



Insert Facility Identifier

POLICY/GUIDELINE TITLE: Sheltering in Place During an Emergency Situation	ADMINISTRATIVE POLICY AND PROCEDURE MANUAL
POLICY #: 350.22	CATEGORY: Safety and Security
System Approval Date: 11/26/18	Effective Date: 09/28/2017
Site Implementation Date: 12/26/18	Last Reviewed/Approved: 11/2017
Prepared by: System Emergency Management	Notations: N/A

GENERAL STATEMENT of PURPOSE

The purpose of this policy is to ensure adequate provisions are in place should the need to shelter in place (SIP) occur during an emergency situation.

POLICY

In the event of an emergency situation, Northwell Health sites have plans for a means to shelter in place for patients, staff and volunteers who remain at the facility. This policy must be reviewed on an annual basis.

SCOPE

This policy applies to all Northwell Health employees, as well as medical staff, volunteers, students, trainees, physician office staff, contractors, trustees and other persons performing work for or at Northwell Health; faculty and students of the Donald and Barbara Zucker School of Medicine at Hofstra/Northwell conducting research on behalf of the Zucker School of Medicine on or at any Northwell Health facility; and the faculty and students of the Hofstra Northwell School of Graduate Nursing and Physician Assistant Studies.

DEFINITIONS

Emergency Situation – a sudden, unexpected or impending situation that may cause injury, loss of life, damage to the property, and/or interference with normal business operations, therefore requiring immediate attention and/or remedial action.

PROCEDURE/GUIDELINES

Each site will develop and maintain a plan for the sheltering in place for patients, staff and visitors should it be necessary to do so. These plans should include, but are not limited to, the identification of sleeping quarters for staff and visitors and procedures for the provisions of food, water, medical and pharmaceutical supplies for all those sheltered. This plan is to be kept as part of the site’s Emergency Operations Plan and a copy forwarded to the System’s Emergency Management office.

REFERENCES to REGULATIONS and/or OTHER RELATED POLICIES

CMS Conditions of Participation - Emergency Preparedness
The Joint Commission Emergency Management Standards
Northwell Health Policy #350.23 – Memorandum of Understanding and Mutual Aid Agreements for Emergency Situations

CLINICAL REFERENCES/PROFESSIONAL SOCIETY GUIDELINES

N/A

ATTACHMENTS

N/A

FORMS

N/A

APPROVAL:	
Northwell Health Policy Committee	10/25/18
System PICG/Clinical Operations Committee	11/26/18

Standardized Versioning History:

*=Northwell Health Policy Committee Approval; ** =PICG/Clinical Operations Committee Approval

*09/28/17 Provisional Approval

*10/26/17 Provisional Final **11/17/17

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