

Organisation of Response to Disaster

1. Scope

This document is meant to provide an initial framework for a successful response to a Disaster situation

2. Aims and Objectives

The primary objective is to help the Institute develop the capability to achieve a focused and rapid response in coordination with other Departments, to reduce casualties and ensure safety of staff, patients and visitors.

3. Initial response team

The initial Response Team (IRT) of Institute will be the staff who is on duty at the time of disaster.

This IRT would be the first to respond to a call for action and each IRT will be lead by an initial Response Team Leader, who will be responsible for immediate mobilization /re-allocation of on duty resources to casualty, and call for more resources s.o.s.

a. Initial Response Team Leaders

- i.** Consultant on call of duty Unit (for doctors - JR/SR/Interns)
- ii.** Matron / Asst Matron / Supervisor(day/night) / Ward sister - for nursing staff
- iii.** Duty Supervisor - for Security / other staff

b. Initial Incident Commander

- i.** Senior Resident/Junior Resident - will be responsible for initiating the response upon receiving information
- ii.** The unit Head to call the whole unit for help if needed.

4. Final response team

The Final response team will respond to a call for action from the Initial Incident Commander, and will take over coordination activities upon arrival. This team will consist of the following members with supporting staff:

- i.** Director
- ii.** Head of Department
- iii.** Medical Superintendent
- iv.** Dy. Director (Administration).
- v.** Matron

5. Initiation of Response

a. External Disaster

i. In a Disaster not affecting the Hospital, response will be activated upon:

1. Receiving information from field about potential influx of large number of casualties
2. Arrival of large number of casualties without prior intimation

ii. The person responsible for initiating the response will be the first person to receive information of arrival of casualties. This person may be: Consultant, SR/JR on duty/Nursing staff

b. Internal disaster

i. In a Disaster involving the Hospital, response will be activated upon recognition of the disaster striking the hospital or a part of it

ii. The initial response will be a **Call for Help**

iii. The person responsible for initiating the first call will be the person witnessing the disaster. This person may be:

1. Doctor
2. Nurse
3. MTS
4. Security
5. Paramedical staff
6. Patient
7. Relative

iv. Information will be passed directly to the IRT leader / Initial Incident Commander for activation of Internal response

v. Information may also be directly passed to **Police (100); Fire (101); Emergency(108)**

6. Mechanism of Response Activation

