

Title: **Medical Staff Emergency  
Management Plan**

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**I. POLICY:**

East Jefferson General Hospital's Medical Staff shall establish a procedure for responding to an internal or external disaster when the Hospital activates its disaster plans as per the Medical Staff Emergency Preparedness Plan.

**II. AUTHORITY/RESPONSIBILITY:**

The Chief of Staff or designee shall act as the Medical Staff Incident Commander of the disaster response and shall have the authority and responsibility for the assignment of all Medical Staff personnel. The Chief of Staff or his/her designee shall report to the Hospital's Incident Command Center. All physicians reporting for assignment should report directly to the designated area for Medical Staff check-in.

**III. PROCEDURES:**

The Medical Staff will establish a Command Center upon the implementation of the Hospital's Incident Command Center. The Command Center will be located in the Medical Staff Board Room or in any location determined suitable by the Medical Command staff.

**The Medical Command staff shall be constituted as follows:**

The Chief of Staff or his/her designee  
The Medical Director  
The Chairs of the Medicine and Surgery Departments  
The Chair of the Medical Staff Emergency Preparedness Committee

The Command and Control authority flows in the order cited above.

A remote Command Center may be established as soon as possible after a mandatory evacuation order is put in effect by State/Parish Authorities. This command center may be established virtually.

**The remote Command Staff will be constituted as follows:**

The Vice-Chief of Staff

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Vice-Chairs of the Medicine and Surgery Departments

The Command and Control authority flows in the order cited above.

It shall be a condition for appointment for the Chiefs and/or Vice Chiefs of Divisions to agree to participate and if it is deemed necessary, be in-house anytime the emergency plan is activated.

Any activation of the Medical Staff Emergency Management Plan will follow the guidelines set forth by the Medical Staff Emergency Preparedness Plan handbook.

Medical Staff members will remain staffing their assigned areas for up to 5 days as determined by the Medical Command staff. It is agreed that the actual length of any incident period will be determined by the Medical Command staff and that at its sole discretion, staff numbers and actual length of service can be changed without recourse.

All physicians who have patients in the Hospital must hand off their patients as designated by the Medical Command staff no earlier than 48 hours, no later than 12 hours prior to declaration of an emergency, or when requested by Medical Staff Command..

In the event of a weather related incident, East Jefferson General Hospital will shelter in place (SIP) for Category 1, 2, or 3 hurricanes, Category 4 and 5 hurricanes partial evacuation of specific types of patients may be conducted depending on conditions. If the decision is made to evacuate any or all patients; EJGH Medical Staff will be involved in the decision process.

It shall be the responsibility of the Medical Director and the Medical Staff Office to activate mobilization of Medical Staff Team A (MSTA) as described in the Medical Staff Emergency Preparedness Plan handbook. . The Medical Director shall provide administrative oversight and supervise activation of this plan.

A Medical Staff Services team member will serve as Operations Coordinator and will direct provisions for physician sleeping areas and dependent care. Only those physicians who have been designated to cover for their division will be afforded sleeping arrangements. Due to limited space and resources, physicians are expected not to bring their families to the hospital. Accommodations will not be provided for non-support persons.

All members of the active staff will be provided with explicit instructions (in writing) regarding appropriate directives for special needs patients if there is an

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impending hurricane emergency. Under no circumstances should patients be advised to use the Hospital as a shelter. Any deviation from this policy will carry disciplinary consequences.

Every member of the Medical Staff who acts on behalf of the Hospital after the Hospital's Incident Command Center is activated would be acting as an agent of the Hospital and therefore indemnified.

**IV. IN-SERVICE/REVIEW:**

This plan shall be in-serviced annually at a General Medical Staff meeting and will be reviewed following any activation of the plan. The results of the review shall be forwarded to the hospital's Emergency Management Committee and the Medical Executive Committee. This plan shall be reviewed annually or more often as needed by the Medical Staff Emergency Preparedness Committee and the hospital's Emergency Management Committee.