**DRAFT**

**HOSPITAL DISASTER MANAGEMENT PLAN TEMPLATE**

1. **Introduction**

**1.1 Background**

*(About the hospital and its relevance, guidelines, how the hospital was affected during past disasters)*

* 1. **Need of Hospital DM Plan**

*(Examples of few hospital tragedies and challenges and how this hospital DM plan is going to help in term of reducing the response time and enhancing the preparedness)*

* 1. **Scope of the plan**

*(What are the objectives, What is covered in the plan)*

* 1. **Institutional Mechanism for the preparation and updating of plan**

*(About the Hospital DM Committee, District level committee for health sector DM, DDMA and their role in preparing implementing and monitoring of the HDMP)*

1. **General information of the hospital**

**2.1 History with year of inception**

*(When was the hospital established, Expansion happened since inception)*

* 1. **Location with map**

(Location map of the hospital and surrounding areas from the google earth and inset map with the district boundary and the surrounding districts)

**2.3 Type**

* With respect to the type of administration and funding source: Government/ NGO/Private etc.
* With respect to specialty (superspeciality/ multispecialty etc.)- if applicable

**2.4 Building information**

1. Details of blocks and departments
2. Elevators
3. Floor maps
4. Evacuation maps with exit routes marked using arrows
5. Details of fire safety equipment

**2.5 Population catered (specify number if applicable)**

(how many patients visit on an average per day)

**2.6 Bed strength and occupancy (total and department-wise)**

*(General ward, ICU, CCU, Emergency etc.)*

**III. Hazard Vulnerability and Risk Analysis**

**3.1** Hazard Profile of the district in brief and the hospital and surroundings

(take the hazard map of the district from the KSDMA website or DDMP, also make a map of the hazard prone areas around the hospital)

**3.2 Past Disaster Events**

*(With in hospital and Mass Causality i.e. outside hospital. Collect data from health department and Revenue)*

**3.3 Vulnerability Assessment**

*(where are the most vulnerabile people)*

**3.4 Rapid Visual Screening**

*(Do an RVS for the hospital building)*

* 1. **Risk Scenarios**

*(Hospital Affected, Community Affected, Both affected)*

**IV. Hospital Safety and Emergency response**

**4.1 Pre-disaster Preparedness**

*(What are the structural and non structural measures including the capacity building required for the 3 risk scenarios?)*

**4.2 During Disaster**

*(Response teams and their functions (Information management, field operations including triage, first aid, CPR etc.))*

**4.3 Post Disaster**

*(Damage Assessment and needs analysis, Managing relief camps, psychosocial support)*

**V. Monitoring and Evaluation**

*(How to monitor the Plan, Who will monitor, what is the frequency of update)*

**VI. Annexures**

1. Structure of Hospital DM Committee (Included)
2. Emergency response functions (during and after disaster)
3. Resource Inventory

(It should also be updated through DDMA – [www.idrn.gov.in](http://www.idrn.gov.in))

1. Emergency Contact Details
2. Monitoring & Evaluation on the implementation
3. RVS Format
4. Maps

**Proposed Hospital Disaster Management Committee**

The following members of the hospital shall form the disaster management committee under the chairperson of the Director / Dean / Medical superintendent:

1. Director / Dean / Medical Superintendent - Chairperson
2. Deputy Medical Superintendent - Member Convener
3. Heads of all medical departments - Member
4. Head of nursing department - Member
5. Chief Medical Officer, Casualty - Member
6. Public relations officer - Member
7. In-charge of fire safety department - Member
8. In-charge of medical store/ pharmacy - Member
9. In-charge of general store - Member
10. In-charge of infection-control and Biomedical

waste management department - Member

1. In-charge of quality-control department - Member
2. In-charge of laboratories and diagnostics department - Member
3. In-charge of food & beverages/ nutrition

Department - Member

1. In-charge of laundry department - Member
2. In-charge of central sterile supplies department(CSSD)-Member
3. In-charge of housekeeping department - Member
4. In-charge of physiotherapy department - Member
5. In-charge of security department - Member
6. Head of finance department - Member
7. In-charge of blood bank - Member
8. Executive engineer (Civil & electrical) - Member
9. In-charge of transportation - Member
10. In-charge of ambulance services - Member

*\*\*Members may be added / deleted according to the size of the hospital.*