

TITLE: DISASTER CONTROL FACILITY DESIGNATION

APPROVED: <u>SIGNATURE ON FILE IN EMS OFFICE</u> Executive Director	EFFECTIVE DATE: <u>7/01/2011</u> SUPERSEDES: _____ REVISED: _____
<u>SIGNATURE ON FILE IN EMS OFFICE</u> Medical Director	REVIEW DATE: <u>7/2016</u> PAGE <u>1 OF 3</u>

DISASTER CONTROL FACILITY DESIGNATION

I. AUTHORITY

California Health and Safety Code, Sections 1797.220, 1798.102, and 1798.2; Title 22, California Code of Regulation, Sections 100144.

II. DEFINITIONS

- A. "The Agency" - means the Mountain-Valley Emergency Medical Services Agency.
- B. "Disaster Control Facility (DCF)" - means a facility that, in the event of a multi-casualty incident, will assume primary responsibility for patient dispersal decisions.

III. PURPOSE

To establish a process for designating Disaster Control Facilities in the Mountain-Valley EMS member counties.

IV. POLICY

- A. The Agency shall approve and designate Disaster Control Facilities and define the county served by each DCF
- B. DCFs shall have a written agreement with the Agency which indicates that the facilities administration and staff will meet the requirements for participation in the EMS system as specified in the Agency's policies and procedures.
- C. The Agency shall have the authority to deny, suspend or revoke Disaster Control Facility designation for a facility's failure to comply with any applicable policy, procedure, regulation or agreement covenant.
- D. A facility shall meet or exceed the following criteria to be eligible for designation as a DCF:
 - 1. General
 - a. Agree to adhere to all applicable Agency policies and procedures and to participate in EMS system disaster planning activities.
 - b. Agree to be formally evaluated at least every two years by the Agency for the purpose of ensuring compliance with these criteria.

- c. Agree to participate in local, regional, and state disaster exercises.
- d. Agree to develop, in consultation with the Agency, written procedures, consistent with the Region IV MCI Plan, which address:
 - (1) Receiving MCI notifications from the field and alerting hospitals within the DCF's service area.
 - (2) Relaying information to the Patient Transportation Unit Leader/Medical Group Supervisor, and receiving facilities within their DCF service area.
 - (3) Assessing the capabilities of hospital emergency departments within their service area and relaying capability information to other DCFs and the Region IV Regional DCF.

2. Communications

- a. Have and agree to utilize and maintain a computer with internet connection for monitoring the EMResource information system 24-hour per day.
- b. Have and agree to utilize and maintain two-way radio communications equipment, as specified by the Agency, capable of direct two-way voice communication with the EMS field units and base hospitals and receiving facilities within their service areas.
- c. Have a dedicated, non-operator, telephone line for communication between the Regional Disaster Control Facility, other area -DCF's, specified base hospitals and receiving hospitals within their service area.
 - (1) For DCFs with three (3) or more hospitals within their service area, have and maintain telephone equipment with the capabilities of speed dialing and conferencing with all hospitals within the service area.
- d. Have and maintain an antenna and ready access for amateur radio equipment located at or near other DCF communications equipment.
- e. Have and maintain facsimile capabilities at or near other DCF communications equipment.

3. Staffing

- a. Designate a person who shall be responsible for the overall supervision of the DCF program within the facility and for assuring that the facility's responsibilities specified by agreement and Agency policy are met.

- b. Agree to sufficiently staff the DCF at all times in order to perform the functions of the DCF, with personnel who have successfully completed an Agency approved four (4) hour MCI course for hospital personnel and an Agency approved eight (8) hour MCI course for field personnel.
- c. Agree to have all DCF personnel annually complete a refresher course designed to review MCI policies and procedures.

4. Record Keeping:

- a. Agree to maintain and make available to the Agency all relevant records for program monitoring and evaluation of the EMS system.
- b. Agree to utilize the Agency approved Emergency Department Status Report Form, Emergency Department Status Report Worksheet, Patient Dispersal Form and other required DCF/MCI records when performing DCF functions.

5. Equipment and Supplies:

- a. Agree to have and maintain a Region IV Hospitals Map, county maps, city maps and other area maps as required by the Agency.
- b. Agree to have and maintain a resource list showing the capabilities of each acute care hospital within the DCF Service area and Region IV.

V. PROCEDURE

- A. Any hospital within a county that has continually functioned as a control hospital or DCF for multi-casualty incidents since January, 1989 and wishes to continue in that capacity shall document through written application, their request for continued designation. This application shall include a statement of commitment to meet all of the requirements outlined in this policy as well as a date that all these requirements will be met. If said hospital meets all of the eligibility requirements outlined in this document, a written agreement shall be executed between the Agency and facility.
- B. If the existing DCF does not qualify or submit an application for designation, DCFs will be selected and written agreements shall be executed between the Agency and facility through an appropriate request for proposal process using the Competitive Process for Creating Exclusive Operating Areas (EMSA #141). This selection process should not exceed 90 days.
- C. The DCF shall abide by the communication, education; staffing, record keeping, and equipment and supplies requirements contained in this document and utilize all forms and written operating procedures developed by the EMS Agency to meet these requirements.
- D. Appeals Process for Denial, Suspension or Revocation of DCF Designation:

The appeals process described in Policy No. 161 Appeals Process shall apply to any Disaster Control Facility who appeals the denial, suspension or revocation of their DCF designation.