

## ASPR TRACIE Technical Assistance Request

**Request Receipt Date (by ASPR TRACIE):** 3 September 2019

**Response Date:** 11 September 2019

**Type of TA Request:** Complex

### Request:

The requestor asked ASPR TRACIE if we had any guidance and resources specific to hospital sleeping and lodging plans for staff who are required to shelter in the facility during severe weather and other incidents.

### Response:

The ASPR TRACIE Team reviewed existing materials, namely the [Emergency Operations Plans/ Emergency Management Program](#) and [Healthcare Facility Evacuation / Sheltering](#) Topic Collections. We also conducted a search online for hospital sleeping and lodging accommodations for staff. Resources gathered are identified in this document. (Please note that we also recommended one-on-one consultation with an ASPR TRACIE Subject Matter Expert (SME) to further address this inquiry.)

A list of comprehensively developed Topic Collections can be found here:

<https://asprtracie.hhs.gov/technical-resources/topic-collection>.

It is important to note that most of the resources identified simply addressed that accommodations would be carried out through the Hospital Incident Command System, specifically through the Logistics Branch. It was difficult to obtain documents that outlined in detail what the healthcare facility's plans would or should entail. However, we made notes in the annotations that provide suggestions on staff accommodations, where applicable.

## I. Hospital Staff Sleeping and Lodging Resources

ASPR TRACIE. (2018). [Tips for Retaining and Caring for Staff after a Disaster](#). U.S. Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response.

This tip sheet provides general promising practices—categorized by immediate and short-term needs—for facility executives to consider when trying to retain and care for staff after a disaster.

Jackson Health System. (2012). [Hurricane Response Plan](#).

This plan includes sections on scope and planning assumptions, hazard analysis (which can be tailored to a specific jurisdiction), concept of operations (from preparation to recovery), accommodations, employee plans, information on making claims for

reimbursement for disaster-related damage, and hospital incident command system.  
**NOTE:** A section on accommodations can be found in Section VII starting on page 25.

National Association of Public Hospitals and Health Systems (NAPH). (2007). [Research Brief: Hospital Staffing and Surge Capacity During a Disaster Event](#).

NAPH conducted interviews with 60 members from December 2006 to April 2007 to address a range of topics related to emergency management planning (e.g., management of the “worried well”). **NOTE:** Page 3 includes a section titled, “Survey Finds NAPH Members Include Provisions for Staff, Their Families, and Pets,” which provides information on various accommodations made for staff.

New Jersey Hospital Association (2017). [Weathering the Storm: A Hurricane Planning, Response and Recovery Toolkit for Healthcare Facilities](#).

This toolkit was developed to help state hospitals prepare for, respond to, and recover from hurricanes. The plan focuses on sheltering in place and recovery. Included are a series of assessment checklists, including three specifically focused on recovery (demobilization; patient transfer and discharge; and financial resources). **NOTE:** A table titled “Employee Support” begins on page 26 and addresses establishing and identifying areas for staff to sleep and shower. Page 81 also provides a checklist of items for staff and members to bring if they are staying at the healthcare facility during the storm.

Novation. (n.d.). [Emergency Disaster Plan Template](#). (Accessed 9/11/2019.)

Healthcare facility emergency planners can use this template when developing their emergency operations plan. It features 12 disaster scenarios, including: hurricane, tornadoes, structure fires, earthquakes, and extreme cold. **NOTE:** Appendix 30 includes a sleep assignment form.

Tufts Medical Center. (2017). [Expectations for Attendance and Compensation for Employees During Severe Weather Situations](#).

This document provides guidance and requirements for hospital staff during a severe weather event. Based on tiered system, the document outlines staff roles and facility responsibilities including providing staff with sleep accommodations. **NOTE:** This document highlights that while the Medical Center offers free in-house sleeping arrangements, they have also arranged for special rates with local area hotels to provide additional accommodations for staff as needed.

Yale New Haven Health, Center for Emergency Preparedness and Disaster Response. (n.d.). [Pre-Storm Checklist](#)

This checklist includes detailed steps to assist hospital emergency managers with severe weather planning. It is divided into various hospital departments and addresses administrative actions including sheltering staff. **NOTE:** On page 6, checklist item number 17 states the following: “As patients are discharged and wards are closed,

consider using a closed ward to shelter staff. Select a room near the staff area where additional supplies such as linens and hygiene needs can be stored.”

## II. Additional Relevant Resources

Doiel, M. (2017). [How Healthcare Facilities Prepare for Hurricanes and Other Natural Disasters](#). Becker's Hospital Review.

This article provides staffing considerations that healthcare facility leadership should plan for when staff must remain onsite during natural disasters.

Hospital Incident Command System. (2014). [Incident Response Guide: Severe Weather with Warning](#)

This document provides guidance for incident command functions during severe weather events. **NOTE:** When a facility's hospital incident command system (HICS) is activated, the Support Branch Director under the Logistics Branch will be responsible for identifying and establishing sleep locations and lodging supplies for staff who must remain in the hospital during disasters.