DEPARTMENT OF VETERANS AFFAIRS
South Texas Veterans Health Care System
San Antonio, Texas 78229

Policy Memorandum 11-23

April 1, 2011

EMERGENCY RESPONSE PLAN FOR THE RESEARCH SERVICE

1. PURPOSE: To supplement the STVHCS Emergency Management Plan, identifying service actions during the activation of the Emergency Management Plan in the event of a community or internal emergency and/or disaster. The STVHCS has adopted the Hospital Emergency Incident Command System (HEICS), which is also used for all other private and public hospitals in the San Antonio area.

2. POLICY: The Research Service will provide support services as required during the implementation of the Emergency Management Plan. All employees are required to be familiar with this plan and accordingly are expected to perform their duties during emergencies. If they do not have a specific role, their role is to "stand by and await further instructions from their supervisor."

3. ACTION:

   a. Staff Recall: The Research Service will maintain a service Cascade Recall list. Upon notification from the hospital, the ACOS for Research and Development/Administrative Officer for R&D will initiate the recall system. The recall list will be divided into cells, with identified individuals being responsible for contacting others within their cell. If the service is directed to initiate a total recall, the entire service personnel list will be notified.

   b. Response:

      i. During work hours: Upon hearing the disaster alarm, all Research Service employees will report to the supervisor in their work area. Employees will remain in the area until the "all clear" is announced or notified otherwise.
      ii. If notification is initiated after hours, employees will be advised of the nature of the call-telephone drill only, to stand by until notified otherwise, or to return to duty.

   c. Area Safety/Security: Employees will take appropriate measures to insure safety within their work area, e.g., shut off gas, depending on the nature of the emergency or disaster. Each laboratory supervisor will establish and train lab personnel on the procedures to be followed in emergencies.
   d. Emergency duties: Employees who have been appointed and trained as members of specific emergency teams will report to their designated area as previously instructed.
   e. Manpower Pool: Employees not assigned to an established team will remain on standby in their work area. The STVHCS Labor Pool Leader will advise Research Service of the number of employees required to man the Labor Pool. Research will initially provide a minimum of three employees. Additional employees will be assigned to the Labor Pool as requested by the Labor Pool Leader. These employees will be instructed by the ACOS/AO for R&D to report and sign in at the Labor Pool located in the Auditorium.
   f. Coordination: The Research Office, Q203, will be the service coordination site in addition to the Q-Administrative Hallway during emergency conditions.

4. RESPONSIBILITY: The ACOS for Research and Development will be responsible for the service operations during designated emergency/disaster conditions. Supervisors will be responsible for insuring the availability of Research Service personnel.

5. REFERENCE: STVHCS Policy Memorandum " Emergency Management Plan" (available in the yellow emergency binder in the Administrative Officer's office).

6. RESCISSION: Research Service Memorandum 06-23, dated September 8, 2006.

Kimberly Summers

KIMBERLY K. SUMMERS, Pharm.D.
Acting ACOS for Research and Development

Distribution: Research Service Employees