

Ministry of Health

Operating Procedure (OP)	
Hazard	Air Craft Crash
Stage of Hazard	During
Jurisdiction Level	District
Organization	Ministry of Health (MoH)
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge). Heads of Sub Departments (HoD). Head, Accident/Emergency Department of the Hospital (HAE). Clinician most experienced in triage (CLN-TRG). Most senior Clinician trained in decontamination (CLN-DEC). Senior Clinicians of different disciplines (SnCLN). OIC, Main Switch Board (OIC-SB).
Action	
Responsibility	
<ul style="list-style-type: none"> ▪ Activate the Disaster Response Plan ▪ Establish a command center ▪ Alert different sections of the hospital ▪ Mobilize staff on call and off duty ▪ Mobilize ambulances to the disaster site ▪ Communicate with the onsite staff ▪ Move disaster stocks ▪ Set up a Patient Bay and receive patients ▪ Triage the patients ▪ Set up and operate a decontamination point ▪ Treat patients ▪ Maintain other critical services unrelated to the disaster ▪ Secure belongings of the patients ▪ Provide extra security inside the hospital ▪ Request and receive assistance from other hospitals ▪ Transfer patients for specialized care ▪ Receive dead bodies ▪ Keep records and maintain communication logs ▪ Control infections and maintain cleanliness at the hospital premises including management of hazardous waste ▪ Handle visitors and control crowd ▪ Handle VIPs ▪ Provide information to the public and handle media ▪ Brief higher authorities ▪ Provide food and refreshment to the staff ▪ Change staff work shifts ▪ Review the situation ▪ Replenish disaster stocks 	<p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HAE or HoI</p> <p>CLN-TRG</p> <p>CLN-DEC or HoI</p> <p>SnCLN</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HAE or HoI</p> <p>OIC-SB / HoD / HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p>
Code	Air Crash-D-DMC-N-SOP
Effective Date	2011.11.30
Revision No	Supersedes
	None

Operating Procedure (OP)			
Hazard	Air Craft Crash		
Stage of Hazard	After		
Jurisdiction Level	District		
Organization	Ministry of Health (MoH)		
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge). Heads of Sub Departments (HoD) Head, Accident/Emergency Department of the Hospital (HAE). Clinician most experienced in triage (CLN-TRG). Senior Clinicians of different disciplines (SnCLN). OIC, Main Switch Board (OIC-SB) Epidemiologist - RE, and Medical Officer of Health - MOH). Local Public Health Staff (LPHS) - (Regional Director of Health Services - RDHS, Regional		
Action		Responsibility	
<ul style="list-style-type: none"> ▪ Mobilize ambulances to the disaster site ▪ Communicate with the onsite staff ▪ Triage the patients ▪ Treat patients ▪ Maintain other critical services unrelated to the disaster ▪ Secure belongings of the patients ▪ Provide extra security inside the hospital ▪ Request and receive assistance from other hospitals ▪ Transfer patients for specialized care ▪ Receive dead bodies ▪ Keep records and maintain communication logs ▪ Control infections and maintain cleanliness at the hospital premises including management of hazardous waste ▪ Handle visitors and control crowd ▪ Handle VIPs ▪ Provide information to the public and handle media ▪ Brief higher authorities ▪ Provide food and refreshment to the staff ▪ Change staff work shifts ▪ Review the situation ▪ Replenish disaster stocks ▪ Deactivate response plan ▪ Demobilize staff and other resources ▪ Evaluate and report the response 		HoI HoI CLN-TRG SnCLN HoI HoI HoI HoI HoI HoI HAE or HoI OIC-SB / HoD / HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI LPHS LPHS LPHS LPHS LPHS LPHS LPHS	
IDP Camp Management			
<ul style="list-style-type: none"> ▪ Treat & manage minor ailments ▪ Prevent and control potential outbreaks ▪ Carry out disease surveillance ▪ Provide technical assistance to Local Authorities on; <ul style="list-style-type: none"> • Managing waste water • Providing safe water • Providing sanitary facilities • Disposing refuse • Ensuring food safety 		LPHS LPHS LPHS LPHS LPHS LPHS	
Code	Air craft crash- A-MoH-D-SOP	Effective Date	2011.11.30
		Revision No	
		Supersedes	None

Operating Procedure (OP)	
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Hazard	Air Raids
Stage of Hazard	Before
Jurisdiction Level	District
Organization	Ministry of Health (MoH)
Responsible Person	Head of the Institution –(HoI) (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge)

Action	Responsibility
<ul style="list-style-type: none"> Ensure the participation of relevant officers in the meetings of the (DDMC) convened by Provincial / District / Divisional Secretary. Provincial / District / Divisional Disaster Management Committee 	HoI
<ul style="list-style-type: none"> Ensure that a standby generator is available at every hospital. 	HoI
<ul style="list-style-type: none"> Ensure that at least one kerosene-powered refrigeration unit is available for vaccines. 	HoI
<ul style="list-style-type: none"> Ensure that hospital staff is aware of the hospital rooms and buildings that are damage proof. 	HoI
<ul style="list-style-type: none"> Work under the overall supervision and guidance of EOC / Divisional secretary / District Secretary / Provincial Chief Secretary. 	HoI
<ul style="list-style-type: none"> Establish radio communications with EOC, Divisional secretary, District Secretary / Provincial Chief Secretary, and hospitals (including private) within the division. 	HoI
<ul style="list-style-type: none"> review with staff, the precautions that have been taken to protect Review and update precautionary measures and procedures, and equipment and the post-disaster procedures to be followed. 	HoI
<ul style="list-style-type: none"> Fill department vehicles with fuel and park them in a protected area. 	HoI
<ul style="list-style-type: none"> Stock emergency medical equipment, which may be required after a disaster. 	HoI
<ul style="list-style-type: none"> Determine type of injuries and illnesses expected and drugs and other medical items required, and accordingly ensure that extra supplies of medical items can be obtained quickly. 	HoI
<ul style="list-style-type: none"> Provide information to all hospital staff about the disasters, likely damages and effects, and information about ways to protect equipment and property. 	HoI
<ul style="list-style-type: none"> Discharge all ambulatory patients whose release does not pose a health risk to them. If possible, transport them to their home areas. 	HoI
<ul style="list-style-type: none"> Re-locate non-ambulatory patients to the safest areas within the hospital. The safest rooms are likely to be; on ground floor, rooms in the centre of the building away from windows and rooms with concrete ceiling / roof. 	HoI
<ul style="list-style-type: none"> Provide equipment supplies such as candles, matches, lanterns and extra clothing for the comfort of the patients. 	HoI
<ul style="list-style-type: none"> Assemble and sterilize surgical packs in adequate number to last for four to five days. Store the sterilized surgical packs in protective cabinets to ensure that they do not get wet. Cover the stock with polythene as an added safety measure. 	HoI
<ul style="list-style-type: none"> Pack all valuable instruments, such as surgical tools, ophthalmoscopes, portable sterilizers, CGS, dental equipment, 	HoI

etc., in protective coverings and store in rooms considered to be the most damage-proof.	
▪ Protect all immovable equipment, such as x-ray machines, by covering them with tarpaulins or polythene.	HoI
▪ Unplug all electrical equipment when disaster warning is received.	HoI
▪ Check the emergency electrical generator to ensure that it is operational and that a buffer stock of fuel exists. If an emergency generator is not available at the hospital, arrange for one on loan.	HoI
▪ Ensure that all fracture equipment are ready.	HoI
▪ If surgery is to be performed following the disaster, arrange for emergency supplies of anesthetic gases (usually supplied on a daily basis).	HoI
▪ Assess the level of medical supplies in stock, including: fissure materials, surgical dressings, splints, plaster rolls, disposable needles and syringes and local antiseptics.	HoI
▪ Request central stores for immediate dispatch of supplies likely to be needed to hospitals on an emergency priority basis.	HoI
▪ Fill hospital water storage tanks and encourage water saving. If nostorage tanks exist, collect water for drinking in clean containers and protect.	HoI
▪ Prepare an area in the hospital for receiving large number of casualties.	HoI
▪ Develop emergency admission procedures (with adequate record keeping).	HoI
▪ Orient field staff with standards of services and procedures including tagging as stipulated in this EMRP.	HoI
▪ Establish work schedules to ensure that adequate staff is available for in-patients.	HoI
▪ Organize in-house emergency medical teams to ensure that adequate staff is available at all times to handle emergency casualties.	HoI
▪ Set up teams of doctors, nurses and dressers for visiting disaster sites.	HoI

Code	Air Raids-B-MoH-SOP	Effective Date	2011.1130	Revision No	
				Supersedes	None

Operating Procedure (OP)				
Hazard	Air Raids			
Stage of Hazard	During			
Jurisdiction Level	District			
Organization	Ministry of Health (MoH)			
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge). Heads of Sub Departments (HoD). Head, Accident/Emergency Department of the Hospital (HAE). Clinician most experienced in triage (CLN-TRG). Most senior Clinician trained in decontamination (CLN-DEC). Senior Clinicians of different disciplines (SnCLN) OIC, Main Switch Board (OIC-SB).			
Action			Responsibility	
<ul style="list-style-type: none"> ▪ Activate the Disaster Response Plan ▪ Establish a command centre ▪ Alert different sections of the hospital ▪ Mobilize staff on call and off duty ▪ Mobilize ambulances to the disaster site ▪ Communicate with the onsite staff ▪ Move disaster stocks ▪ Set up a Patient Bay and receive patients ▪ Triage the patients ▪ Set up and operate a decontamination point ▪ Treat patients ▪ Maintain other critical services unrelated to the disaster ▪ Secure belongings of the patients ▪ Request and receive assistance from other hospitals ▪ Provide extra security inside the hospital ▪ Transfer patients for specialized care ▪ Receive dead bodies ▪ Keep records and maintain communication logs ▪ Control infections and maintain cleanliness at the hospital premises including management of hazardous waste ▪ Handle visitors and control crowd ▪ Handle VIPs ▪ Provide information to the public and handle media ▪ Brief higher authorities ▪ Provide food and refreshment to the staff ▪ Change staff work shifts ▪ Review the situation ▪ Replenish disaster stocks 			HoI HoI HoI HoI HoI HoI HoI HAE or HoI CLN-TRG CLN-DEC or HoI SnCLN HoI HoI HoI HoI HoI HAE or HoI OIC-SB / HoD / HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI	
Code	Air Raids-D-DMC-D-SOP	Effective Date	2011.11.30	Revision No
			Supersedes	None

Operating Procedure (OP)			
Hazard	Air Raids		
Stage of Hazard	After		
Jurisdiction Level	District		
Organization	Ministry of Health (MoH)		
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge). Heads of Sub Departments (HoD) Head, Accident/Emergency Department of the Hospital (HAE). Clinician most experienced in triage (CLN-TRG). Senior Clinicians of different disciplines (SnCLN). OIC, Main Switch Board (OIC-SB) Local Public Health Staff (LPHS) - (Regional Director of Health Services - RDHS, Regional Epidemiologist - RE, and Medical Officer of Health - MOH).		
Action		Responsibility	
<ul style="list-style-type: none"> Communicate with the onsite staff Triage the patients Treat patients Maintain other critical services unrelated to the disaster Secure belongings of the patients Provide extra security inside the hospital Request and receive assistance from other hospitals Transfer patients for specialized care Keep records and maintain communication logs Receive dead bodies Control infections and maintain cleanliness at the hospital premises including management of hazardous waste Handle visitors and control crowd Handle VIPs Provide information to the public and handle media Brief higher authorities Provide food and refreshment to the staff Change staff work shifts Review the situation Replenish disaster stocks Deactivate response plan Demobilize staff and other resources Evaluate and report the response 		HoI CLN-TRG SnCLN HoI HoI HoI HoI HoI HoI HAE or HoI OIC-SB / HoD / HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI	
IDP Camp Management			
<ul style="list-style-type: none"> Treat & manage minor ailments Prevent and control potential outbreaks Carry out disease surveillance Provide technical assistance to Local Authorities on; <ul style="list-style-type: none"> Providing safe water Ensuring food safety Providing sanitary facilities Disposing refuse Managing waste water 		LPHS LPHS LPHS LPHS LPHS LPHS LPHS LPHS	
Code	Air Raids-A-MoH-D-SOP	Effective Date	2011.11.30
		Revision No	
		Supersedes	None

Operating Procedure (OP)			
Hazard	Chemical Accidents		
Stage of Hazard	During		
Jurisdiction Level	District		
Organization	Ministry of Health (MoH)		
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge). Heads of Sub Departments (HoD). Head, Accident/Emergency Department of the Hospital (HAE). Clinician most experienced in triage (CLN-TRG). Most senior Clinician trained in decontamination (CLN-DEC). Senior Clinicians of different disciplines (SnCLN) OIC, Main Switch Board (OIC-SB).		
Action		Responsibility	
<ul style="list-style-type: none"> Activate the Disaster Response Plan Establish a command centre Alert different sections of the hospital Mobilize staff on call and off duty Mobilize ambulances to the disaster site Communicate with the onsite staff Move disaster stocks Set up a Patient Bay and receive patients Triage the patients Set up and operate a decontamination point Treat patients Maintain other critical services unrelated to the disaster Secure belongings of the patients Provide extra security inside the hospital Request and receive assistance from other hospitals Transfer patients for specialized care Receive dead bodies Keep records and maintain communication logs Control infections and maintain cleanliness at the hospital premises including management of hazardous waste Handle visitors and control crowd Handle VIPs Provide information to the public and handle media Brief higher authorities Provide food and refreshment to the staff Change staff work shifts Review the situation Replenish disaster stocks 		HoI HoI HoI HoI HoI HoI HoI HAE or HoI CLN-TRG CLN-DEC or HoI SnCLN HoI HoI HoI HoI HoI HAE or HoI OIC-SB / HoD / HoI HoI HoI HoI HoI HoI HoI HoI HoI	
Code	Chemical Accidents-D-MoH-D-SOP	Effective Date	2011.11.30
		Revision No	
		Supersedes	None

Operating Procedure (OP)					
Hazard	Chemical Accidents				
Stage of Hazard	After				
Jurisdiction Level	District				
Organization	Ministry of Health (MoH)				
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge). Heads of Sub Departments (HoD) Head, Accident/Emergency Department of the Hospital (HAE). Clinician most experienced in triage (CLN-TRG). Senior Clinicians of different disciplines (SnCLN). OIC, Main Switch Board (OIC-SB) Epidemiologist - RE, and Medical Officer of Health - MOH). Local Public Health Staff (LPHS) - (Regional Director of Health Services - RDHS, Regional				
Action			Responsibility		
<ul style="list-style-type: none"> Mobilize ambulances to the disaster site Communicate with the onsite staff Triage the patients Treat patients Secure belongings of the patients Maintain other critical services unrelated to the disaster Provide extra security inside the hospital Request and receive assistance from other hospitals Transfer patients for specialized care Receive dead bodies Keep records and maintain communication logs Control infections and maintain cleanliness at the hospital premises including management of hazardous waste Handle visitors and control crowd Handle VIPs Provide information to the public and handle media Brief higher authorities Provide food and refreshment to the staff Change staff work shifts Review the situation Replenish disaster stocks Deactivate response plan Demobilize staff and other resources Evaluate and report the response 			HoI HoI CLN-TRG SnCLN HoI HoI HoI HoI HoI HoI HAE or HoI OIC-SB / HoD / HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI LPHS LPHS LPHS LPHS LPHS LPHS LPHS LPHS		
IDP Camp Management					
<ul style="list-style-type: none"> Treat & manage minor ailment Prevent and control potential outbreaks Carry out disease surveillance Provide technical assistance to Local Authorities on <ul style="list-style-type: none"> Providing safe water Ensuring food safety Providing sanitary facilities Disposing refuse Managing waste water 			LPHS LPHS LPHS LPHS LPHS LPHS LPHS LPHS		
Code	Chemical Accidents-A-MoH-D-SOP	Effective Date	2011.11.30	Revision No	
				Supersedes	None

Operating Procedure (OP)		
Hazard	Civil or Internal Strife	
Stage of Hazard	Before	
Jurisdiction Level	District	
Organization	Ministry of Health (MoH)	
Responsible Person	Head of the Institution –(HoI) (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge)	
Action		Responsibility
<ul style="list-style-type: none"> Ensure the participation of relevant officers in the meetings of the Provincial / District / Divisional Disaster Management Committee (DDMC) convened by Provincial / District / Divisional Secretary. 		HoI
<ul style="list-style-type: none"> Ensure that a standby generator is available at every hospital. 		HoI
<ul style="list-style-type: none"> Ensure that at least one kerosene-powered refrigeration unit is available for vaccines. 		HoI
<ul style="list-style-type: none"> Ensure that hospital staff is aware of the hospital rooms and buildings that are damage proof. 		HoI
<ul style="list-style-type: none"> Work under the overall supervision and guidance of EOC / Divisional secretary / District Secretary / Provincial Chief Secretary. 		HoI
<ul style="list-style-type: none"> Establish radio communications with EOC, Divisional secretary, District Secretary / Provincial Chief Secretary, and hospitals (including private) within the division. 		HoI
<ul style="list-style-type: none"> Review and update precautionary measures and procedures, and review with staff, the precautions that have been taken to protect equipment and the post-disaster procedures to be followed. 		HoI
<ul style="list-style-type: none"> Fill department vehicles with fuel and park them in a protected area. 		HoI
<ul style="list-style-type: none"> Stock emergency medical equipment, which may be required after a disaster. 		HoI
<ul style="list-style-type: none"> Determine type of injuries and illnesses expected and drugs and other medical items required, and accordingly ensure that extra supplies of medical items can be obtained quickly. 		HoI
<ul style="list-style-type: none"> Provide information to all hospital staff about the disasters, likely damages and effects, and information about ways to protect equipment and property. 		HoI
<ul style="list-style-type: none"> Discharge all ambulatory patients whose release does not pose a health risk to them. If possible, transport them to their home areas. 		HoI
<ul style="list-style-type: none"> Re-locate non-ambulatory patients to the safest areas within the hospital. The safest rooms are likely to be; on ground floor, rooms in 		HoI
<ul style="list-style-type: none"> the centre of the building away from windows and rooms with 		HoI
<ul style="list-style-type: none"> concrete ceiling / roof. 		HoI
<ul style="list-style-type: none"> Provide equipment supplies such as candles, matches, lanterns and extra clothing for the comfort of the patients. 		HoI
<ul style="list-style-type: none"> Assemble and sterilize surgical packs in adequate number to last 		HoI

<p>for four to five days. Store the sterilized surgical packs in protective cabinets to ensure that they do not get wet. Cover the stock with polythene as an added safety measure.</p> <ul style="list-style-type: none">▪ Pack all valuable instruments, such as surgical tools, ophthalmoscopes, portable sterilizers, CGS, dental equipment, etc., in protective coverings and store in rooms considered to be the most damage-proof.▪ Protect all immovable equipment, such as x-ray machines, by covering them with tarpaulins or polythene.▪ Unplug all electrical equipment when disaster warning is received.▪ Check the emergency electrical generator to ensure that it is operational and that a buffer stock of fuel exists. If an emergency generator is not available at the hospital, arrange for one on loan.▪ Ensure that all fracture equipment are ready.▪ If surgery is to be performed following the disaster, arrange for emergency supplies of anesthetic gases (usually supplied on a daily basis).▪ Assess the level of medical supplies in stock, including: fissure materials, surgical dressings, splints, plaster rolls, disposable needles and syringes and local antiseptics.▪ Request central stores for immediate dispatch of supplies likely to be needed to hospitals on an emergency priority basis.▪ Fill hospital water storage tanks and encourage water saving. If no storage tanks exist, collect water for drinking in clean containers and protect.▪ Prepare an area in the hospital for receiving large number of casualties.▪ Develop emergency admission procedures (with adequate record keeping).▪ Orient field staff with standards of services and procedures including tagging as stipulated in this EMRP.▪ Establish work schedules to ensure that adequate staff is available for in-patients.▪ Organize in-house emergency medical teams to ensure that adequate staff is available at all times to handle emergency casualties.▪ Set up teams of doctors, nurses and dressers for visiting disaster sites.	HoI				
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HoI					
Code	Civil or Internal Strife -B-MoH-D-SOP	Effective Date	2011.11.31	Revision No	
				Supersedes	None

Operating Procedure (OP)					
Hazard	Civil or Internal Strife				
Stage of Hazard	During				
Jurisdiction Level	District				
Organization	Ministry of Health (MoH)				
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Heads of Sub Departments (HoD). Medical Officer or Medical Officer in Charge). Head, Accident/Emergency Department of the Hospital (HAE). Clinician most experienced in triage (CLN-TRG). Most senior Clinician trained in decontamination (CLN-DEC). OIC, Main Switch Board (OIC-SB). Senior Clinicians of different disciplines (SnCLN).				
Action				Responsibility	
<ul style="list-style-type: none"> ▪ Activate the Disaster Response Plan ▪ Establish a command centre ▪ Alert different sections of the hospital ▪ Mobilize staff on call and off duty ▪ Mobilize ambulances to the disaster site ▪ Communicate with the onsite staff ▪ Move disaster stocks ▪ Set up a Patient Bay and receive patients ▪ Triage the patients ▪ Set up and operate a decontamination point ▪ Treat patients ▪ Maintain other critical services unrelated to the disaster ▪ Secure belongings of the patients ▪ Provide extra security inside the hospital ▪ Request and receive assistance from other hospitals ▪ Transfer patients for specialized care ▪ Receive dead bodies ▪ Control infections and maintain cleanliness at the hospital premises including management of hazardous waste ▪ Keep records and maintain communication logs ▪ Handle visitors and control crowd ▪ Handle VIPs ▪ Provide information to the public and handle media ▪ Brief higher authorities ▪ Provide food and refreshment to the staff ▪ Change staff work shifts ▪ Review the situation ▪ Replenish disaster stocks 				HoI HoI HoI HoI HoI HoI HoI HAE or HoI CLN-TRG CLN-DEC or HoI SnCLN HoI HoI HoI HoI HoI HAE or HoI OIC-SB / HoD / HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI	
Code	Civil or Internal Strife -D-MoH-D-SOP	Effective Date	2011.11.31	Revision No	
				Supersedes	None

Operating Procedure (OP)			
Hazard	Civil or Internal Strife		
Stage of Hazard	After		
Jurisdiction Level	District		
Organization	Ministry of Health (MoH)		
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge). Heads of Sub Departments (HoD) Head, Accident/Emergency Department of the Hospital (HAE). Clinician most experienced in triage (CLN-TRG). Senior Clinicians of different disciplines (SnCLN). OIC, Main Switch Board (OIC-SB) Local Public Health Staff (LPHS) - (Regional Director of Health Services - RDHS, Regional Epidemiologist - RE, and Medical Officer of Health - MOH).		
Action		Responsibility	
<ul style="list-style-type: none"> Mobilize ambulances to the disaster site Communicate with the onsite staff Triage the patients Treat patients Maintain other critical services unrelated to the disaster Secure belongings of the patients Provide extra security inside the hospital Request and receive assistance from other hospitals Transfer patients for specialized care Keep records and maintain communication logs Receive dead bodies Control infections and maintain cleanliness at the hospital premises including management of hazardous waste Handle visitors and control crowd Handle VIPs Provide information to the public and handle media Brief higher authorities Provide food and refreshment to the staff Change staff work shifts Review the situation Replenish disaster stocks Deactivate response plan Demobilize staff and other resources Evaluate and report the response 		HoI HoI CLN-TRG SnCLN HoI HoI HoI HoI HoI HoI HAE or HoI OIC-SB / HoD / HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI LPHS LPHS LPHS LPHS LPHS LPHS LPHS LPHS	
IDP Camp Management			
<ul style="list-style-type: none"> Treat & manage minor ailments Prevent and control potential outbreaks Carry out disease surveillance Provide technical assistance to Local Authorities on <ul style="list-style-type: none"> Providing safe water Ensuring food safety Providing sanitary facilities Disposing refuse Managing waste water 		LPHS LPHS LPHS LPHS LPHS LPHS LPHS LPHS	
Code	Civil or Internal Strife -A-MoH-D-SOP	Effective Date	2011.11.30
		Revision No	
		Supersedes	None

Operating Procedure (OP)

Hazard	Coastal Erosion
Stage of Hazard	After
Jurisdiction Level	District
Organization	Ministry of Health (MoH)
Responsible Person	<p>Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer Heads of Sub Departments (HoD) or Medical Officer in Charge). Head, Accident/Emergency Department of the Hospital (HAE). Clinician most experienced in triage (CLN-TRG). Senior Clinicians of different disciplines (SnCLN). OIC, Main Switch Board (OIC-SB) Epidemiologist - RE, and Medical Officer of Health - MOH). Local Public Health Staff (LPHS) - (Regional Director of Health Services - RDHS, Regional</p>

Action	Responsibility
<ul style="list-style-type: none"> Communicate with the onsite staff 	HoI
<ul style="list-style-type: none"> Mobilize ambulances to the disaster site 	HoI
<ul style="list-style-type: none"> Triage the patients 	CLN-TRG
<ul style="list-style-type: none"> Treat patients 	SnCLN
<ul style="list-style-type: none"> Maintain other critical services unrelated to the disaster 	HoI
<ul style="list-style-type: none"> Secure belongings of the patients 	HoI
<ul style="list-style-type: none"> Provide extra security inside the hospital 	HoI
<ul style="list-style-type: none"> Request and receive assistance from other hospitals 	HoI
<ul style="list-style-type: none"> Transfer patients for specialized care 	HoI
<ul style="list-style-type: none"> Receive dead bodies 	HAE or HoI
<ul style="list-style-type: none"> Keep records and maintain communication logs 	OIC-SB / HoD / HoI
<ul style="list-style-type: none"> Control infections and maintain cleanliness at the hospital premises including management of hazardous waste 	HoI
<ul style="list-style-type: none"> Handle visitors and control crowd 	HoI
<ul style="list-style-type: none"> Handle VIPs 	HoI
<ul style="list-style-type: none"> Provide information to the public and handle media 	HoI
<ul style="list-style-type: none"> Brief higher authorities 	HoI
<ul style="list-style-type: none"> Provide food and refreshment to the staff 	HoI
<ul style="list-style-type: none"> Change staff work shifts 	HoI
<ul style="list-style-type: none"> Review the situation 	HoI
<ul style="list-style-type: none"> Replenish disaster stocks 	HoI
<ul style="list-style-type: none"> Deactivate response plan 	HoI
<ul style="list-style-type: none"> Demobilize staff and other resources 	HoI
<ul style="list-style-type: none"> Evaluate and report the response 	HoI
<u>IDP Camp Management</u>	
<ul style="list-style-type: none"> Treat & manage minor ailments 	LPHS
<ul style="list-style-type: none"> Prevent and control potential outbreaks 	LPHS
<ul style="list-style-type: none"> Carry out disease surveillance 	LPHS
<ul style="list-style-type: none"> Provide technical assistance to Local Authorities on <ul style="list-style-type: none"> Providing safe water Ensuring food safety Providing sanitary facilities Disposing refuse Managing waste water 	LPHS LPHS LPHS LPHS LPHS

Code	Coastal Erosion-A- MoH-D-SOP	Effective Date	2011.11.30	Revision No	
				Supersedes	None

Operating Procedure (OP)

Hazard	Cyclone
Stage of Hazard	Before
Jurisdiction Level	District
Organization	Ministry of Health (MoH)
Responsible Person	Head of the Institution –(HoI) (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge)

Action	Responsibility
<ul style="list-style-type: none"> Ensure the participation of relevant officers in the meetings of the Provincial / District / Divisional Disaster Management Committee (DDMC) convened by Provincial / District / Divisional Secretary. 	HoI
<ul style="list-style-type: none"> Ensure that a standby generator is available at every hospital. 	HoI
<ul style="list-style-type: none"> Ensure that at least one kerosene-powered refrigeration unit is available for vaccines. 	HoI
<ul style="list-style-type: none"> Ensure that hospital staff is aware of the hospital rooms and buildings that are damage proof. 	HoI
<ul style="list-style-type: none"> Work under the overall supervision and guidance of EOC / Divisional secretary / District Secretary / Provincial Chief Secretary. 	HoI
<ul style="list-style-type: none"> Establish radio communications with EOC, Divisional secretary, District Secretary / Provincial Chief Secretary, and hospitals (including private) within the division. 	HoI
<ul style="list-style-type: none"> Review and update precautionary measures and procedures, and review with staff, the precautions that have been taken to protect equipment and the post-disaster procedures to be followed. 	HoI
<ul style="list-style-type: none"> Fill department vehicles with fuel and park them in a protected area. 	HoI
<ul style="list-style-type: none"> Stock emergency medical equipment, which may be required after a disaster. 	HoI
<ul style="list-style-type: none"> Determine type of injuries and illnesses expected and drugs and other medical items required, and accordingly ensure that extra supplies of medical items can be obtained quickly. 	HoI
<ul style="list-style-type: none"> Provide information to all hospital staff about the disasters, likely damages and effects, and information about ways to protect equipment and property. 	HoI
<ul style="list-style-type: none"> Discharge all ambulatory patients whose release does not pose a health risk to them. If possible, transport them to their home areas. 	HoI
<ul style="list-style-type: none"> Re-locate non-ambulatory patients to the safest areas within the hospital. The safest rooms are likely to be; on ground floor, rooms in the centre of the building away from windows and rooms with concrete ceiling / roof. 	HoI

<ul style="list-style-type: none">▪ Provide equipment supplies such as candles, matches, lanterns and extra clothing for the comfort of the patients.▪ Assemble and sterilize surgical packs in adequate number to last for four to five days. Store the sterilized surgical packs in protective cabinets to ensure that they do not get wet. Cover the stock with polythene as an added safety measure.▪ Pack all valuable instruments, such as surgical tools, ophthalmoscopes, portable sterilizers, CGS, dental equipment, etc., in protective coverings and store in rooms considered to be the most damage-proof.▪ Protect all immovable equipment, such as x-ray machines, by covering them with tarpaulins or polythene.▪ Unplug all electrical equipment when disaster warning is received.▪ Check the emergency electrical generator to ensure that it is operational and that a buffer stock of fuel exists. If an emergency generator is not available at the hospital, arrange for one on loan.▪ Ensure that all fracture equipment are ready.▪ If surgery is to be performed following the disaster, arrange for emergency supplies of anesthetic gases (usually supplied on a daily basis).▪ Assess the level of medical supplies in stock, including: fissure materials, surgical dressings, splints, plaster rolls, disposable needles and syringes and local antiseptics.▪ Request central stores for immediate dispatch of supplies likely to be needed to hospitals on an emergency priority basis.▪ Fill hospital water storage tanks and encourage water saving. If no storage tanks exist, collect water for drinking in clean containers and protect.▪ Prepare an area in the hospital for receiving large number of casualties.▪ Develop emergency admission procedures (with adequate record keeping).▪ Orient field staff with standards of services and procedures including tagging as stipulated in this EMRP.▪ Establish work schedules to ensure that adequate staff is available for in-patients.▪ Organize in-house emergency medical teams to ensure that adequate staff is available at all times to handle emergency casualties.▪ Set up teams of doctors, nurses and dressers for visiting disaster sites.	HoI
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Operating Procedure (OP)					
Hazard	Cyclone				
Stage of Hazard	During				
Jurisdiction Level	District				
Organization	Ministry of Health (MoH)				
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge). Heads of Sub Departments (HoD). Head, Accident/Emergency Department of the Hospital (HAE). Clinician most experienced in triage (CLN-TRG). Most senior Clinician trained in decontamination (CLN-DEC). Senior Clinicians of different disciplines (SnCLN). OIC, Main Switch Board (OIC-SB).				
Action				Responsibility	
<ul style="list-style-type: none"> ▪ Activate the Disaster Response Plan ▪ Establish a command centre ▪ Alert different sections of the hospital ▪ Mobilize staff on call and off duty ▪ Mobilize ambulances to the disaster site ▪ Communicate with the onsite staff ▪ Move disaster stocks ▪ Set up a Patient Bay and receive patients ▪ Triage the patients ▪ Set up and operate a decontamination point ▪ Treat patients ▪ Maintain other critical services unrelated to the disaster ▪ Secure belongings of the patients ▪ Provide extra security inside the hospital ▪ Request and receive assistance from other hospitals ▪ Transfer patients for specialized care ▪ Receive dead bodies ▪ Keep records and maintain communication logs ▪ Control infections and maintain cleanliness at the hospital premises including management of hazardous waste ▪ Handle visitors and control crowd ▪ Handle VIPs ▪ Provide information to the public and handle media ▪ Brief higher authorities ▪ Provide food and refreshment to the staff ▪ Change staff work shifts ▪ Review the situation ▪ Replenish disaster stocks 				HoI HoI HoI HoI HoI HoI HoI HAE or HoI CLN-TRG CLN-DEC or HoI SnCLN HoI HoI HoI HoI HoI HAE or HoI OIC-SB / HoD / HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI	
Code	Cyclone-D-MoH-D-SOP	Effective Date	2011.11.30	Revision No	
				Supersedes	None

Operating Procedure (OP)

Hazard	Cyclone
Stage of Hazard	After
Jurisdiction Level	District
Organization	Ministry of Health (MoH)
Responsible Person	<p>Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge).</p> <p>Heads of Sub Departments (HoD)</p> <p>Head, Accident/Emergency Department of the Hospital (HAE).</p> <p>Clinician most experienced in triage (CLN-TRG).</p> <p>Senior Clinicians of different disciplines (SnCLN).</p> <p>Local Public Health Staff (LPHS) - (Regional Director of Health Services - RDHS, Regional</p> <p>OIC, Main Switch Board (OIC-SB)</p> <p>Epidemiologist - RE, and Medical Officer of Health - MOH).</p>

Action	Responsibility
<ul style="list-style-type: none"> Communicate with the onsite staff 	HoI
<ul style="list-style-type: none"> Mobilize ambulances to the disaster site 	HoI
<ul style="list-style-type: none"> Triage the patients 	CLN-TRG
<ul style="list-style-type: none"> Treat patients 	SnCLN
<ul style="list-style-type: none"> Maintain other critical services unrelated to the disaster 	HoI
<ul style="list-style-type: none"> Secure belongings of the patients 	HoI
<ul style="list-style-type: none"> Provide extra security inside the hospital 	HoI
<ul style="list-style-type: none"> Request and receive assistance from other hospitals 	HoI
<ul style="list-style-type: none"> Transfer patients for specialized care 	HoI
<ul style="list-style-type: none"> Receive dead bodies 	HAE or HoI
<ul style="list-style-type: none"> Keep records and maintain communication logs 	OIC-SB / HoD / HoI
<ul style="list-style-type: none"> Control infections and maintain cleanliness at the hospital premises including management of hazardous waste 	HoI
<ul style="list-style-type: none"> Handle visitors and control crowd 	HoI
<ul style="list-style-type: none"> Handle VIPs 	HoI
<ul style="list-style-type: none"> Provide information to the public and handle media 	HoI
<ul style="list-style-type: none"> Brief higher authorities 	HoI
<ul style="list-style-type: none"> Provide food and refreshment to the staff 	HoI
<ul style="list-style-type: none"> Change staff work shifts 	HoI
<ul style="list-style-type: none"> Review the situation 	HoI
<ul style="list-style-type: none"> Replenish disaster stocks 	HoI
<ul style="list-style-type: none"> Deactivate response plan 	HoI
<ul style="list-style-type: none"> Demobilize staff and other resources 	HoI
<ul style="list-style-type: none"> Evaluate and report the response 	HoI
<u>IDP Camp Management</u>	
<ul style="list-style-type: none"> Treat & manage minor ailments 	LPHS
<ul style="list-style-type: none"> Prevent and control potential outbreaks 	LPHS
<ul style="list-style-type: none"> Carry out disease surveillance 	LPHS
<ul style="list-style-type: none"> Provide technical assistance to Local Authorities on <ul style="list-style-type: none"> Providing safe water Ensuring food safety Providing sanitary facilities Disposing refuse Managing waste water 	LPHS LPHS LPHS LPHS LPHS

Code	Cyclone-A-MoH-D-SOP	Effective Date	2011.11.30	Revision No	
				Supersedes	None

Operating Procedure (OP)					
Hazard	Dam Breach				
Stage of Hazard	During				
Jurisdiction Level	District				
Organization	Ministry of Health (MoH)				
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge). Heads of Sub Departments (HoD). Head, Accident/Emergency Department of the Hospital (HAE). Clinician most experienced in triage (CLN-TRG). Most senior Clinician trained in decontamination (CLN-DEC). Senior Clinicians of different disciplines (SnCLN). OIC, Main Switch Board (OIC-SB).				
Action				Responsibility	
<ul style="list-style-type: none"> ▪ Activate the Disaster Response Plan ▪ Establish a command centre ▪ Alert different sections of the hospital ▪ Mobilize staff on call and off duty ▪ Mobilize ambulances to the disaster site ▪ Communicate with the onsite staff ▪ Move disaster stocks ▪ Set up a Patient Bay and receive patients ▪ Triage the patients ▪ Set up and operate a decontamination point ▪ Treat patients ▪ Maintain other critical services unrelated to the disaster ▪ Secure belongings of the patients ▪ Provide extra security inside the hospital ▪ Request and receive assistance from other hospitals ▪ Transfer patients for specialized care ▪ Receive dead bodies ▪ Keep records and maintain communication logs ▪ Control infections and maintain cleanliness at the hospital premises including management of hazardous waste ▪ Handle visitors and control crowd ▪ Handle VIPs ▪ Provide information to the public and handle media ▪ Brief higher authorities ▪ Provide food and refreshment to the staff ▪ Change staff work shifts ▪ Review the situation ▪ Replenish disaster stocks 				HoI HoI HoI HoI HoI HoI HoI HAE or HoI CLN-TRG CLN-DEC or HoI SnCLN HoI HoI HoI HoI HoI HAE or HoI OIC-SB / HoD / HoI HoI HoI HoI HoI HoI HoI HoI	
Code	Dam Breach-D-MoH-D -SOP	Effective Date	2011.11.30	Revision No	
				Supersedes	None

Operating Procedure (OP)	
Hazard	Dam Breach
Stage of Hazard	After
Jurisdiction Level	District
Organization	Ministry of Health (MoH)
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge). Heads of Sub Departments (HoD) Head, Accident/Emergency Department of the Hospital (HAE). Clinician most experienced in triage (CLN-TRG). Senior Clinicians of different disciplines (SnCLN). Local Public Health Staff (LPHS) - (Regional Director of Health Services - RDHS, Regional OIC, Main Switch Board (OIC-SB) Epidemiologist - RE, and Medical Officer of Health - MOH).
Action	
Responsibility	
<ul style="list-style-type: none"> Communicate with the onsite staff Mobilize ambulances to the disaster site Triage the patients Treat patients Maintain other critical services unrelated to the disaster Secure belongings of the patients Provide extra security inside the hospital Request and receive assistance from other hospitals Transfer patients for specialized care Receive dead bodies Keep records and maintain communication logs Control infections and maintain cleanliness at the hospital premises including management of hazardous waste Handle visitors and control crowd Handle VIPs Provide information to the public and handle media Brief higher authorities Provide food and refreshment to the staff Change staff work shifts Review the situation Replenish disaster stocks Deactivate response plan Demobilize staff and other resources Evaluate and report the response 	<p>HoI HoI CLN-TRG SnCLN HoI HoI HoI HoI HoI HoI HAE or HoI OIC-SB / HoD / HoI HoI</p> <p>HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI</p>
IDP Camp Management	
<ul style="list-style-type: none"> Treat & manage minor ailments Prevent and control potential outbreaks Carry out disease surveillance Provide technical assistance to Local Authorities on <ul style="list-style-type: none"> Providing safe water Ensuring food safety Providing sanitary facilities Disposing refuse Managing waste water 	<p>LPHS LPHS LPHS</p> <p>LPHS LPHS LPHS LPHS LPHS</p>

Code	Dam Breach-A-MoH-D -SOP	Effective Date	2011.11.30	Revision No	
				Supersedes	None
Operating Procedure (OP)					
Hazard	Droughts				
Stage of Hazard	During				
Jurisdiction Level	District				
Organization	Ministry of Health (MoH)				
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge). Heads of Sub Departments (HoD). Head, Accident/Emergency Department of the Hospital (HAE). Clinician most experienced in triage (CLN-TRG). Most senior Clinician trained in decontamination (CLN-DEC). Senior Clinicians of different disciplines (SnCLN). OIC, Main Switch Board (OIC-SB).				
Action	Responsibility				
<ul style="list-style-type: none"> ▪ Activate the Disaster Response Plan ▪ Establish a command centre ▪ Alert different sections of the hospital ▪ Mobilize staff on call and off duty ▪ Mobilize ambulances to the disaster site ▪ Communicate with the onsite staff ▪ Move disaster stocks ▪ Set up a Patient Bay and receive patients ▪ Triage the patients ▪ Set up and operate a decontamination point ▪ Treat patients ▪ Maintain other critical services unrelated to the disaster ▪ Secure belongings of the patients ▪ Provide extra security inside the hospital ▪ Request and receive assistance from other hospitals ▪ Transfer patients for specialized care ▪ Receive dead bodies ▪ Keep records and maintain communication logs ▪ Control infections and maintain cleanliness at the hospital premises including management of hazardous waste ▪ Handle visitors and control crowd ▪ Handle VIPs ▪ Provide information to the public and handle media ▪ Brief higher authorities ▪ Provide food and refreshment to the staff ▪ Change staff work shifts 	HoI HoI HoI HoI HoI HoI HoI HAE or HoI CLN-TRG CLN-DEC or HoI SnCLN HoI HoI HoI HoI HoI HAE or HoI OIC-SB / HoD / HoI HoI HoI HoI HoI HoI HoI HoI				

<ul style="list-style-type: none"> Review the situation Replenish disaster stocks 				HoI
				HoI
Code	Droughts-D-MoH-D -SOP	Effective Date	2011.11.30	Revision No
				Supersedes
				None

Operating Procedure (OP)	
Hazard	Earthquakes
Stage of Hazard	After
Jurisdiction Level	District
Organization	Ministry of Health (MoH)
Responsible Person	<p>Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge).</p> <p>Heads of Sub Departments (HoD)</p> <p>Head, Accident/Emergency Department of the Hospital (HAE).</p> <p>Clinician most experienced in triage (CLN-TRG).</p> <p>Senior Clinicians of different disciplines (SnCLN).</p> <p>Local Public Health Staff (LPHS) - (Regional Director of Health Services - RDHS, Regional OIC, Main Switch Board (OIC-SB)</p> <p>Epidemiologist - RE, and Medical Officer of Health - MOH).</p>
Action	Responsibility
<ul style="list-style-type: none"> Communicate with the onsite staff Mobilize ambulances to the disaster site Triage the patients Treat patients Maintain other critical services unrelated to the disaster Secure belongings of the patients Provide extra security inside the hospital Request and receive assistance from other hospitals Transfer patients for specialized care Receive dead bodies Keep records and maintain communication logs Control infections and maintain cleanliness at the hospital premises including management of hazardous waste Handle visitors and control crowd 	<p>HoI</p> <p>HoI</p> <p>CLN-TRG</p> <p>SnCLN</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HAE or HoI</p> <p>OIC-SB / HoD / HoI</p> <p>HoI</p> <p>HoI</p>
<ul style="list-style-type: none"> Handle VIPs Provide information to the public and handle media Brief higher authorities Provide food and refreshment to the staff Change staff work shifts Review the situation 	<p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p>

<ul style="list-style-type: none"> ▪ Replenish disaster stocks ▪ Deactivate response plan ▪ Demobilize staff and other resources ▪ Evaluate and report the response 	<p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p>
<u>IDP Camp Management</u>	
<ul style="list-style-type: none"> ▪ Treat & manage minor ailments ▪ Prevent and control potential outbreaks ▪ Carry out disease surveillance 	<p>LPHS</p> <p>LPHS</p> <p>LPHS</p>
<ul style="list-style-type: none"> ▪ Provide technical assistance to Local Authorities on <ul style="list-style-type: none"> • Providing safe water • Ensuring food safety • Providing sanitary facilities • Disposing refuse • Managing waste water 	<p>LPHS</p> <p>LPHS</p> <p>LPHS</p> <p>LPHS</p> <p>LPHS</p>

extra supplies of medical items can be obtained quickly.	
<ul style="list-style-type: none"> ▪ Provide information to all hospital staff about the disasters, likely damages and effects, and information about ways to protect equipment and property. 	HoI
<ul style="list-style-type: none"> ▪ Discharge all ambulatory patients whose release does not pose a health risk to them. If possible, transport them to their home areas. 	HoI
<ul style="list-style-type: none"> ▪ Re-locate non-ambulatory patients to the safest areas within the hospital. The safest rooms are likely to be; on ground floor, rooms in the centre of the building away from windows and rooms with concrete ceiling / roof. 	HoI
<ul style="list-style-type: none"> ▪ Provide equipment supplies such as candles, matches, lanterns and extra clothing for the comfort of the patients. 	HoI
<ul style="list-style-type: none"> ▪ Assemble and sterilize surgical packs in adequate number to last for four to five days. Store the sterilized surgical packs in protective cabinets to ensure that they do not get wet. Cover the stock with polythene as an added safety measure. 	HoI
<ul style="list-style-type: none"> ▪ Pack all valuable instruments, such as surgical tools, ophthalmoscopes, portable sterilizers, CGS, dental equipment, etc., in protective coverings and store in rooms considered to be the most damage-proof. 	HoI
<ul style="list-style-type: none"> ▪ Protect all immovable equipment, such as x-ray machines, by covering them with tarpaulins or polythene. 	HoI
<ul style="list-style-type: none"> ▪ Unplug all electrical equipment when disaster warning is received. 	HoI
<ul style="list-style-type: none"> ▪ Check the emergency electrical generator to ensure that it is operational and that a buffer stock of fuel exists. If an emergency generator is not available at the hospital, arrange for one on loan. 	HoI
<ul style="list-style-type: none"> ▪ Ensure that all fracture equipment are ready. 	HoI
<ul style="list-style-type: none"> ▪ If surgery is to be performed following the disaster, arrange for emergency supplies of anesthetic gases (usually supplied on a daily basis). 	HoI
<ul style="list-style-type: none"> ▪ Assess the level of medical supplies in stock, including: fissure materials, surgical dressings, splints, plaster rolls, disposable needles and syringes and local antiseptics. 	HoI
<ul style="list-style-type: none"> ▪ Request central stores for immediate dispatch of supplies likely to be needed to hospitals on an emergency priority basis. 	HoI
<ul style="list-style-type: none"> ▪ Fill hospital water storage tanks and encourage water saving. If no storage tanks exist, collect water for drinking in clean containers and protect. 	HoI
<ul style="list-style-type: none"> ▪ Prepare an area in the hospital for receiving large number of casualties. 	HoI
<ul style="list-style-type: none"> ▪ Develop emergency admission procedures (with adequate record keeping). 	HoI
<ul style="list-style-type: none"> ▪ Orient field staff with standards of services and procedures including tagging as stipulated in this EMRP. 	HoI
<ul style="list-style-type: none"> ▪ Establish work schedules to ensure that adequate staff is available for in-patients. 	HoI
<ul style="list-style-type: none"> ▪ Organize in-house emergency medical teams to ensure that adequate staff is available at all times to handle emergency casualties. 	HoI

<ul style="list-style-type: none"> Set up teams of doctors, nurses and dressers for visiting disaster sites. 		
Code	Epidemics-B-MoH-D -SOP	Effective Date
		2000
		Revision No
		Supersedes
		None

Operating Procedure (OP)	
Hazard	Epidemics
Stage of Hazard	During
Jurisdiction Level	District
Organization	Ministry of Health (MoH)
Responsible Person	<p>Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge).</p> <p>Heads of Sub Departments (HoD).</p> <p>Head, Accident/Emergency Department of the Hospital (HAE).</p> <p>Clinician most experienced in triage (CLN-TRG).</p> <p>Most senior Clinician trained in decontamination (CLN-DEC).</p> <p>Senior Clinicians of different disciplines (SnCLN).</p> <p>OIC, Main Switch Board (OIC-SB).</p>
Action	Responsibility
<ul style="list-style-type: none"> Activate the Disaster Response Plan Establish a command centre Alert different sections of the hospital Mobilize staff on call and off duty Mobilize ambulances to the disaster site Communicate with the onsite staff Move disaster stocks Set up a Patient Bay and receive patients Triage the patients Set up and operate a decontamination point Treat patients Maintain other critical services unrelated to the disaster Secure belongings of the patients Provide extra security inside the hospital Request and receive assistance from other hospitals Transfer patients for specialized care Receive dead bodies Keep records and maintain communication logs Control infections and maintain cleanliness at the hospital premises including management of hazardous waste Handle visitors and control crowd Handle VIPs Provide information to the public and handle media Brief higher authorities Provide food and refreshment to the staff Change staff work shifts Review the situation Replenish disaster stocks 	<p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HAE or HoI</p> <p>CLN-TRG</p> <p>CLN-DEC or HoI</p> <p>SnCLN</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HAE or HoI</p> <p>OIC-SB / HoD / HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p>

Code	Epidemics-D-MoH-D -SOP	Effective Date	2011.11.30	Revision No	
				Supersedes	None

Operating Procedure (OP)					
Hazard	Explosions				
Stage of Hazard	During				
Jurisdiction Level	District				
Organization	Ministry of Health (MoH)				
Responsible Person	<p>Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge).</p> <p>Heads of Sub Departments (HoD).</p> <p>Head, Accident/Emergency Department of the Hospital (HAE).</p> <p>Clinician most experienced in triage (CLN-TRG).</p> <p>Most senior Clinician trained in decontamination (CLN-DEC).</p> <p>Senior Clinicians of different disciplines (SnCLN).</p> <p>OIC, Main Switch Board (OIC-SB).</p>				
Action				Responsibility	
<ul style="list-style-type: none"> ▪ Activate the Disaster Response Plan ▪ Establish a command centre ▪ Alert different sections of the hospital ▪ Mobilize staff on call and off duty ▪ Mobilize ambulances to the disaster site ▪ Communicate with the onsite staff ▪ Move disaster stocks ▪ Set up a Patient Bay and receive patients ▪ Triage the patients ▪ Set up and operate a decontamination point ▪ Treat patients ▪ Maintain other critical services unrelated to the disaster ▪ Secure belongings of the patients ▪ Provide extra security inside the hospital ▪ Request and receive assistance from other hospitals ▪ Transfer patients for specialized care ▪ Receive dead bodies ▪ Keep records and maintain communication logs ▪ Control infections and maintain cleanliness at the hospital premises including management of hazardous waste ▪ Handle visitors and control crowd ▪ Handle VIPs ▪ Provide information to the public and handle media ▪ Brief higher authorities ▪ Provide food and refreshment to the staff ▪ Change staff work shifts ▪ Review the situation ▪ Replenish disaster stocks 				<p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HAE or HoI</p> <p>CLN-TRG</p> <p>CLN-DEC or HoI</p> <p>SnCLN</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HAE or HoI</p> <p>OIC-SB / HoD / HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p>	
Code	Explosions-D-	Effective Date	2011.11.30	Revision No	

Operating Procedure (OP)

Hazard	Explosions	
Stage of Hazard	After	
Jurisdiction Level	District	
Organization	Ministry of Health (MoH)	
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge). Heads of Sub Departments (HoD) Head, Accident/Emergency Department of the Hospital (HAE). Clinician most experienced in triage (CLN-TRG). Senior Clinicians of different disciplines (SnCLN). Local Public Health Staff (LPHS) - (Regional Director of Health Services - RDHS, Regional OIC, Main Switch Board (OIC-SB) Epidemiologist - RE, and Medical Officer of Health - MOH).	
Action		Responsibility
<ul style="list-style-type: none">▪ Communicate with the onsite staff▪ Mobilize ambulances to the disaster site▪ Triage the patients▪ Treat patients▪ Maintain other critical services unrelated to the disaster▪ Secure belongings of the patients▪ Provide extra security inside the hospital▪ Request and receive assistance from other hospitals▪ Transfer patients for specialized care▪ Receive dead bodies▪ Keep records and maintain communication logs▪ Control infections and maintain cleanliness at the hospital premises including management of hazardous waste▪ Handle visitors and control crowd		HoI HoI CLN-TRG SnCLN HoI HoI HoI HoI HoI HoI HAE or HoI OIC-SB / HoD / HoI HoI
<ul style="list-style-type: none">▪ Handle VIPs▪ Provide information to the public and handle media▪ Brief higher authorities▪ Provide food and refreshment to the staff▪ Change staff work shifts▪ Review the situation▪ Replenish disaster stocks▪ Deactivate response plan▪ Demobilize staff and other resources▪ Evaluate and report the response		HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI
<u>IDP Camp Management</u>		LPHS
<ul style="list-style-type: none">▪ Treat & manage minor ailments▪ Prevent and control potential outbreaks▪ Carry out disease surveillance		LPHS LPHS LPHS
<ul style="list-style-type: none">▪ Provide technical assistance to Local Authorities on<ul style="list-style-type: none">• Providing safe water• Ensuring food safety		LPHS LPHS

<ul style="list-style-type: none"> • Providing sanitary facilities • Disposing refuse • Managing waste water 		LPHS LPHS LPHS
Code	Explosions-A-MoH-D -SOP	Effective Date
		2011.11.30
		Revision No
		Supersedes
		None

Operating Procedure (OP)	
Hazard	Fire
Stage of Hazard	During
Jurisdiction Level	District
Organization	Ministry of Health (MoH)
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge). Heads of Sub Departments (HoD). Head, Accident/Emergency Department of the Hospital (HAE). Clinician most experienced in triage (CLN-TRG). Most senior Clinician trained in decontamination (CLN-DEC). Senior Clinicians of different disciplines (SnCLN). OIC, Main Switch Board (OIC-SB).
Action	Responsibility
<ul style="list-style-type: none"> ▪ Activate the Disaster Response Plan ▪ Establish a command centre ▪ Alert different sections of the hospital ▪ Mobilize staff on call and off duty ▪ Mobilize ambulances to the disaster site ▪ Communicate with the onsite staff ▪ Move disaster stocks ▪ Set up a Patient Bay and receive patients ▪ Triage the patients ▪ Set up and operate a decontamination point ▪ Treat patients ▪ Maintain other critical services unrelated to the disaster ▪ Secure belongings of the patients ▪ Provide extra security inside the hospital ▪ Request and receive assistance from other hospitals ▪ Transfer patients for specialized care ▪ Receive dead bodies ▪ Keep records and maintain communication logs ▪ Control infections and maintain cleanliness at the hospital premises including management of hazardous waste ▪ Handle visitors and control crowd ▪ Handle VIPs ▪ Provide information to the public and handle media ▪ Brief higher authorities 	HoI HoI HoI HoI HoI HoI HoI HoI HAE or HoI CLN-TRG CLN-DEC or HoI SnCLN HoI HoI HoI HoI HoI HAE or HoI OIC-SB / HoD / HoI HoI HoI HoI HoI HoI

<u>IDP Camp Management</u>		
▪ Treat & manage minor ailments		LPHS
▪ Prevent and control potential outbreaks		LPHS
▪ Carry out disease surveillance		LPHS
▪ Provide technical assistance to Local Authorities on		
• Providing safe water		LPHS
• Ensuring food safety		LPHS
• Providing sanitary facilities		LPHS
• Disposing refuse		LPHS
• Managing waste water		LPHS

Code	Fire-A-MoH-D-SOP	Effective Date	2011.11.30	Revision No		Supersedes	None
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Operating Procedure (OP)	
Hazard	Flood (General)
Stage of Hazard	Before
Jurisdiction Level	District
Organization	Ministry of Health (MoH)
Responsible Person	Head of the Institution –(HoI) (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge)
Action	Responsibility
<ul style="list-style-type: none"> ▪ Ensure the participation of relevant officers in the meetings of the Provincial / District / Divisional Disaster Management Committee (DDMC) convened by Provincial / District / Divisional Secretary. 	HoI
<ul style="list-style-type: none"> ▪ Ensure that a standby generator is available at every hospital. 	HoI
<ul style="list-style-type: none"> ▪ Ensure that at least one kerosene-powered refrigeration unit is available for vaccines. 	HoI
<ul style="list-style-type: none"> ▪ Ensure that hospital staff is aware of the hospital rooms and buildings that are damage proof. 	HoI
<ul style="list-style-type: none"> ▪ Work under the overall supervision and guidance of EOC / Divisional secretary / District Secretary / Provincial Chief Secretary. 	HoI
<ul style="list-style-type: none"> ▪ Establish radio communications with EOC, Divisional secretary, District Secretary / Provincial Chief Secretary, and hospitals (including private) within the division. 	HoI
<ul style="list-style-type: none"> ▪ Review and update precautionary measures and procedures, 	HoI

and review with staff, the precautions that have been taken to protect equipment and the post-disaster procedures to be followed.	
<ul style="list-style-type: none"> ▪ Fill department vehicles with fuel and park them in a protected area. 	HoI
<ul style="list-style-type: none"> ▪ Stock emergency medical equipment, which may be required after a disaster. 	HoI
<ul style="list-style-type: none"> ▪ Determine type of injuries and illnesses expected and drugs and other medical items required, and accordingly ensure that extra supplies of medical items can be obtained quickly. 	HoI
<ul style="list-style-type: none"> ▪ Provide information to all hospital staff about the disasters, likely damages and effects, and information about ways to protect equipment and property. 	HoI
<ul style="list-style-type: none"> ▪ Discharge all ambulatory patients whose release does not pose a health risk to them. If possible, transport them to their home areas. 	HoI
<ul style="list-style-type: none"> ▪ Re-locate non-ambulatory patients to the safest areas within the hospital. The safest rooms are likely to be; on ground floor, rooms in the centre of the building away from windows and rooms with concrete ceiling / roof. 	HoI
<ul style="list-style-type: none"> ▪ Provide equipment supplies such as candles, matches, lanterns and extra clothing for the comfort of the patients. 	HoI
<ul style="list-style-type: none"> ▪ Assemble and sterilize surgical packs in adequate number to last for four to five days. Store the sterilized surgical packs in protective cabinets to ensure that they do not get wet. Cover the stock with polythene as an added safety measure. 	HoI
<ul style="list-style-type: none"> ▪ Pack all valuable instruments, such as surgical tools, ophthalmoscopes, portable sterilizers, CGS, dental equipment, etc., in protective coverings and store in rooms considered to be the most damage-proof. 	HoI
<ul style="list-style-type: none"> ▪ Protect all immovable equipment, such as x-ray machines, by covering them with tarpaulins or polythene. 	HoI
<ul style="list-style-type: none"> ▪ Unplug all electrical equipment when disaster warning is received. 	
<ul style="list-style-type: none"> ▪ Check the emergency electrical generator to ensure that it is operational and that a buffer stock of fuel exists. If an emergency generator is not available at the hospital, arrange for one on loan. 	HoI
<ul style="list-style-type: none"> ▪ Ensure that all fracture equipment are ready. 	HoI
<ul style="list-style-type: none"> ▪ If surgery is to be performed following the disaster, arrange for emergency supplies of anesthetic gases (usually supplied on a daily basis). 	HoI
<ul style="list-style-type: none"> ▪ Assess the level of medical supplies in stock, including: fissure materials, surgical dressings, splints, plaster rolls, disposable needles and syringes and local antiseptics. 	HoI
<ul style="list-style-type: none"> ▪ Request central stores for immediate dispatch of supplies likely to be needed to hospitals on an emergency priority basis. 	HoI

<ul style="list-style-type: none">▪ Fill hospital water storage tanks and encourage water saving. If no storage tanks exist, collect water for drinking in clean containers and protect.▪ Prepare an area in the hospital for receiving large number of casualties.▪ Develop emergency admission procedures (with adequate record keeping).▪ Orient field staff with standards of services and procedures including tagging as stipulated in this EMRP.▪ Establish work schedules to ensure that adequate staff is available for in-patients.▪ Organize in-house emergency medical teams to ensure that adequate staff is available at all times to handle emergency casualties.▪ Set up teams of doctors, nurses and dressers for visiting disaster sites.	HoI
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Code	Flood (General)- B-MoH-D - SOP	Effective Date	2011.11.30	Revision No		Supersedes	None
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Operating Procedure (OP)	
Hazard	Flood (General)
Stage of Hazard	During
Jurisdiction Level	District
Organization	Ministry of Health (MoH)
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge). Heads of Sub Departments (HoD). Head, Accident/Emergency Department of the Hospital (HAE). Clinician most experienced in triage (CLN-TRG). Most senior Clinician trained in decontamination (CLN-DEC). Senior Clinicians of different disciplines (SnCLN). OIC, Main Switch Board (OIC-SB).
Action	Responsibility
<ul style="list-style-type: none"> Activate the Disaster Response Plan Establish a command centre Alert different sections of the hospital Mobilize staff on call and off duty Mobilize ambulances to the disaster site Communicate with the onsite staff Move disaster stocks Set up a Patient Bay and receive patients Triage the patients Set up and operate a decontamination point Treat patients Maintain other critical services unrelated to the disaster Secure belongings of the patients Provide extra security inside the hospital Request and receive assistance from other hospitals 	<ul style="list-style-type: none"> HoI HoI HoI HoI HoI HoI HoI HAE or HoI CLN-TRG CLN-DEC or HoI SnCLN HoI HoI HoI HoI

<ul style="list-style-type: none">▪ Brief higher authorities▪ Provide food and refreshment to the staff▪ Change staff work shifts▪ Review the situation▪ Replenish disaster stocks▪ Deactivate response plan▪ Demobilize staff and other resources▪ Evaluate and report the response <u>IDP Camp Management</u> <ul style="list-style-type: none">▪ Treat & manage minor ailments▪ Prevent and control potential outbreaks▪ Carry out disease surveillance <ul style="list-style-type: none">▪ Provide technical assistance to Local Authorities on<ul style="list-style-type: none">• Providing safe water• Ensuring food safety• Providing sanitary facilities• Disposing refuse• Managing waste water	HoI
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Operating Procedure (OP)	
Hazard	Forest Fire
Stage of Hazard	During
Jurisdiction Level	District
Organization	Ministry of Health (MoH)
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge). Heads of Sub Departments (HoD). Head, Accident/Emergency Department of the Hospital (HAE). Clinician most experienced in triage (CLN-TRG). Most senior Clinician trained in decontamination (CLN-DEC). Senior Clinicians of different disciplines (SnCLN). OIC, Main Switch Board (OIC-SB).
Action	Responsibility
<ul style="list-style-type: none"> Activate the Disaster Response Plan Establish a command centre Alert different sections of the hospital Mobilize staff on call and off duty Mobilize ambulances to the disaster site Communicate with the onsite staff Move disaster stocks Set up a Patient Bay and receive patients Triage the patients Set up and operate a decontamination point Treat patients Maintain other critical services unrelated to the disaster 	HoI HoI HoI HoI HoI HoI HoI HAE or HoI CLN-TRG CLN-DEC or HoI SnCLN HoI

<ul style="list-style-type: none">▪ Secure belongings of the patients▪ Provide extra security inside the hospital▪ Request and receive assistance from other hospitals▪ Transfer patients for specialized care▪ Receive dead bodies▪ Keep records and maintain communication logs▪ Control infections and maintain cleanliness at the hospital premises including management of hazardous waste▪ Handle visitors and control crowd▪ Handle VIPs▪ Provide information to the public and handle media▪ Brief higher authorities▪ Provide food and refreshment to the staff▪ Change staff work shifts▪ Review the situation▪ Replenish disaster stocks	HoI HoI HoI HoI HAE or HoI OIC-SB / HoD / HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI				
Code	Forest Fire-D-MoH-D -SOP	Effective Date	2011.11.30	Revision No	
				Supersedes	None

Operating Procedure (OP)	
Hazard	Forest Fire
Stage of Hazard	After
Jurisdiction Level	District
Organization	Ministry of Health (MoH)
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge). Heads of Sub Departments (HoD) Head, Accident/Emergency Department of the Hospital (HAE). Clinician most experienced in triage (CLN-TRG). Senior Clinicians of different disciplines (SnCLN). Local Public Health Staff (LPHS) - (Regional Director of Health Services - RDHS, Regional OIC, Main Switch Board (OIC-SB) Epidemiologist - RE, and Medical Officer of Health - MOH).
Action	Responsibility
<ul style="list-style-type: none"> ▪ Communicate with the onsite staff ▪ Mobilize ambulances to the disaster site ▪ Triage the patients ▪ Treat patients ▪ Maintain other critical services unrelated to the disaster ▪ Secure belongings of the patients ▪ Provide extra security inside the hospital ▪ Request and receive assistance from other hospitals ▪ Transfer patients for specialized care ▪ Receive dead bodies ▪ Keep records and maintain communication logs ▪ Control infections and maintain cleanliness at the hospital premises including management of hazardous waste ▪ Handle visitors and control crowd ▪ Handle VIPs ▪ Provide information to the public and handle media ▪ Brief higher authorities ▪ Provide food and refreshment to the staff ▪ Change staff work shifts ▪ Review the situation ▪ Replenish disaster stocks ▪ Deactivate response plan ▪ Demobilize staff and other resources ▪ Evaluate and report the response <p>IDP Camp Management</p> <ul style="list-style-type: none"> ▪ Treat & manage minor ailments ▪ Prevent and control potential outbreaks ▪ Carry out disease surveillance ▪ Provide technical assistance to Local Authorities on <ul style="list-style-type: none"> • Providing safe water • Ensuring food safety • Providing sanitary facilities • Disposing refuse • Managing waste water 	HoI HoI CLN-TRG SnCLN HoI HoI HoI HoI HoI HoI HAE or HoI OIC-SB / HoD / HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI LPHS LPHS LPHS LPHS LPHS LPHS LPHS LPHS

Code	Forest Fire-A-MoH-D -SOP	Effective Date	2011.11.30	Revision No
				Supersedes
				None

Operating Procedure (OP)					
Hazard	Industrial Disasters				
Stage of Hazard	During				
Jurisdiction Level	District				
Organization	Ministry of Health (MoH)				
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge). Heads of Sub Departments (HoD). Head, Accident/Emergency Department of the Hospital (HAE). Clinician most experienced in triage (CLN-TRG). Most senior Clinician trained in decontamination (CLN-DEC). Senior Clinicians of different disciplines (SnCLN). OIC, Main Switch Board (OIC-SB).				
Action				Responsibility	
<ul style="list-style-type: none"> ▪ Activate the Disaster Response Plan ▪ Establish a command centre ▪ Alert different sections of the hospital ▪ Mobilize staff on call and off duty ▪ Mobilize ambulances to the disaster site ▪ Communicate with the onsite staff ▪ Move disaster stocks ▪ Set up a Patient Bay and receive patients ▪ Triage the patients ▪ Set up and operate a decontamination point ▪ Treat patients ▪ Maintain other critical services unrelated to the disaster ▪ Secure belongings of the patients ▪ Provide extra security inside the hospital ▪ Request and receive assistance from other hospitals ▪ Transfer patients for specialized care ▪ Receive dead bodies ▪ Keep records and maintain communication logs ▪ Control infections and maintain cleanliness at the hospital premises including management of hazardous waste ▪ Handle visitors and control crowd ▪ Handle VIPs ▪ Provide information to the public and handle media ▪ Brief higher authorities ▪ Provide food and refreshment to the staff ▪ Change staff work shifts ▪ Review the situation ▪ Replenish disaster stocks 				HoI HoI HoI HoI HoI HoI HoI HAE or HoI CLN-TRG CLN-DEC or HoI SnCLN HoI HoI HoI HoI HoI HAE or HoI OIC-SB / HoD / HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI	
Code	Industrial Disasters-D-MoH-D -SOP	Effective Date	2011.11.30	Revision No	
				Supersedes	None

Operating Procedure (OP)	
Hazard	Industrial Disasters
Stage of Hazard	After

Jurisdiction Level	District	
Organization	Ministry of Health (MoH)	
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge).	
	Heads of Sub Departments (HoD)	
	Head, Accident/Emergency Department of the Hospital (HAE).	
	Clinician most experienced in triage (CLN-TRG).	
	Senior Clinicians of different disciplines (SnCLN).	
	Local Public Health Staff (LPHS) - (Regional Director of Health Services - RDHS, Regional OIC, Main Switch Board (OIC-SB)	
Epidemiologist - RE, and Medical Officer of Health - MOH).		
Action		Responsibility
<ul style="list-style-type: none">▪ Communicate with the onsite staff▪ Mobilize ambulances to the disaster site▪ Triage the patients▪ Treat patients▪ Maintain other critical services unrelated to the disaster▪ Secure belongings of the patients▪ Provide extra security inside the hospital▪ Request and receive assistance from other hospitals▪ Transfer patients for specialized care▪ Receive dead bodies▪ Keep records and maintain communication logs▪ Control infections and maintain cleanliness at the hospital premises including management of hazardous waste▪ Handle visitors and control crowd▪ Handle VIPs▪ Provide information to the public and handle media▪ Brief higher authorities▪ Provide food and refreshment to the staff▪ Change staff work shifts▪ Review the situation▪ Replenish disaster stocks▪ Deactivate response plan▪ Demobilize staff and other resources▪ Evaluate and report the response		HoI HoI CLN-TRG SnCLN HoI HoI HoI HoI HoI HoI HAE or HoI OIC-SB / HoD / HoI HoI
<u>IDP Camp Management</u>		
<ul style="list-style-type: none">▪ Treat & manage minor ailments▪ Prevent and control potential outbreaks▪ Carry out disease surveillance		LPHS LPHS LPHS
<ul style="list-style-type: none">▪ Provide technical assistance to Local Authorities on<ul style="list-style-type: none">• Providing safe water• Ensuring food safety• Providing sanitary facilities• Disposing refuse• Managing waste water		LPHS LPHS LPHS LPHS LPHS

Code	Industrial Disasters-A-MoH- D -SOP	Effective Date	2011.11.30
		Revision No	
		Supersedes	None

Operating Procedure (OP)	
Hazard	Landslides
Stage of Hazard	Before
Jurisdiction Level	District
Organization	Ministry of Health (MoH)
Responsible Person	Head of the Institution –(HoI) (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge)
Action	Responsibility
<ul style="list-style-type: none"> Ensure the participation of relevant officers in the meetings of the Provincial / District / Divisional Disaster Management Committee (DDMC) convened by Provincial / District / Divisional Secretary. Ensure that a standby generator is available at every hospital. Ensure that at least one kerosene-powered refrigeration unit is available for vaccines. Ensure that hospital staff is aware of the hospital rooms and buildings that are damage proof. Work under the overall supervision and guidance of EOC / Divisional secretary / District Secretary / Provincial Chief Secretary. Establish radio communications with EOC, Divisional secretary, District Secretary / Provincial Chief Secretary, and hospitals (including private) within the division. Review and update precautionary measures and procedures, and review with staff, the precautions that have been taken to protect equipment and the post-disaster procedures to be followed. Fill department vehicles with fuel and park them in a protected area. Stock emergency medical equipment, which may be required after a disaster. Determine type of injuries and illnesses expected and drugs and other medical items required, and accordingly ensure that extra supplies of medical items can be obtained quickly. Provide information to all hospital staff about the disasters, 	<p>HoI</p> <p>HoI HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p>

likely damages and effects, and information about ways to protect equipment and property.	HoI
<ul style="list-style-type: none"> ▪ Discharge all ambulatory patients whose release does not pose a health risk to them. If possible, transport them to their home areas. 	HoI
<ul style="list-style-type: none"> ▪ Re-locate non-ambulatory patients to the safest areas within the hospital. The safest rooms are likely to be; on ground floor, rooms in the centre of the building away from windows and rooms with concrete ceiling / roof. 	HoI
<ul style="list-style-type: none"> ▪ Provide equipment supplies such as candles, matches, lanterns and extra clothing for the comfort of the patients. 	HoI
<ul style="list-style-type: none"> ▪ Assemble and sterilize surgical packs in adequate number to last for four to five days. Store the sterilized surgical packs in protective cabinets to ensure that they do not get wet. Cover the stock with polythene as an added safety measure. 	HoI
<ul style="list-style-type: none"> ▪ Pack all valuable instruments, such as surgical tools, ophthalmoscopes, portable sterilizers, CGS, dental equipment, etc., in protective coverings and store in rooms considered to be the most damage-proof. 	HoI
<ul style="list-style-type: none"> ▪ Protect all immovable equipment, such as x-ray machines, by covering them with tarpaulins or polythene. 	HoI
<ul style="list-style-type: none"> ▪ Unplug all electrical equipment when disaster warning is received. 	HoI
<ul style="list-style-type: none"> ▪ Check the emergency electrical generator to ensure that it is operational and that a buffer stock of fuel exists. If an emergency generator is not available at the hospital, arrange for one on loan. 	HoI
<ul style="list-style-type: none"> ▪ Ensure that all fracture equipment are ready. 	HoI
<ul style="list-style-type: none"> ▪ If surgery is to be performed following the disaster, arrange for emergency supplies of anesthetic gases (usually supplied on a daily basis). 	HoI
<ul style="list-style-type: none"> ▪ Assess the level of medical supplies in stock, including: fissure materials, surgical dressings, splints, plaster rolls, disposable needles and syringes and local antiseptics. 	HoI
<ul style="list-style-type: none"> ▪ Request central stores for immediate dispatch of supplies likely to be needed to hospitals on an emergency priority basis. 	HoI
<ul style="list-style-type: none"> ▪ Fill hospital water storage tanks and encourage water saving. If no storage tanks exist, collect water for drinking in clean containers and protect. 	HoI
<ul style="list-style-type: none"> ▪ Prepare an area in the hospital for receiving large number of casualties. 	HoI
<ul style="list-style-type: none"> ▪ Develop emergency admission procedures (with adequate record keeping). 	HoI
<ul style="list-style-type: none"> ▪ Orient field staff with standards of services and procedures including tagging as stipulated in this EMRP. 	HoI
<ul style="list-style-type: none"> ▪ Establish work schedules to ensure that adequate staff is available for in-patients. 	HoI
<ul style="list-style-type: none"> ▪ Organize in-house emergency medical teams to ensure that adequate staff is available at all times to handle emergency casualties. 	HoI
<ul style="list-style-type: none"> ▪ Set up teams of doctors, nurses and dressers for visiting disaster sites. 	HoI

Code	Landslides-B-MoH-D -SOP	Effective Date	2011.11.30
		Revision No	
		Supersedes	None

Operating Procedure (OP)	
Hazard	Landslides
Stage of Hazard	During
Jurisdiction Level	District
Organization	Ministry of Health (MoH)
Responsible Person	<p>Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge).</p> <p>Heads of Sub Departments (HoD).</p> <p>Head, Accident/Emergency Department of the Hospital (HAE).</p> <p>Clinician most experienced in triage (CLN-TRG).</p> <p>Most senior Clinician trained in decontamination (CLN-DEC).</p> <p>Senior Clinicians of different disciplines (SnCLN).</p> <p>OIC, Main Switch Board (OIC-SB).</p>
Action	Responsibility
<ul style="list-style-type: none"> Activate the Disaster Response Plan Establish a command centre Alert different sections of the hospital Mobilize staff on call and off duty Mobilize ambulances to the disaster site Communicate with the onsite staff Move disaster stocks Set up a Patient Bay and receive patients Triage the patients Set up and operate a decontamination point Treat patients Maintain other critical services unrelated to the disaster Secure belongings of the patients Provide extra security inside the hospital Request and receive assistance from other hospitals Transfer patients for specialized care Receive dead bodies Keep records and maintain communication logs Control infections and maintain cleanliness at the hospital premises including management of hazardous waste Handle visitors and control crowd Handle VIPs Provide information to the public and handle media Brief higher authorities Provide food and refreshment to the staff Change staff work shifts Review the situation 	<p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HAE or HoI</p> <p>CLN-TRG</p> <p>CLN-DEC or HoI</p> <p>SnCLN</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HAE or HoI</p> <p>OIC-SB / HoD / HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p>

<ul style="list-style-type: none"> ▪ Prevent and control potential outbreaks ▪ Carry out disease surveillance ▪ Provide technical assistance to Local Authorities on <ul style="list-style-type: none"> • Providing safe water • Ensuring food safety • Providing sanitary facilities • Disposing refuse • Managing waste water 	LPHS LPHS LPHS LPHS LPHS LPHS LPHS LPHS
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Code	Landslides-A-MoH-D -SOP	Effective Date	2011.11.30	Revision No	
				Supersedes	None

Operating Procedure (OP)	
Hazard	Lightning & Thunderstorm
Stage of Hazard	Before
Jurisdiction Level	District
Organization	Ministry of Health (MoH)
Responsible Person	Head of the Institution –(HoI) (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge)
Action	Responsibility
<ul style="list-style-type: none"> Ensure the participation of relevant officers in the meetings of the Provincial / District / Divisional Disaster Management Committee (DDMC) convened by Provincial / District / Divisional Secretary. Ensure that a standby generator is available at every hospital. Ensure that at least one kerosene-powered refrigeration unit is available for vaccines. Ensure that hospital staff is aware of the hospital rooms and buildings that are damage proof. Work under the overall supervision and guidance of EOC / Divisional secretary / District Secretary / Provincial Chief Secretary. Establish radio communications with EOC, Divisional secretary, District Secretary / Provincial Chief Secretary, and hospitals (including private) within the division. Review and update precautionary measures and procedures, and review with staff, the precautions that have been taken to protect equipment and the post-disaster procedures to be followed. 	HoI
<ul style="list-style-type: none"> Fill department vehicles with fuel and park them in a protected area. 	HoI
<ul style="list-style-type: none"> Stock emergency medical equipment, which may be required after a disaster. 	HoI
<ul style="list-style-type: none"> Determine type of injuries and illnesses expected and drugs and other medical items required, and accordingly ensure that extra supplies of medical items can be obtained quickly. 	HoI
<ul style="list-style-type: none"> Provide information to all hospital staff about the disasters, likely damages and effects, and information about ways to protect equipment and property. 	HoI
<ul style="list-style-type: none"> Discharge all ambulatory patients whose release does not pose a health risk to them. If possible, transport them to their home areas. 	HoI
<ul style="list-style-type: none"> Re-locate non-ambulatory patients to the safest areas within 	HoI

the hospital. The safest rooms are likely to be; on ground floor, rooms in the centre of the building away from windows and rooms with concrete ceiling / roof.	
▪ Provide equipment supplies such as candles, matches, lanterns and extra clothing for the comfort of the patients.	HoI
▪ Assemble and sterilize surgical packs in adequate number to last for four to five days. Store the sterilized surgical packs in protective cabinets to ensure that they do not get wet. Cover the stock with polythene as an added safety measure.	HoI
▪ Pack all valuable instruments, such as surgical tools, ophthalmoscopes, portable sterilizers, CGS, dental equipment, etc., in protective coverings and store in rooms considered to be the most damage-proof.	HoI
▪ Protect all immovable equipment, such as x-ray machines, by covering them with tarpaulins or polythene.	HoI
▪ Unplug all electrical equipment when disaster warning is received.	
▪ Check the emergency electrical generator to ensure that it is operational and that a buffer stock of fuel exists. If an emergency generator is not available at the hospital, arrange for one on loan.	HoI
▪ Ensure that all fracture equipment are ready.	HoI
▪ If surgery is to be performed following the disaster, arrange for emergency supplies of anesthetic gases (usually supplied on a daily basis).	HoI
▪ Assess the level of medical supplies in stock, including: fissure materials, surgical dressings, splints, plaster rolls, disposable needles and syringes and local antiseptics.	HoI
▪ Request central stores for immediate dispatch of supplies likely to be needed to hospitals on an emergency priority basis.	HoI
▪ Fill hospital water storage tanks and encourage water saving. If no storage tanks exist, collect water for drinking in clean containers and protect.	HoI
▪ Prepare an area in the hospital for receiving large number of casualties.	HoI
▪ Develop emergency admission procedures (with adequate record keeping).	HoI
▪ Orient field staff with standards of services and procedures including tagging as stipulated in this EMRP.	HoI
▪ Establish work schedules to ensure that adequate staff is available for in-patients.	HoI
▪ Organize in-house emergency medical teams to ensure that adequate staff is available at all times to handle emergency casualties.	HoI
▪ Set up teams of doctors, nurses and dressers for visiting disaster sites.	HoI

Code	Lightning & Thunderstorm- B- MoH-D -SOP	Effective Date	30.11.2011	Revision No	
				Supersedes	None

Operating Procedure (OP)					
Hazard	Lightning & Thunderstorm				
Stage of Hazard	During				
Jurisdiction Level	District				
Organization	Ministry of Health (MoH)				
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge). Heads of Sub Departments (HoD). Head, Accident/Emergency Department of the Hospital (HAE). Clinician most experienced in triage (CLN-TRG). Most senior Clinician trained in decontamination (CLN-DEC). Senior Clinicians of different disciplines (SnCLN). OIC, Main Switch Board (OIC-SB).				
Action			Responsibility		
<ul style="list-style-type: none"> Activate the Disaster Response Plan Establish a command centre Alert different sections of the hospital Mobilize staff on call and off duty Mobilize ambulances to the disaster site Communicate with the onsite staff Move disaster stocks Set up a Patient Bay and receive patients Triage the patients Set up and operate a decontamination point Treat patients Maintain other critical services unrelated to the disaster Secure belongings of the patients Provide extra security inside the hospital Request and receive assistance from other hospitals Transfer patients for specialized care Receive dead bodies Keep records and maintain communication logs Control infections and maintain cleanliness at the hospital premises including management of hazardous waste Handle visitors and control crowd Handle VIPs Provide information to the public and handle media Brief higher authorities Provide food and refreshment to the staff Change staff work shifts Review the situation Replenish disaster stocks 			HoI HoI HoI HoI HoI HoI HoI HAE or HoI CLN-TRG CLN-DEC or HoI SnCLN HoI HoI HoI HoI HoI HAE or HoI OIC-SB / HoD / HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI		
Code	Lightning & Thunderstorm- D-MoH-D -SOP	Effective Date	2011.11.30	Revision No	
				Supersedes	None

Operating Procedure (OP)	
Hazard	Lightning & Thunderstorm
Stage of Hazard	After

Jurisdiction Level	District
Organization	Ministry of Health (MoH)
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge). Heads of Sub Departments (HoD) Head, Accident/Emergency Department of the Hospital (HAE). Clinician most experienced in triage (CLN-TRG). Senior Clinicians of different disciplines (SnCLN). Local Public Health Staff (LPHS) - (Regional Director of Health Services - RDHS, Regional OIC, Main Switch Board (OIC-SB) Epidemiologist - RE, and Medical Officer of Health - MOH).
Action	Responsibility
<ul style="list-style-type: none"> ▪ Communicate with the onsite staff ▪ Mobilize ambulances to the disaster site ▪ Triage the patients ▪ Treat patients ▪ Maintain other critical services unrelated to the disaster ▪ Secure belongings of the patients ▪ Provide extra security inside the hospital ▪ Request and receive assistance from other hospitals ▪ Transfer patients for specialized care ▪ Receive dead bodies ▪ Keep records and maintain communication logs ▪ Control infections and maintain cleanliness at the hospital premises including management of hazardous waste ▪ Handle visitors and control crowd ▪ Handle VIPs ▪ Provide information to the public and handle media ▪ Brief higher authorities ▪ Provide food and refreshment to the staff ▪ Change staff work shifts ▪ Review the situation ▪ Replenish disaster stocks ▪ Deactivate response plan ▪ Demobilize staff and other resources ▪ Evaluate and report the response 	<p>HoI HoI CLN-TRG SnCLN HoI HoI HoI HoI HoI HoI HAE or HoI OIC-SB / HoD / HoI HoI</p>
IDP Camp Management	
<ul style="list-style-type: none"> ▪ Treat & manage minor ailments ▪ Prevent and control potential outbreaks ▪ Carry out disease surveillance ▪ Provide technical assistance to Local Authorities on <ul style="list-style-type: none"> • Providing safe water 	<p>LPHS LPHS LPHS</p>
<ul style="list-style-type: none"> • Ensuring food safety • Providing sanitary facilities • Disposing refuse • Managing waste water 	<p>LPHS LPHS LPHS LPHS</p>

Code	Lightning & Thunderstorm-A-MoH-D -SOP	Effective Date	2011.11.30
		Revision No	
		Supersedes	None

Operating Procedure (OP)	
Hazard	Manmade Disasters
Stage of Hazard	During
Jurisdiction Level	District
Organization	Ministry of Health (MoH)
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in

		Clinician most experienced in triage (CLN-TRG). Most senior Clinician trained in decontamination (CLN-DEC). Senior Clinicians of different disciplines (SnCLN). OIC, Main Switch Board (OIC-SB).		
Action		Responsibility		
<ul style="list-style-type: none"> Activate the Disaster Response Plan Establish a command centre Alert different sections of the hospital Mobilize staff on call and off duty Mobilize ambulances to the disaster site Communicate with the onsite staff Move disaster stocks Set up a Patient Bay and receive patients Triage the patients Set up and operate a decontamination point Treat patients Maintain other critical services unrelated to the disaster Secure belongings of the patients Provide extra security inside the hospital Request and receive assistance from other hospitals Transfer patients for specialized care Receive dead bodies Keep records and maintain communication logs Control infections and maintain cleanliness at the hospital premises including management of hazardous waste Handle visitors and control crowd Handle VIPs Provide information to the public and handle media Brief higher authorities Provide food and refreshment to the staff Change staff work shifts Review the situation Replenish disaster stocks 		HoI HoI HoI HoI HoI HoI HoI HAE or HoI CLN-TRG CLN-DEC or HoI SnCLN HoI HoI HoI HoI HoI HAE or HoI OIC-SB / HoD / HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI		
Code	Maritime Hazards-D-MoH-D-SOP	Effective Date	2011.11.30	Revision No
				Supersedes
				None

Operating Procedure (OP)	
Hazard	Maritime Hazards
Stage of Hazard	After
Jurisdiction Level	District
Organization	Ministry of Health (MoH)
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge). Heads of Sub Departments (HoD) Head, Accident/Emergency Department of the Hospital (HAE). Clinician most experienced in triage (CLN-TRG).

	Senior Clinicians of different disciplines (SnCLN). Local Public Health Staff (LPHS) - (Regional Director of Health Services - RDHS, Regional OIC, Main Switch Board (OIC-SB) Epidemiologist - RE, and Medical Officer of Health - MOH).
Action	Responsibility
<ul style="list-style-type: none"> ▪ Communicate with the onsite staff ▪ Mobilize ambulances to the disaster site ▪ Triage the patients ▪ Treat patients ▪ Maintain other critical services unrelated to the disaster ▪ Secure belongings of the patients ▪ Provide extra security inside the hospital ▪ Request and receive assistance from other hospitals ▪ Transfer patients for specialized care ▪ Receive dead bodies ▪ Keep records and maintain communication logs ▪ Control infections and maintain cleanliness at the hospital premises including management of hazardous waste ▪ Handle visitors and control crowd ▪ Handle VIPs ▪ Provide information to the public and handle media ▪ Brief higher authorities ▪ Provide food and refreshment to the staff ▪ Change staff work shifts ▪ Review the situation ▪ Replenish disaster stocks ▪ Deactivate response plan ▪ Demobilize staff and other resources ▪ Evaluate and report the response 	HoI HoI CLN-TRG SnCLN HoI HoI HoI HoI HoI HAE or HoI OIC-SB / HoD / HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI
<u>IDP Camp Management</u> <ul style="list-style-type: none"> ▪ Treat & manage minor ailments ▪ Prevent and control potential outbreaks ▪ Carry out disease surveillance ▪ ▪ Provide technical assistance to Local Authorities on <ul style="list-style-type: none"> • Providing safe water • Ensuring food safety • Providing sanitary facilities • Disposing refuse • Managing waste water 	LPHS LPHS LPHS LPHS LPHS LPHS LPHS LPHS

Code	Maritime Hazards-A-MoH-D-SOP	Effective Date	2011.11.30
		Revision No	
		Supersedes	None

Operating Procedure (OP)	
Hazard	Nuclear Disasters
Stage of Hazard	During
Jurisdiction Level	District
Organization	Ministry of Health (MoH)
Responsible Person	<p>Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge).</p> <p>Heads of Sub Departments (HoD).</p> <p>Head, Accident/Emergency Department of the Hospital (HAE).</p> <p>Clinician most experienced in triage (CLN-TRG).</p> <p>Most senior Clinician trained in decontamination (CLN-DEC).</p> <p>Senior Clinicians of different disciplines (SnCLN).</p> <p>OIC, Main Switch Board (OIC-SB).</p>
<div> <div>Action</div> <div>Responsibility</div> </div>	

<ul style="list-style-type: none">▪ Activate the Disaster Response Plan▪ Establish a command centre▪ Alert different sections of the hospital▪ Mobilize staff on call and off duty▪ Mobilize ambulances to the disaster site▪ Communicate with the onsite staff▪ Move disaster stocks▪ Set up a Patient Bay and receive patients▪ Triage the patients▪ Set up and operate a decontamination point▪ Treat patients▪ Maintain other critical services unrelated to the disaster▪ Secure belongings of the patients▪ Provide extra security inside the hospital▪ Request and receive assistance from other hospitals▪ Transfer patients for specialized care▪ Receive dead bodies▪ Keep records and maintain communication logs▪ Control infections and maintain cleanliness at the hospital premises including management of hazardous waste▪ Handle visitors and control crowd▪ Handle VIPs▪ Provide information to the public and handle media▪ Brief higher authorities▪ Provide food and refreshment to the staff▪ Change staff work shifts▪ Review the situation▪ Replenish disaster stocks	HoI HoI HoI HoI HoI HoI HoI HAE or HoI CLN-TRG CLN-DEC or HoI SnCLN HoI HoI HoI HoI HoI HAE or HoI OIC-SB / HoD / HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI				
Code	Nuclear Disasters-D- MoH-D - SOP	Effective Date	2011.11.30	Revision No	
				Supersedes	None

Operating Procedure (OP)			
Hazard	Nuclear Disasters		
Stage of Hazard	After		
Jurisdiction Level	District		
Organization	Ministry of Health (MoH)		
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge). Heads of Sub Departments (HoD) Head, Accident/Emergency Department of the Hospital (HAE). Clinician most experienced in triage (CLN-TRG). Senior Clinicians of different disciplines (SnCLN). Local Public Health Staff (LPHS) - (Regional Director of Health Services - RDHS, Regional OIC, Main Switch Board (OIC-SB) Epidemiologist - RE, and Medical Officer of Health - MOH).		
<table> <tr> <th>Action</th><th>Responsibility</th></tr> </table>		Action	Responsibility
Action	Responsibility		

<ul style="list-style-type: none"> ▪ Communicate with the onsite staff ▪ Mobilize ambulances to the disaster site ▪ Triage the patients ▪ Treat patients ▪ Maintain other critical services unrelated to the disaster ▪ Secure belongings of the patients ▪ Provide extra security inside the hospital ▪ Request and receive assistance from other hospitals ▪ Transfer patients for specialized care ▪ Receive dead bodies ▪ Keep records and maintain communication logs ▪ Control infections and maintain cleanliness at the hospital premises including management of hazardous waste ▪ Handle visitors and control crowd ▪ Handle VIPs ▪ Provide information to the public and handle media ▪ Brief higher authorities ▪ Provide food and refreshment to the staff ▪ Change staff work shifts ▪ Review the situation ▪ Replenish disaster stocks ▪ Deactivate response plan ▪ Demobilize staff and other resources ▪ Evaluate and report the response 	<p>HoI HoI CLN-TRG SnCLN HoI HoI HoI HoI HoI HAE or HoI OIC-SB / HoD / HoI HoI</p>
<p><u>IDP Camp Management</u></p> <ul style="list-style-type: none"> ▪ Treat & manage minor ailments ▪ Prevent and control potential outbreaks ▪ Carry out disease surveillance ▪ ▪ Provide technical assistance to Local Authorities on <ul style="list-style-type: none"> • Providing safe water • Ensuring food safety • Providing sanitary facilities • Disposing refuse • Managing waste water 	<p>LPHS LPHS LPHS LPHS LPHS LPHS LPHS LPHS</p>

Code	Nuclear Disasters-A- MoH-D - SOP	Effective Date	2011.11.30
		Revision No	
		Supersedes	None

Operating Procedure (OP)	
Hazard	Oil Spills
Stage of Hazard	During
Jurisdiction Level	District
Organization	Ministry of Health (MoH)
Responsible Person	<p>Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge).</p> <p>Heads of Sub Departments (HoD).</p> <p>Head, Accident/Emergency Department of the Hospital (HAE).</p> <p>Clinician most experienced in triage (CLN-TRG).</p> <p>Most senior Clinician trained in decontamination (CLN-DEC).</p> <p>Senior Clinicians of different disciplines (SnCLN).</p> <p>OIC, Main Switch Board (OIC-SB).</p>
Action	Responsibility
<ul style="list-style-type: none"> Activate the Disaster Response Plan Establish a command centre Alert different sections of the hospital Mobilize staff on call and off duty Mobilize ambulances to the disaster site Communicate with the onsite staff 	<p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p> <p>HoI</p>

<ul style="list-style-type: none">Move disaster stocksSet up a Patient Bay and receive patientsTriage the patientsSet up and operate a decontamination pointTreat patientsMaintain other critical services unrelated to the disasterSecure belongings of the patientsProvide extra security inside the hospitalRequest and receive assistance from other hospitalsTransfer patients for specialized careReceive dead bodiesKeep records and maintain communication logsControl infections and maintain cleanliness at the hospital premises including management of hazardous wasteHandle visitors and control crowdHandle VIPsProvide information to the public and handle mediaBrief higher authoritiesProvide food and refreshment to the staffChange staff work shiftsReview the situationReplenish disaster stocks	HoI HAE or HoI CLN-TRG CLN-DEC or HoI SnCLN HoI HoI HoI HoI HoI HAE or HoI OIC-SB / HoD / HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI				
Code	Oil Spills-D-MoH-D - SOP	Effective Date	2011.11.30	Revision No	
				Supersedes	None

Operating Procedure (OP)	
Hazard	Oil Spills
Stage of Hazard	After
Jurisdiction Level	District
Organization	Ministry of Health (MoH)
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge). Heads of Sub Departments (HoD) Head, Accident/Emergency Department of the Hospital (HAE). Clinician most experienced in triage (CLN-TRG). Senior Clinicians of different disciplines (SnCLN). Local Public Health Staff (LPHS) - (Regional Director of Health Services - RDHS, Regional OIC, Main Switch Board (OIC-SB) Epidemiologist - RE, and Medical Officer of Health - MOH).
Action	
<ul style="list-style-type: none"> Communicate with the onsite staff Mobilize ambulances to the disaster site Triage the patients Treat patients Maintain other critical services unrelated to the disaster Secure belongings of the patients Provide extra security inside the hospital 	HoI HoI CLN-TRG SnCLN HoI HoI HoI

<ul style="list-style-type: none"> ▪ Request and receive assistance from other hospitals ▪ Transfer patients for specialized care ▪ Receive dead bodies ▪ Keep records and maintain communication logs ▪ Control infections and maintain cleanliness at the hospital premises including management of hazardous waste ▪ Handle visitors and control crowd ▪ Handle VIPs ▪ Provide information to the public and handle media ▪ Brief higher authorities ▪ Provide food and refreshment to the staff ▪ Change staff work shifts ▪ Review the situation ▪ Replenish disaster stocks ▪ Deactivate response plan ▪ Demobilize staff and other resources ▪ Evaluate and report the response 	<p>HoI HoI HAE or HoI OIC-SB / HoD / HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI</p>
<u>IDP Camp Management</u>	
<ul style="list-style-type: none"> ▪ Treat & manage minor ailments ▪ Prevent and control potential outbreaks ▪ Carry out disease surveillance ▪ ▪ Provide technical assistance to Local Authorities on <ul style="list-style-type: none"> • Providing safe water • Ensuring food safety • Providing sanitary facilities • Disposing refuse • Managing waste water 	<p>LPHS LPHS LPHS LPHS LPHS LPHS LPHS LPHS</p>

Code	Oil Spills-A-MoH-D - SOP	Effective Date	2011.11.30
		Revision No	
		Supersedes	None

Operating Procedure (OP)	
Hazard	Radiological Hazards
Stage of Hazard	During
Jurisdiction Level	District
Organization	Ministry of Health (MoH)
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge). Heads of Sub Departments (HoD). Head, Accident/Emergency Department of the Hospital (HAE). Clinician most experienced in triage (CLN-TRG). Most senior Clinician trained in decontamination (CLN-DEC). Senior Clinicians of different disciplines (SnCLN). OIC, Main Switch Board (OIC-SB).
Action	Responsibility
<ul style="list-style-type: none"> Activate the Disaster Response Plan Establish a command centre Alert different sections of the hospital Mobilize staff on call and off duty Mobilize ambulances to the disaster site Communicate with the onsite staff Move disaster stocks Set up a Patient Bay and receive patients Triage the patients Set up and operate a decontamination point Treat patients Maintain other critical services unrelated to the disaster Secure belongings of the patients Provide extra security inside the hospital Request and receive assistance from other hospitals 	<p>HoI HoI HoI HoI HoI HoI HoI HoI HAE or HoI CLN-TRG CLN-DEC or HoI SnCLN HoI HoI HoI HoI</p>

<ul style="list-style-type: none">▪ Transfer patients for specialized care▪ Receive dead bodies▪ Keep records and maintain communication logs▪ Control infections and maintain cleanliness at the hospital premises including management of hazardous waste▪ Handle visitors and control crowd▪ Handle VIPs▪ Provide information to the public and handle media▪ Brief higher authorities▪ Provide food and refreshment to the staff▪ Change staff work shifts▪ Review the situation▪ Replenish disaster stocks		HoI HAE or HoI OIC-SB / HoD / HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI					
Code	Radiological Hazards-D-MoH-D - SOP	Effective Date	2011.11.30	Revision No		Supersedes	None

Operating Procedure (OP)	
Hazard	Radiological Hazards
Stage of Hazard	After
Jurisdiction Level	District
Organization	Ministry of Health (MoH)
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge). Heads of Sub Departments (HoD) Head, Accident/Emergency Department of the Hospital (HAE). Clinician most experienced in triage (CLN-TRG). Senior Clinicians of different disciplines (SnCLN). Local Public Health Staff (LPHS) - (Regional Director of Health Services - RDHS, Regional OIC, Main Switch Board (OIC-SB) Epidemiologist - RE, and Medical Officer of Health - MOH).
Action	Responsibility
<ul style="list-style-type: none"> ▪ Communicate with the onsite staff ▪ Mobilize ambulances to the disaster site ▪ Triage the patients ▪ Treat patients ▪ Maintain other critical services unrelated to the disaster ▪ Secure belongings of the patients ▪ Provide extra security inside the hospital ▪ Request and receive assistance from other hospitals ▪ Transfer patients for specialized care ▪ Receive dead bodies ▪ Keep records and maintain communication logs ▪ Control infections and maintain cleanliness at the hospital premises including management of hazardous waste ▪ Handle visitors and control crowd ▪ Handle VIPs ▪ Provide information to the public and handle media 	HoI HoI CLN-TRG SnCLN HoI HoI HoI HoI HoI HAE or HoI OIC-SB / HoD / HoI HoI HoI HoI

Code	Radiological Hazards-A-MoH-D - SOP	Effective Date	2011.11.30
		Revision No	
		Supersedes	None

Operating Procedure (OP)	
Hazard	Tsunami
Stage of Hazard	Before
Jurisdiction Level	District
Organization	Ministry of Health (MoH)
Responsible Person	Head of the Institution –(HoI) (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge)
Action	Responsibility
<ul style="list-style-type: none"> Ensure the participation of relevant officers in the meetings of the Provincial / District / Divisional Disaster Management Committee (DDMC) convened by Provincial / District / Divisional Secretary. 	HoI
<ul style="list-style-type: none"> Ensure that a standby generator is available at every hospital. 	HoI
<ul style="list-style-type: none"> Ensure that at least one kerosene-powered refrigeration unit is available for vaccines. 	HoI
<ul style="list-style-type: none"> Ensure that hospital staff is aware of the hospital rooms and buildings that are damage proof. 	HoI
<ul style="list-style-type: none"> Work under the overall supervision and guidance of EOC / Divisional secretary / District Secretary / Provincial Chief Secretary. 	HoI
<ul style="list-style-type: none"> Establish radio communications with EOC, Divisional secretary, District Secretary / Provincial Chief Secretary, and hospitals (including private) within the division. 	HoI
<ul style="list-style-type: none"> Review and update precautionary measures and procedures, and review with staff, the precautions that have been taken to protect equipment and the post-disaster procedures to be followed. 	HoI
<ul style="list-style-type: none"> Fill department vehicles with fuel and park them in a protected area. 	HoI
<ul style="list-style-type: none"> Stock emergency medical equipment, which may be required after a disaster. 	HoI
<ul style="list-style-type: none"> Determine type of injuries and illnesses expected and drugs 	HoI

and other medical items required, and accordingly ensure that extra supplies of medical items can be obtained quickly.	
<ul style="list-style-type: none"> ▪ Provide information to all hospital staff about the disasters, likely damages and effects, and information about ways to protect equipment and property. 	HoI
<ul style="list-style-type: none"> ▪ Discharge all ambulatory patients whose release does not pose a health risk to them. If possible, transport them to their home areas. 	HoI
<ul style="list-style-type: none"> ▪ Re-locate non-ambulatory patients to the safest areas within the hospital. The safest rooms are likely to be; on ground floor, rooms in the centre of the building away from windows and rooms with concrete ceiling / roof. 	HoI
<ul style="list-style-type: none"> ▪ Provide equipment supplies such as candles, matches, lanterns and extra clothing for the comfort of the patients. 	HoI
<ul style="list-style-type: none"> ▪ Assemble and sterilize surgical packs in adequate number to last for four to five days. Store the sterilized surgical packs in protective cabinets to ensure that they do not get wet. Cover the stock with polythene as an added safety measure. 	HoI
<ul style="list-style-type: none"> ▪ Pack all valuable instruments, such as surgical tools, ophthalmoscopes, portable sterilizers, CGS, dental equipment, etc., in protective coverings and store in rooms considered to be the most damage-proof. 	HoI
<ul style="list-style-type: none"> ▪ Protect all immovable equipment, such as x-ray machines, by covering them with tarpaulins or polythene. 	HoI
<ul style="list-style-type: none"> ▪ Unplug all electrical equipment when disaster warning is received. 	
<ul style="list-style-type: none"> ▪ Check the emergency electrical generator to ensure that it is operational and that a buffer stock of fuel exists. If an emergency generator is not available at the hospital, arrange for one on loan. 	HoI
<ul style="list-style-type: none"> ▪ Ensure that all fracture equipment are ready. 	HoI
<ul style="list-style-type: none"> ▪ If surgery is to be performed following the disaster, arrange for emergency supplies of anesthetic gases (usually supplied on a daily basis). 	HoI
<ul style="list-style-type: none"> ▪ Assess the level of medical supplies in stock, including: fissure materials, surgical dressings, splints, plaster rolls, disposable needles and syringes and local antiseptics. 	HoI
<ul style="list-style-type: none"> ▪ Request central stores for immediate dispatch of supplies likely to be needed to hospitals on an emergency priority basis. 	HoI
<ul style="list-style-type: none"> ▪ Fill hospital water storage tanks and encourage water saving. If no storage tanks exist, collect water for drinking in clean containers and protect. 	HoI
<ul style="list-style-type: none"> ▪ Prepare an area in the hospital for receiving large number of casualties. 	HoI
<ul style="list-style-type: none"> ▪ Develop emergency admission procedures (with adequate record keeping). 	HoI
<ul style="list-style-type: none"> ▪ Orient field staff with standards of services and procedures including tagging as stipulated in this EMRP. 	HoI
<ul style="list-style-type: none"> ▪ Establish work schedules to ensure that adequate staff is available for in-patients. 	HoI
<ul style="list-style-type: none"> ▪ Organize in-house emergency medical teams to ensure that adequate staff is available at all times to handle emergency 	HoI

Code	Tsunami-D-MoH-D - SOP	Effective Date	2011.11.30	Revision No	
				Supersedes	None

Operating Procedure (OP)	
Hazard	Tsunami
Stage of Hazard	After
Jurisdiction Level	District
Organization	Ministry of Health (MoH)
Responsible Person	Head of the Institution (HoI) - (Director, Medical Superintendent, District Medical Officer or Medical Officer in Charge). Heads of Sub Departments (HoD) Head, Accident/Emergency Department of the Hospital (HAE). Clinician most experienced in triage (CLN-TRG). Senior Clinicians of different disciplines (SnCLN). Local Public Health Staff (LPHS) - (Regional Director of Health Services - RDHS, Regional OIC, Main Switch Board (OIC-SB) Epidemiologist - RE, and Medical Officer of Health - MOH).
Action	Responsibility
<ul style="list-style-type: none"> Communicate with the onsite staff Mobilize ambulances to the disaster site Triage the patients Treat patients Maintain other critical services unrelated to the disaster Secure belongings of the patients Provide extra security inside the hospital Request and receive assistance from other hospitals Transfer patients for specialized care Receive dead bodies Keep records and maintain communication logs Control infections and maintain cleanliness at the hospital premises including management of hazardous waste Handle visitors and control crowd Handle VIPs Provide information to the public and handle media Brief higher authorities Provide food and refreshment to the staff Change staff work shifts Review the situation Replenish disaster stocks Deactivate response plan Demobilize staff and other resources Evaluate and report the response 	<ul style="list-style-type: none"> HoI HoI CLN-TRG SnCLN HoI HoI HoI HoI HoI HoI HAE or HoI OIC-SB / HoD / HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI HoI
IDP Camp Management	
<ul style="list-style-type: none"> Treat & manage minor ailments Prevent and control potential outbreaks Carry out disease surveillance 	<ul style="list-style-type: none"> LPHS LPHS LPHS
<ul style="list-style-type: none"> Provide technical assistance to Local Authorities on 	

- Providing safe water
- Ensuring food safety
- Providing sanitary facilities
- Disposing refuse
- Managing waste water

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Code

Tsunami-A-
MoH-D - SOP

Effective Date

2011.11.30

Revision No

Supersedes

None

