

MEDICAL ANNEX - Non-Pandemic

Medical response to any emergency or disaster requires coordination of campus resources, including, but not limited to, Student Health Services, Health Professions Department, Athletics and Facilities. Campus response to emergency or disasters will require a significant amount of coordination and cooperation with outside agencies, including law enforcement, emergency medical services, local fire departments, San Diego Public Health Department to name a few. The campus should also be prepared for any regional event that may prevent or delay access to outside agencies, especially EMS, for a minimum of three days (e.g. earthquake).

PURPOSE:

To establish emergency medical and/or public health operations (including planning, response and operations), assign responsibilities and provide actions and responses to health or medical needs during an emergency or disaster. The campus will follow guidance from outside agencies including law enforcement, emergency medical services, local fire departments, San Diego Public Health Department in the event of an emergency or disaster, while maintaining an independent response to the needs of the campus.

SCOPE:

The phrase "medical needs" will be used throughout this annex. The campus will be responding to the medical needs associated with injuries of incident victims as well as response workers. Mental health is included in the use of "medical needs" and will be used for the needs of victims and response workers. Services will also include the medical needs of people with disabilities and other access and functional needs. These needs will need to be met before, during and after an incident.

CONCEPT OF OPERATIONS:

In the event of a major emergency or disaster at a multidisciplinary team of medical and non-medical human resources are available on both Cuyamaca and Grossmont campuses. Collaboration with other departments will be required for logistical purposes including but not limited to facilities.

COORDINATION/COMMUNICATION:

Situational awareness will be communicated by medical responders in the field as requested by the EOC medical response manager.

Information collection and dissemination (pandemic vs disaster?) will be coordinated at the EOC level, but will be collected at each medical site. Forms listed in Appendix E will be used for recording.

Methods of communication will include landline, cell phone and radios. Appendix B lists communication resources.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

Teams will need to be assigned to the following areas, depending on the emergency:

Grossmont:

- Medical Site - Building 34 or 20
- Employee/ Volunteer Responder Medical Site (under logistics section) - District Parking Lot
- Evacuation Site(s)
- **Attachment/Liaison with Evacuation team**

Cuyamaca:

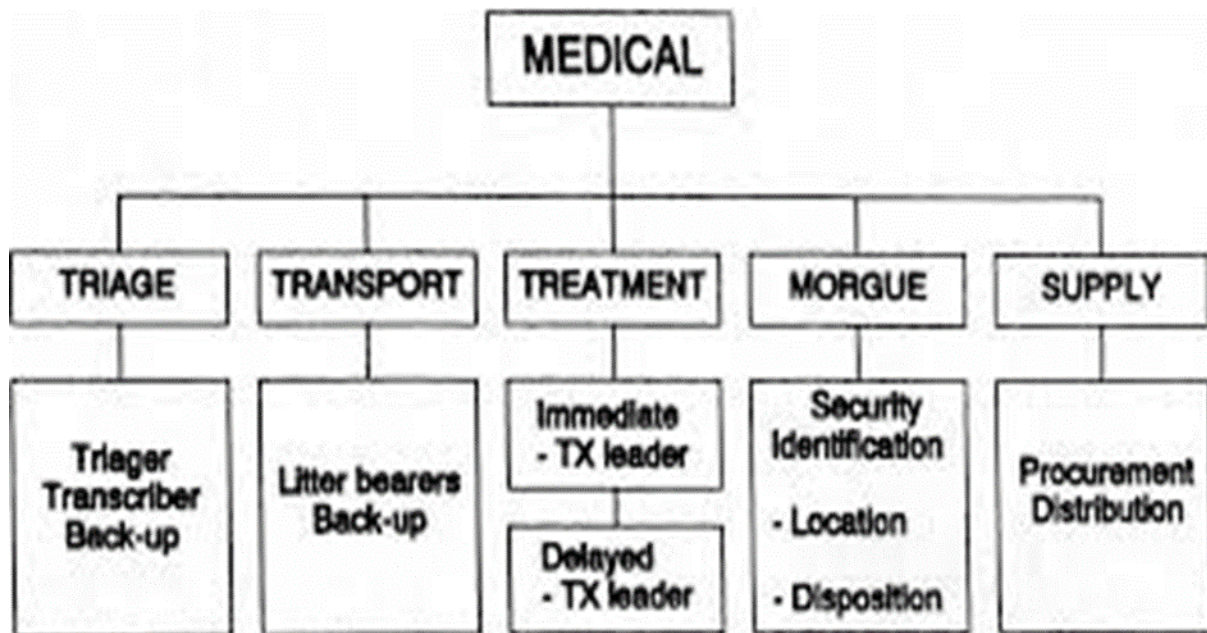
- Medical Site -

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- Employee/ Volunteer Responder Medical Site (under logistics section) -
- Evacuation Site(s)
- Attachment/Liaison with Evacuation team

Appendix D is a list of medical and non - medical human resources for both campuses.

Medical Response Organizational Chart:



The responsibilities of the EOC medical manager include the following:

1. Assessment of immediate medical needs
2. Coordination of disaster medical (including mental health) resources
3. Coordination of patient distribution and medical evaluation
4. Coordination and integration with EMS, fire agencies and law enforcement
5. Coordination of the establishment of temporary field treatment sites
6. Management of exposure to hazardous agents
7. Coordination and provision of mental health services for victims and responders

PREPAREDNESS:

1. Brief stakeholders on emergency preparedness medical annex plan
2. Ensure all stakeholders are familiar with designated medical sites, including physical layout, resources available and setup of medical site (multiple health professionals from different departments may be staffing the medical site - i.e. Grossmont Campus). Refer to Appendix A for designated medical sites. Triage locations will need to be established.
3. Compile emergency first aid supplies in designated areas of the campuses. Supplies and designated areas are listed in Appendix D.
4. Prepare for a possible reduction in the campus health professional workforce. Medical Classified/Faculty and non-medical Classified/Faculty who have current CERT/BLS/First Aid; On staff Counsellors and volunteers who have had training in psychological first aid are listed in Appendix C.

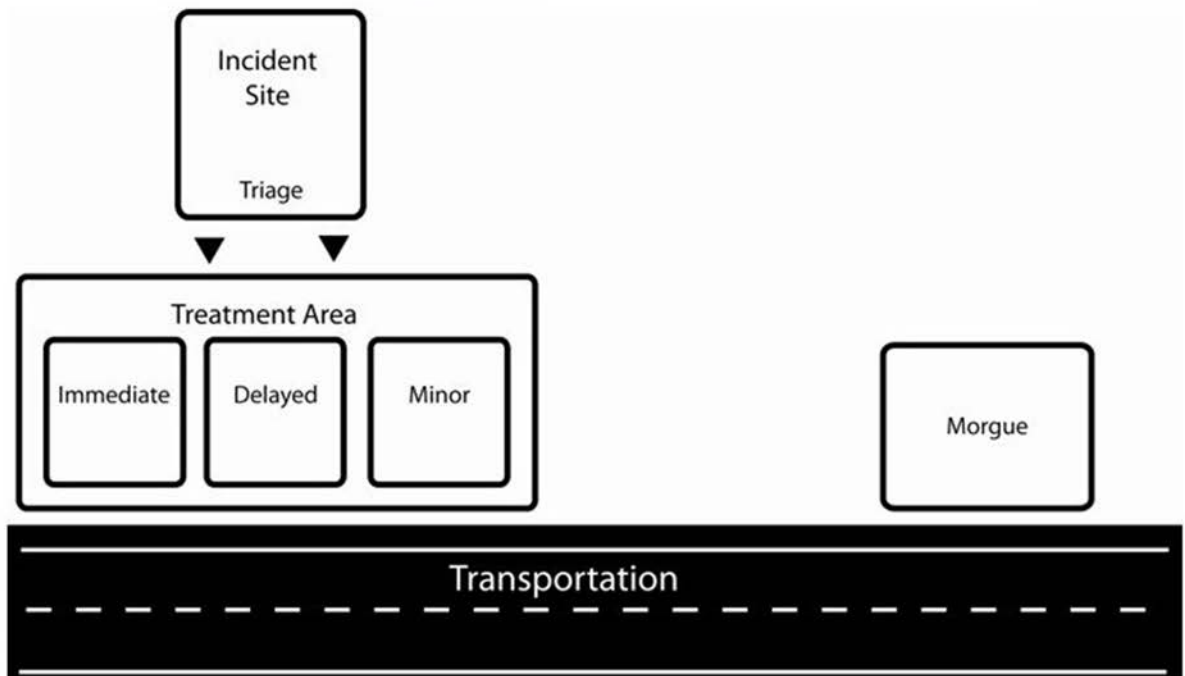
5. Engage staff in emergency planning and provide exercises/drills to rehearse response plans and revise plans as necessary to ensure that staff are familiar and understand plan expectations and chain of command. Coordinate drills with other departments on campus.
6. Encourage responders to seek specialized training in psychological first aid, mass casualty triage and public health threats. Encourage staff participation in webcasts, disaster response training seminars and other continuing education programs as they become available.
7. Provide regular updates for staff regarding emergency procedures, treatment protocol, appropriate infection control procedures, and status of prophylactic medication, and vaccine development.
8. Provide regular updates for staff regarding emerging infectious diseases or other health threats, recommendations for treatment protocols and appropriate infection control procedures. Monitor CDC, WHO, ACHA, and state health department notification system websites for the latest developments and updates on planning recommendations.
9. Encourage staff to make personal emergency preparedness plans with their families so that they will be better able to fulfill their role as a responder in the event of an emergency.
10. Engage staff in discussions regarding their anticipated psychological and emotional support needs during and after an event.

RESPONSE:

Expect that hospital systems and 911 will be overwhelmed. Only persons in a life-threatening situation will be considered for admission, leaving the majority of ill or injured students to be cared for by campus staff. The goal of the medical response team is to prepare the injured for possible transport by outside agencies to nearby hospitals, providing a level of care commensurate with training, licensure, and scope.

Medical Services:

1. EOC to activate this annex and dispatch Emergency Medical Team.
2. Establish primary medical site and morgue and Employee/ Volunteer medical sites (Appendix A):



- Victims of the incident, including employees injured during the event, shall be taken to the medical site established for the treatment of victims.
 - Employees/volunteers injured during the course of the response will report to the medical site located in District Parking Lot 4/4A
3. Cooperate with Emergency Medical Services and Law Enforcement
 4. Activate mental health counseling services, if available
 5. Maintain records: Forms listed in Appendix E.

Mental Health Services:

The immediate mental health needs of disaster victims and responders may need to be addressed by staff/volunteers, trained in Disaster Psychological First Aid. A list of qualified resources is included in Appendix D.

As soon as is reasonably possible, the Mental Health Team (counseling department), will be activated for the duration of the emergency and the recovery period. The Mental Health team will be comprised of the mental health counselor in Student Health Services and available counselors from the counseling department who have mental health qualifications. A list of these resources are included in Appendix D.

Recovery/Demobilization:

1. Notify EOC of any biological hazards that require disposal.
2. Ensure all patient tracking paperwork has been secured
3. Ensure that all injuries to workers are reported and recorded
4. Staff debrief
5. A method for evaluating the effectiveness of the execution of the emergency response. Persons who had a role in the emergency response should have the opportunity to provide feedback regarding how well actions were carried out, how effective they were and what could be done in the future to improve the response

Appendix A

Medical Sites:

MEDICAL SITE GROSSMONT CAMPUS	MORGUE
Building 34 upstairs lobby	SLPA Classroom
Building 34 downstairs lobby	Cornered off classroom
Building 20	Back Room
EMPLOYEE MEDICAL SITE	
District Parking Lot 4A	District
MEDICAL SITE CUYAMACA CAMPUS	MORGUE
EMPLOYEE MEDICAL SITE	

Appendix B

Communication: Radios; Landline; Cell phones

Grossmont Campus Radio Inventory:

Student Health Services = 4

Health Professions Department = 4

Athletics = 10

Cuyamaca Campus Radio Inventory:

Appendix C

Emergency Supply List

Below is a general list of supplies that Campus might consider stockpiling. The list is intended to be helpful but not prescriptive, recognizing that the services that campus health may provide will vary from campus to campus.

IN PROGRESS

- a. Table for check-in
- b. Forms for patient tracking
- c. Associated tagging materials
- d. Signage to direct patients and care providers
- e. Flagging tape
- f. General first aid supplies

As of 03/03/2016

AED's:

Student Health Services = 1

Health Professions = 2 AED's

Athletics = 1

Stretchers:

Back Boards

Athletics: 2

Appendix E

ICS Forms:

- Form 211: Incident Check In List
- **Form 215: Operational Planning Worksheet**

Patient Tracking Forms:

- Patient check in list
- Morgue check in list

Worker/Volunteer Injury Forms:

- Patient check in list
- GCCCD Injury/ Accident Form

<http://www.gcccd.edu/formsdepot-hsb/documents/district-injury-illness-rpt-2008.pdf>

- Employees Claim Form for Workers Compensation

<http://www.gcccd.edu/formsdepot-hsb/documents/calif-dwc-claim-form-2006.pdf>

- <http://www.gcccd.edu/formsdepot-hsb/documents/form5020.pdf>