

PREPLANNING FOR THE EMS PROVIDER

Karen C. Owens

Emergency Operations Assistant Manager
Virginia Office of Emergency Medical
Services

INSTRUCTOR INTRODUCTION

- ▣ Employment
 - Emergency Operations Assistant Manager
 - ▣ Virginia Office of EMS
- ▣ Education
 - Masters in Public Safety Leadership
 - BA in Psychology
- ▣ Certifications
 - Va. EMT-Basic (Instructor)
 - Va. EMT-Intermediate
 - Va. Firefighter I and II
 - Certified Emergency Management Assistant

OBJECTIVES

- ▣ Upon completion of this program participants will be able to:
 - Understand the need for preplanning
 - Understand the basic preplanning process
 - Recognize areas in their locality that may benefit from EMS preplanning
 - List suggested elements in an EMS preplan process
 - Apply everyday preplanning to large scale events

A FEW QUESTIONS...

- ▣ How many of you conduct preplans?
 - Are they specific to fire related scenarios or do they include EMS information?
 - Are they for daily use or large scale events?
 - Do they include patient issues/information?

- ▣ Where do you keep preplans?

- ▣ How often do you update them?

PRE-PLANNING

▣ Definition

- *“to plan in advance”*
- *A systematic method of gathering and recording facts for the purpose of problem identification/analysis and information retrieval*

▣ Purpose

- Identify target hazards
- Identify limitations
- Access right information at the right time
- Aid in decision making

PREPLANNING PARTNERS

- ▣ Fire personnel
 - Fire Marshall's Office
- ▣ Public Works Dept.
- ▣ Company representative
- ▣ Police
- ▣ Building Management
- ▣ Hospitals
- ▣ School Systems

PRIMARY USES OF PRE-PLANS

- ▣ Operational Efficiency and Effectiveness
- ▣ Training
 - Chalkboard planning
 - On-site drills/building familiarization
- ▣ Information Exchange
 - Other departments
 - Companies
 - Shifts
- ▣ Early identification of specific needs (equipment, resources, etc)
- ▣ Emergency Scene Use

DEVELOPING A PREPLAN FORMAT

BASIC INFORMATION

- ▣ Occupancy Information
 - Point of Contact
 - Address, phone numbers
 - Type
- ▣ Response
 - 1st, 2nd, 3rd due agencies
- ▣ Directions from Station
 - Access/Egress Considerations
 - Major intersections, interstates, etc.

MAPS

- ▣ Building layout
 - Mark areas of concern
 - ▣ Areas of large congregation
 - ▣ Areas of safety concern

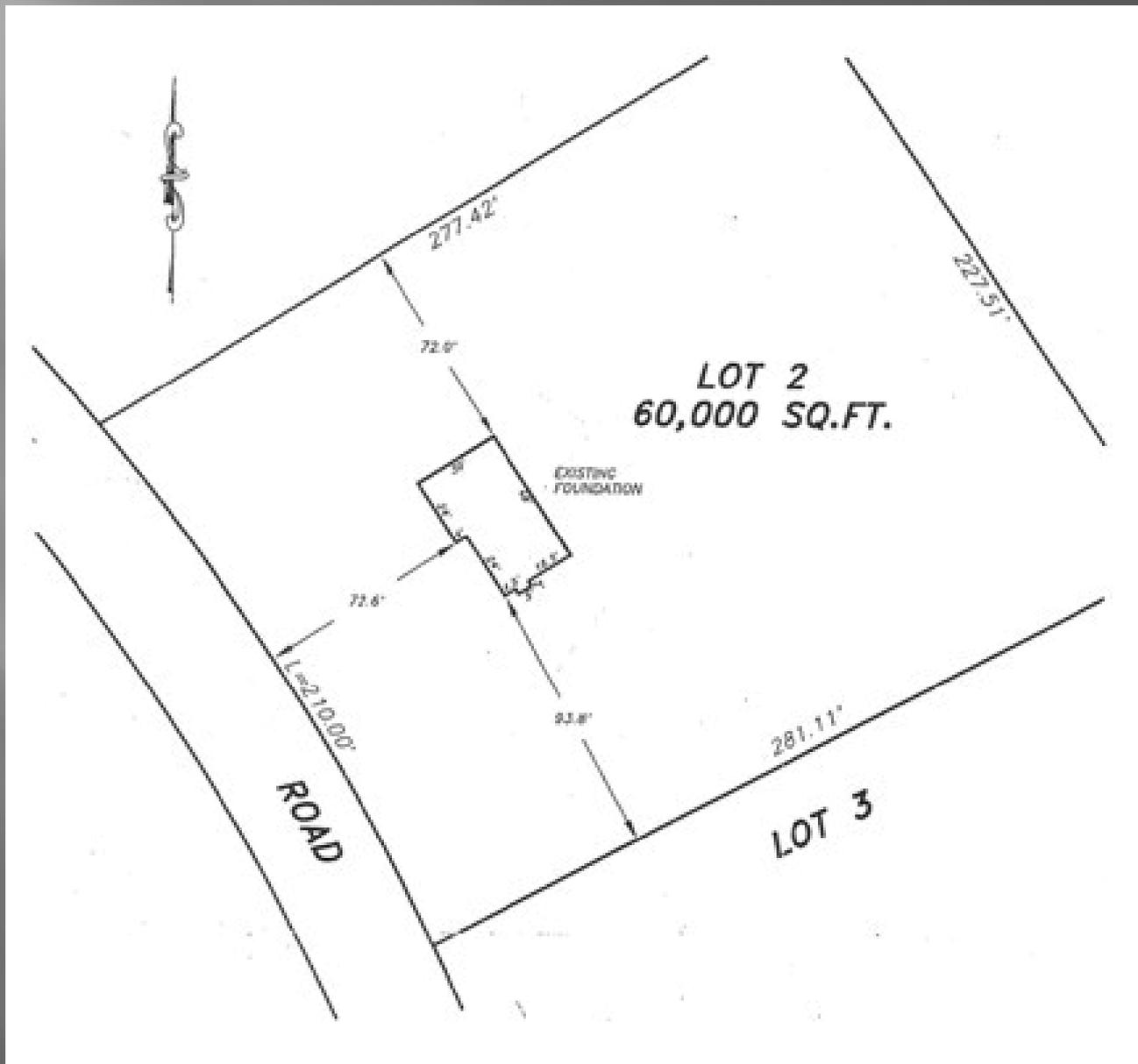
- ▣ Plot Plan
 - Include parking and surrounding roadways

- ▣ Floor Plans
 - Areas of rescue
 - Entrance and exits
 - Stairs and ramps
 - Medical equipment/area (if applicable)

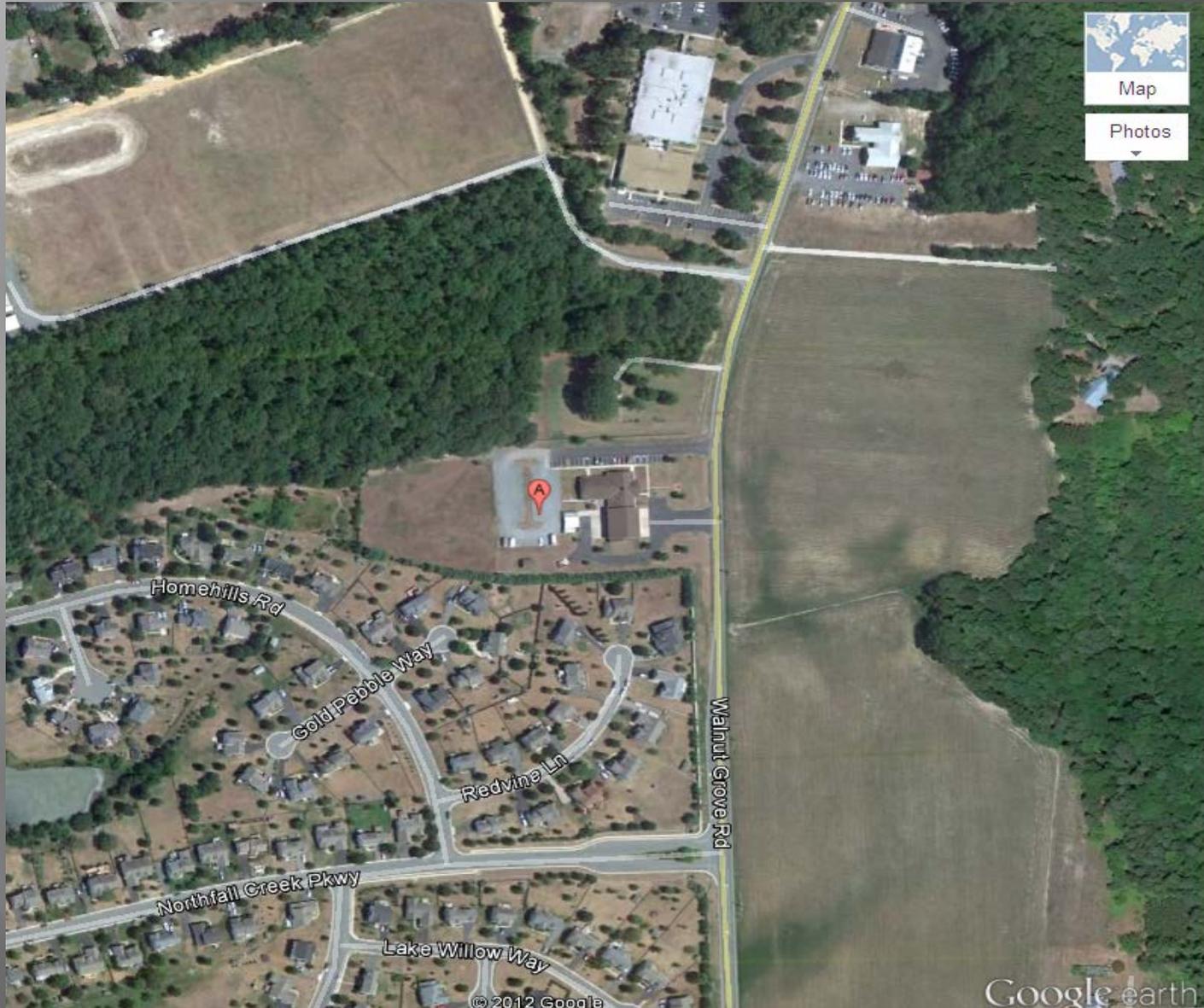
PLOT PLAN

- ▣ Drawing that displays an outline of target buildings and surrounding areas
- ▣ Includes:
 - Roads, buildings, obstacles
 - Accessible and inaccessible areas for fire equipment
 - Apparatus placement
- ▣ Consider using Google Maps or other GIS systems

EXAMPLE PLOT PLAN



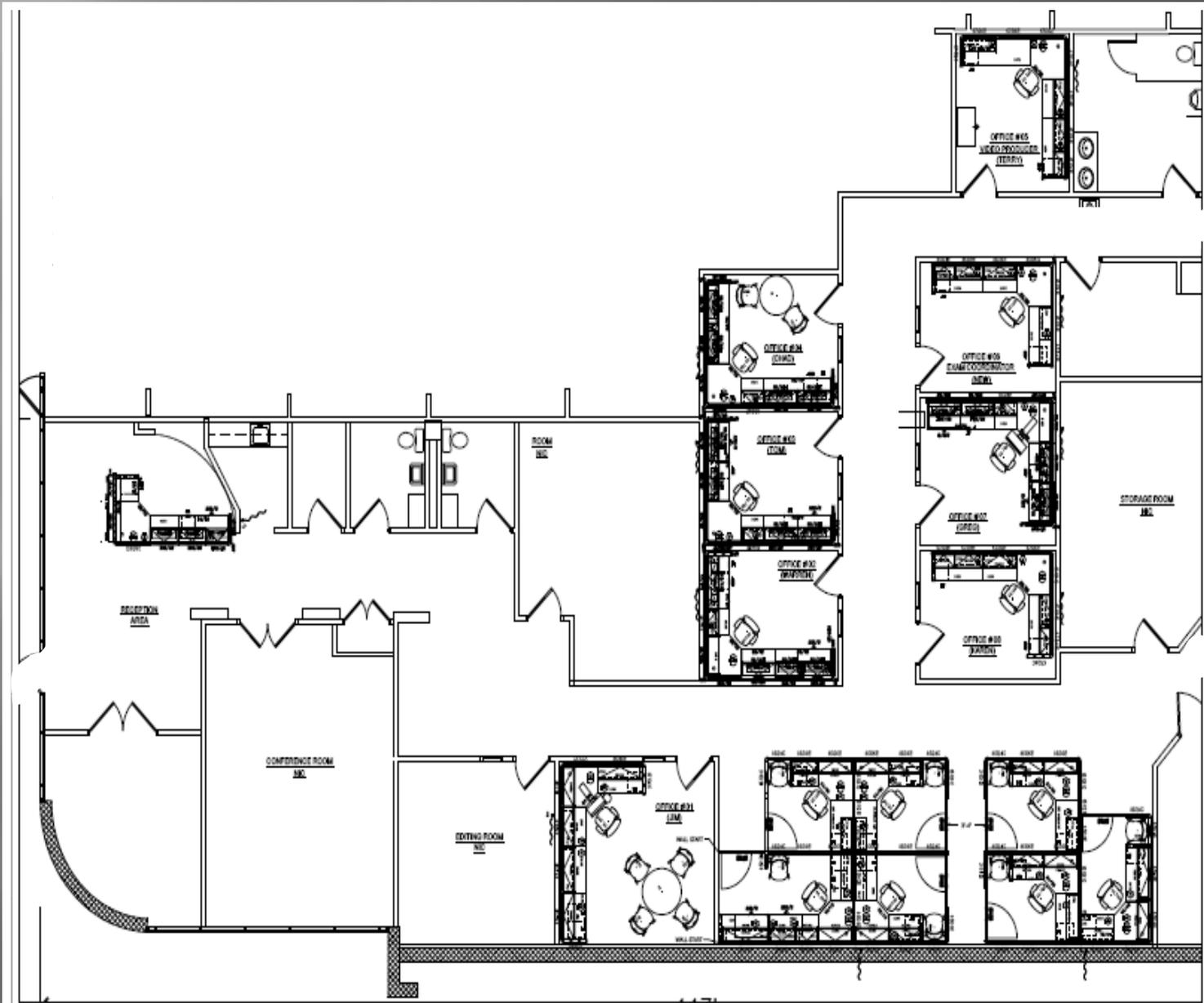
Example Google Maps



FLOOR PLAN

- ▣ Detailed interior diagram
- ▣ Includes
 - Each floor
 - Locations of hazards
 - Locations of people

EXAMPLE FLOOR PLAN



ADDITIONAL INFORMATION

- ▣ Potential Staging areas
 - On road
 - Off road

- ▣ Facility Evacuation Plan
 - Existing evacuation gathering points
 - Areas of Rescue within the facility

- ▣ Location of vulnerable populations

THE NEXT STEP

DECIDE WHAT NEEDS A PREPLAN

- ▣ Determine what has the highest potential of activity
 - Cannot preplan everything
 - Prioritize buildings and divide among stations/crews

- ▣ Utilize the format
 - Ensure use of pre-developed format so that consistency is maintained

“EVERY DAY” PREPLAN LOCATIONS

- ▣ Public Assemblies
 - Churches
- ▣ Nursing Homes/ Assisted Living Facilities
- ▣ Schools
 - Include college facilities (dormitories, etc)
- ▣ High Rise Buildings
- ▣ Enclosed Malls
- ▣ Medical Facilities

Locations with a potential for large patient loads



PUBLIC ASSEMBLIES

- ▣ Auditoriums
- ▣ Churches
- ▣ Exhibition halls/Conference Centers
- ▣ Libraries
- ▣ Museums
- ▣ Passenger Stations
 - Trains, Planes, Metro Stations
- ▣ Other large gathering locations

PUBLIC ASSEMBLIES

- ▣ Special Considerations
 - Facility
 - ▣ Most are large unbroken areas
 - ▣ Doors may be locked for security reasons
 - ▣ Access and Egress to facility designed to be from one general area
 - Funneling effect during evacuation
 - ▣ Normally only one road for access/egress
 - People
 - ▣ Mixed population
 - Age, health conditions, etc

NURSING HOMES/ASSISTED LIVING FACILITIES

- ▣ Special Considerations
 - What is the location of the special needs population?
 - Older population with varying degrees of health levels
 - Limited mobility
 - Special Medical Needs
 - ▣ Constant O₂, Ventilators, IVs, etc.
 - Who is point of contact for resident information (medical needs, etc)

SCHOOLS/COLLEGES

- ▣ Special Considerations
 - When is the population at its highest?
 - What are the areas of congregation?
 - Is there a special needs population?
 - ▣ What is the best method for access to the population (if necessary)?
 - Who will serve as point of contact for student information?
 - Is there access to transportation (school buses) to house evacuees?
 - What is the educational focus of facility (i.e. tech/trade school, general studies, etc)?
 - What are mass exit points (i.e. during a fire alarm)?

MEDICAL FACILITIES

- ▣ Information to obtain:
 - How are the facilities laid out?
 - ▣ Where is the most vulnerable population?
 - What is the facility evacuation plan?
 - Can you shelter in place?
 - What are the medical needs of evacuees?
 - Varying degrees of health and age
 - How many visitors are in the facility and how do you account for them?
 - Point of contact

**NOW THAT YOU HAVE
DECIDED WHAT TO PREPLAN**

BEFORE YOU BEGIN

- ▣ Do your research
 - Work with partner agencies to see what may already be planned
- ▣ Schedule a meeting with the property owner/manager

THE INTERVIEW

- ▣ You should:
 - Explain the purpose of the visit
 - ▣ Include the benefits of what you are doing
 - Determine:
 - ▣ Nature of occupancy
 - ▣ Number/location of people
 - ▣ Special needs population
 - ▣ Normal hours of occupancy
 - Facility shut down procedures
 - ▣ Special hazards
 - Walk-around the facility to visualize the layout and special concerns
- ▣ Use this time as a chance to gather information that may not be obvious

POST INTERVIEW ACTIVITIES

- ▣ Write the plan!
- ▣ Thank the business/organization for assistance
- ▣ Follow-up with any necessary questions
- ▣ Share the finished product

EXERCISE THE PLAN

- ▣ Plans shouldn't "just sit there"
 - Choose which plans to exercise
 - Remember you won't be able to exercise them all
- ▣ Work with responding agencies to see if plan is beneficial
- ▣ Make changes based on the exercise

PREPLANNING CONSIDERATIONS FOR LARGE SCALE EVENTS

WHAT IS A LARGE SCALE EVENT?

- ▣ How does YOUR LOCALITY define a large scale event?
 - Begins as a non-emergency situation
 - Potential mini (or not so mini) mass casualty
 - A “small town” created in an area

Once a year festival
30,000-40,000 people
Do you need/have a plan?



Washington Monument





U.S. Capital

2005 Boy Scout Jamboree



DO YOU HAVE LARGE SCALE EVENTS?

- ▣ Regularly scheduled events
 - Same time, same place, prior knowledge of potential issues

- ▣ “Special” Events
 - No historical information

- ▣ Examples
 - Fairs
 - Craft shows
 - Concerts
 - Celebrations
 - Sporting Events
 - Anniversaries of Historical Events
 - Inaugurations

LARGE SCALE EVENT CONSIDERATIONS

- ▣ Notification of Event
 - Who receives it?
 - Are there planning?

- ▣ Are there VIP Guests (President, Governor, Royalty)?
 - ▣ Increases security and clearance considerations
 - ▣ Increases number of personnel involved in planning

PREPLANNING MEETINGS

- ▣ Invite all participants
 - Sponsor/Promoter
 - Public agencies
 - Private agencies
 - Emergency services representatives (fire, EMS, police)
 - Federal agency representatives (if necessary)
 - Hospitals

PLANNING CONSIDERATIONS

- ▣ Considerations to focus on:
 - Purpose and experience desired
 - Event risks
 - Historical issues
 - Weather
 - Community impact
 - Length of event

ADDITIONAL CONSIDERATIONS

- ▣ Mapping and site visits
 - Gain a visual
 - Obtain aerial photos (if possible)
- ▣ Predetermine Landing Zones
 - If an event occurs they will be necessary
 - If possible, use GPS to note latitude and longitude
 - Contact Aeromedical Support pre-event

ADDITIONAL CONSIDERATIONS (cont)

- ▣ Determine facilities and resource needs
 - Medical tents
 - EMS carts
 - Bike teams
 - Medical personnel
 - Rehab stations
 - Environmental refuge facilities
 - Protocols

- ▣ Consider secondary hazards
 - Plane crash at air show
 - Fire, flood, collapse, bad weather, bad food, etc

MEDICAL PERSONNEL

	500	5,000	50,000	100,000	500,000
Security Officers(s)	1	10	100	200	1,000
Medical Aid Post(s)	1	10	100	200	1,000
Medical Aid Personnel	2	20	200	400	2,000
Persons with Medical Injuries	1.5-6.5	15-65	150-650	300-1300	1500-6500
Parked Vehicles (1 per 3 spectators)	167	1,670	16,700	33,400	167,000

AREA MEDICAL FACILITIES TO BE USED

- ▣ Identify and plan medical facilities that will be used
 - Primary and secondary hospitals
 - Burn Center
 - Trauma Center
 - Pediatric Center
 - Regional Control Hospital (if applicable)
- ▣ Documentation of facilities
 - Address
 - Phone number
 - Radio frequency
 - Map
 - Directions from event

ADDITIONAL INFORMATION

GENERAL TIPS

- ▣ Store preplans in units, not in the building

- ▣ Update the plans
 - Contact numbers
 - Construction impacts
 - Vulnerable populations

- ▣ Communicate the plan
 - Inter and intra agency information sharing

PREPLANNING AIDS

- ▣ Checklists
- ▣ Forms
- ▣ Diagrams/Photographs
- ▣ Blueprints

CONCLUSION

- ▣ Plan for the unexpected
- ▣ Practice the plan
- ▣ Allow flexibility
- ▣ And remember....

© Original Artist
Reproduction rights obtainable from
www.CartoonStock.com

© Mike Baldwin / Corridor

Baldwin



search.ID:amban1745

“It’s not enough to just show up. You have to have a business plan.”

QUESTIONS?

Contact Information

- ▣ Karen C. Owens
 - Karen.Owens@vdh.virginia.gov
 - 804-888-9100