



NORTHAMPTON COUNTY

Department of EMERGENCY MEDICAL SERVICES



STANDARD OPERATING GUIDELINES

TOPIC: Station Preparedness Planning	SOG #: 2.21.6
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Approved by: Hollye B. Carpenter	Adopted: 01/01/2013

PURPOSE

To develop a station disaster planning guide

SCOPE

EMS Lieutenants

CONTENT

GENERAL GUIDELINES

The EMS Lieutenant shall develop a file on station disaster planning issues based upon this guide. The file shall be referred to as the "Station Disaster Plan".

1. Develop a floor plan for the facility, indicating those items noted in this guide.
2. Develop a site plan for the facility, indicating those items noted in this guide.

REVIEW & APPROVAL

1. The station disaster plan must be approved by the Volunteer Station Officers.
2. Copies of the station disaster plan must be forwarded to NCEMS Office.
3. The station disaster plan must be reviewed annually, prior to June 1st.

PLAN DEVELOPMENT

Administration

1. Should certain areas be "off-limits" unless performing office work (If so, include on floor plan)?
2. What would be the best place to post information and messages for all personnel in-station during a large-scale, long-term event where people will be in and out of the structures continually (include on floor plan)?

Evacuation Guidelines

1. Review evacuation procedures.
2. If the station were to be evacuated, how will items be packed and transported?

Hygiene Facilities

1. If the sewage or water systems fail, what alternative toilet facilities are planned (include on floor plan or site plan)? Include:
 - Safety
 - Lighting
 - Privacy
 - Odor
 - Removal/storage of waste materials
2. What materials are needed for this alternative set-up and are they available?



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3. If the county provides portable toilets, where should they be located (include on site plan)?
Consider:
 - Safety
 - Lighting
 - Privacy
 - Odor
4. If your station experiences problems with a backflow of raw sewage, how can the back flow be temporarily stemmed/stopped?
5. If your facility is not so equipped, what is the nearest station with:
 - Washing machine that works off generator power
 - Dryer that works off generator power or gas
 - Water heater that works off generator power or gas
 - Full decontamination site
 - Oxygen filling site
6. If your station has trash cans instead of a dumpster, how will the cans be stored or secured (include on site plan)?
7. In the event of a long-term event, where will trash be stored (include on site plan)?

Overhead Lines

1. Are there overhead lines serving your facility (include on site plan)?
2. If yes, are they threatened by nearby branches/trees?
3. If yes, can they be dealt with prior to an anticipated emergency?

PPE

1. Where will PPE be stored when not in use (include on floor plan)?
2. Where will PPE be cleaned and dried (include on floor plan)?

Post-Event Disaster Survey

1. Create a list of sites, roads, and other areas that must be checked during any damage assessment.

Station Security

1. Does the station have electric door locks (note on floor plan)?
2. If yes, do they work off of emergency power?
3. If not, do they fail in the locked or unlocked position?
4. Can they be bypassed manually?
5. If necessary to secure facilities, what will be the designated security means of ingress/egress for the station (include on floor plan)?

Staffing-Related Issues

1. Sleeping
 - a. How many beds and cots are needed according to the disaster planning staffing level guidelines?
 - b. How many beds and cots are available in-station?
 - c. If additional bedding is needed, where will it be located (include in floor plan)?
2. Parking
 - a. How many parking spaces are needed according to the disaster planning staffing level guidelines?
 - b. How many parking spaces are available?
 - c. What are plans to locate/create additional parking capacity (include on site plan)?
3. Storage
 - a. Where will personnel store their personal disaster supplies? (include on floor plan)
4. Water



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- a. Can the water heater be used for an emergency water supply?
 - b. Can the power/gas be secured?
 - c. Can the inflow and outflow be secure?
5. Cooking
- a. What facilities are available for cooking?
 - b. Do they operate off of emergency power?
 - c. NOTE: Kerosene heaters, grills, and other carbon monoxide producing portable cooking and heating devices shall NOT be used inside facilities.

Supply Cache

Are adequate medical and station supplies available?

Weather Issues

1. Temperatures, High
 - a. In the event of high temperatures, are there alternative means of cooling the station?
 - b. Do windows open? (include on floor plan)
 - c. Are fans available?
 - d. Other:
2. Temperatures, Low
 - a. Identify the availability of portable heaters in case the station heating systems go off-line.
 - b. Consider station evacuation if all heating systems are unavailable for extended periods and the temperature inside a facility nears freezing.
 - c. Other:

Weather Radio

Identify location for the weather radio, which is noticeable when activated.

Wind Protection

1. What would be the safest in-station locations for personnel in the event a tornado is sighted?
2. Are these locations marked?
3. For stations with bay doors on only one side, bay doors will be kept closed during hurricane force winds to prevent the wind from entering the bay and lifting the roof off the structure.
4. For stations with bay doors on both the front and rear of the bays, bay doors may be opened 1-2 feet at the bottom to permit air to travel through the structure, easing the wind load on the doors.
5. What materials would be needed to cover all windows with plywood (include on site plan)?
 - Number of panels
 - Size of panels
 - Hardware required
 - Work required to install

Other Items

Are there any other items (including the plywood and hardware identified in the section on wind protection) you believe should be acquired and stored in-station prior to a disaster? If so, compile a list including a brief justification and submit it with the station disaster plan.

OVERVIEW

- This shall not be considered an equipment or supply request.
- These lists will be compiled and used to develop and support emergency operation plans.