

DISASTER PREPAREDNESS 2014

INOVA Health System is working hard to be prepared for any internal or external disaster that may occur. Part of preparing means caring for employees and helping employees care for their families during a disaster.

Therefore, following are some basic questions and answers to help direct you should a disaster occur. In addition, resources are included to help you plan, in advance, for child and elder care, pet care, prescription medicines and other essential routine items that could be effected if the hospital is operating in disaster mode.

While all employees are considered essential during disaster mode, INOVA Health System remains committed to caring for and protecting our staff as best as possible. We hope you find the following information useful and encourage you to contact your manager or administrator with any questions or concerns you may have.

How do I get in touch with my manager in the event of a disaster?

Either your manager will call you or you will call your manager, depending upon your department or unit.

Where do I enter the hospital when we are operating in disaster mode?

All employees, volunteers and physicians should enter the hospital through designated entrances.

Inova Alexandria loading dock by the garage

Inova Fairfax ECC Building entrance

Inova Fair Oaks Loading Dock entrance

Inova Mount Vernon back employee entrance

When you arrive and are checked in, you may be asked to perform a function different from your normal job responsibility. It is important that you follow this direction.

During a disaster, how should I dress to come to work?

While operating in disaster mode, you will want to come to work comfortably dressed in shoes that you can wear for a long period of time. If you normally wear a suit to work, you may want to consider having a change of clothes and shoes in your office in case you need to change.

How is the disaster mode implemented?

The decision to implement the disaster mode is made by both the Administrator on-call and the Emergency Room physician in charge. These are the only two people who can put the disaster mode into effect.

Do I have to come to work during a disaster?

All hospital employees, regardless of their jobs, are considered essential during a disaster. You should report to work as scheduled unless you receive different information from your manager.

Can I call the disaster support center if a disaster mode is implemented?

While we understand that many employees are eager to come to work during a disaster, we need to coordinate all of our many resources in a systematic and methodical manner. Therefore, we ask that you plan your work schedule and response directly with your manager or whoever is in charge of your department.

Do I need to have an N-95 Mask?

N-95 masks are available, free of charge, to all Inova employees. These masks must be appropriately fit-tested for their use in order to lessen the likelihood of contagion by a transmissible disease such as smallpox, monkeypox, or SARS.

How do I get fit-tested for an N-95 Mask?

To be fit-tested for an N-95 Mask, contact your manager who can refer you to someone trained in fit-testing.

Where is the internal relocation disaster plan?

The internal relocation plan is located in the Environment of Care Manual in every department or unit. These are most often stored in the Director's Office.

Where is the external evacuation relocation plan?

The external relocation plan is located in the Environment of Care Manual in every department or unit. These are most often stored in the Director's Office.

What resources are available to me as an employee?

The Employee Assistance Program, Environment of Care Manual, Caring is Preparing, Inova Net Disaster Preparedness is available to all employees.