Acting BCHS Bureau Chief  
Vincent F. Carr, DO, FACP

6/15/15  
Date