



Policy No: **119.40**
 Revision No: **5**
 Effective Date: 12/14/2010

UNIVERSITY POLICIES & PROCEDURES

Category: Safety/Security Administration
 Title: **INTERNAL DISASTER PLAN**
 Applicability: Thomas Jefferson University
 Contributors/Contributing Departments:

PURPOSE

An internal disaster is an incident that disrupts the everyday, routine services of the University and its facilities. The disaster may be an unanticipated event or a deliberate act by an individual or group. The internal disaster can also include a minor inconvenience or a halt in day-to-day operations of one or more departments and may present a potential danger to patients, students, employees, or others in the Thomas Jefferson University environment.

Preventing internal disasters is the goal and can be achieved through an aggressive quality improvement program that focuses on maintenance of utilities, facilities, and environment. Each employee has a responsibility to recognize and report potential threats and understand his/her role in implementing the recovery plan. To report potential internal disasters **CALL 811**. Security will send qualified staff to investigate the threat and alert University Administration of the situation.

Potential Internal Disasters include:

Utilities

loss of water
 loss of electric
 loss of steam
 loss of phones

loss of computers
 loss of oxygen/compression lines
 loss of air conditioning
 loss of heat
 loss of elevator service

Facilities

Environment

bomb threat
 fire/smoke
 chemical incidents
 biological incidents
 emergency response for select agents
 and biological toxins
 mercury spills
 radiation/nuclear medicine incidents
 exposure to infectious diseases
 weather emergencies
 riot/demonstration
 mass transportation interruption
 disruptive person

structure/building damage
street closure

external work stoppage

Every department of Thomas Jefferson University is responsible for assessing the magnitude of disruption of routine services. When necessary, the Administrator On Call, in consultation with the Emergency Management Team will declare an internal disaster. A Command Post will be established in a location adjacent to the problem area and specific personnel will be contacted to staff this area. Relocation of the Command Post may be necessary based on the disaster scenario. All decisions related to the disaster, such as mobilization of resources, equipment, etc. will be made by the Command Post Staff. Such responsibilities may include:

- suspending or reducing services
- ordering evacuation/relocation of patients, staff and students
- coordinating a manpower pool to deploy as necessary
- requesting outside assistance
- coordinating communication
- ordering resumption of suspended services

Regular communication of status updates to senior administration is the responsibility of the Command Post Staff.

The need for additional resources or outside regional contacts (Police, Fire, National Guard, Red Cross, Civil Defense, NRC, etc.) will be determined by the Command Post Staff. Personnel who need to respond and staff the Command Post will be notified via communication from Security or their supervisors.

INTERNAL DISASTER EXAMPLES

The impact of each disruption is different and may require different responses and resources according to the severity of the disruption. The Command Post will provide guidance to department heads who will alert University personnel of their role in recovery.

Examples of the difference in internal disasters include:

1. a fire in a room (Emergency Response Team)
2. a fire in an office suite (Emergency Response Team, other employees in area)
3. a fire which impacts a floor (this scenario may require evacuation and may include the need to keep or call back employees for assistance)

The Jefferson Emergency Response Team is comprised of specially trained employees of the Departments of Security, Facilities Services, and Environmental Health and Safety. The first responders can call other employees from Radiation Safety, Infection Control, etc. if special expertise is needed to resolve the emergency.

Thomas Jefferson University employees will be made aware of the different disaster types and their role in recovery by their immediate supervisors. When the immediate crisis of the internal disaster has passed, and the recovery phase is beginning, employees will receive an update from their supervisors.

- Appendix 1:** [Loss of Air Conditioning](#)
- Appendix 2:** [Loss of Electrical Service](#)
- Appendix 3:** [Loss of Heat](#)
- Appendix 4:** [Loss of Elevator Service](#)
- Appendix 5:** [Loss of Steam](#)
- Appendix 6:** [Loss of Water](#)
- Appendix 7:** [Internal Disaster Plan for Planned Loss of Telephone Service](#)
- Appendix 8:** [Internal Disaster Plan for Bomb Threats](#)
- Appendix 9:** [Bomb Threat Report Form](#)
- Attachment 1:** [Thomas Jefferson University Internal Disaster Scenarios](#)
- Attachment 2:** [Internal Disaster Plan for Fire](#)
- Attachment 3:** [Internal Disaster Plan for Mercury Spills](#)
- Attachment 4:** [Internal Disaster Plan for Biological Incidents](#)
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- Attachment 6:** [Internal Disaster Plan for Select Agents and Biological Toxins](#)
- Attachment 7:** [Internal Disaster Plans for Radiological Events](#)
- Attachment 8:** [Utilities Distribution Sheet](#)
- Attachment 9:** [Disaster Command Center Locations](#)

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Revision Date(s):02/01/96,12/01/2002,12/01/2003,01/25/2006, 12/14/2010

Review Date(s):

Responsibility for maintenance of policy: Director of Environmental Health and Safety

(Signature on File)

Approved by:

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