

Disaster Preparedness

Marin County

Hospital Protocols

Personnel	
Create a Chain of Command	<input checked="" type="checkbox"/>
Communication plan-who do you contact and how 911 is likely going to be overwhelmed	<input checked="" type="checkbox"/>
Accurate and up-to-date contact list	<input checked="" type="checkbox"/>
Phone Tree	<input checked="" type="checkbox"/>
Staff/Family Safety First	<input checked="" type="checkbox"/>
Have a staff meeting and outline practice policy	
Check lists	

Facility	
Evacuation plan	<input checked="" type="checkbox"/>
Creation of Evacuation Box	
Financial Papers	
Insurance Papers	
Business Documents	
Buddy Hospital for sharing	<input checked="" type="checkbox"/>
Gas shut off location	<input checked="" type="checkbox"/>
Oxygen/Anesthesia shut off	
Electrical Shut off location	<input checked="" type="checkbox"/>
Secure location of controlled drugs	<input checked="" type="checkbox"/>
Video Tape inside and outside of facility prior and put copy in Safe place.	
Unplug all lab equipment, cover and elevate if possible	
Check Lists	<input checked="" type="checkbox"/>

Administrative	
Review Insurance Policies	
Back up of all computer systems	<input checked="" type="checkbox"/>
Unplug	
Elevate off floor	
Off site storage of information	<input checked="" type="checkbox"/>
Arrange for outgoing message for clients who call in.	
Leave message on door of practice if abandoned	
Important document information	<input checked="" type="checkbox"/>
Bank documents	<input checked="" type="checkbox"/>

Loan documents	<input checked="" type="checkbox"/>
Insurance Documents	<input checked="" type="checkbox"/>
Consider water proof/fire proof storage for important papers	
Check Lists	

Patients/Boarders	
Accurate, daily census with owner information as well as patient information.	<input checked="" type="checkbox"/>
Adequate patient identification	
Consider photographing all patients as they are loaded into carriers.	<input checked="" type="checkbox"/>
Adequate carrier back ups	<input checked="" type="checkbox"/>
Leashes	
Copy of identification with pet and one with administrator	
Animal relocation and transport	
When	
Where	
How	
Who	

Financial Papers	
Loan documents	
Checking/savings account	
CD Certificates	
Stock Certificates	
Credit Card Statements	

Insurance Papers	
Health Insurance	
Disability Insurance	
Liability Insurance	
Auto Insurance	
Business Umbrella Policy	
Business Property Insurance	
Business Interruption Insurance	

Business Document	
Leases	
Employee Contracts	
Loans	
Accounts Receivable	
DEA/State drug Licenses	
State Veterinary License	
Payroll Data	
Tax Returns	

Miscellaneous	
Phone Lists	
Computer Back ups	
Clinic/Storage/Drug Cabinet Keys	