



State of Indiana  
Indiana Department of Correction

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**HEALTH CARE SERVICES  
DIRECTIVE-ADULT  
Manual of Policies and Procedures**

Title <b>EMERGENCY PLAN</b>
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Legal References (includes but is not limited to)  IC 11-8-2-5 IC 34-4-12.6	Related Policies/Procedures (includes but is not limited to)  01-02-101	Other References (includes but is not limited to)  National Correctional Healthcare Standards
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I. PURPOSE:

This Health Care Services Directive (HCSD) requires all facility Health Services units be prepared to provide services in the event of a facility emergency or disaster.

II. GUIDELINES:

- A. The Health Services Administrator shall establish and maintain a flexible emergency plan that addresses preparedness to provide necessary health services during emergencies ranging from individual patient emergencies through mass casualty incidents. The plan shall make reference to any identifiable local risks.

This plan shall be written and published for use by staff, shall be implemented upon approval by the Warden, and shall be coordinated with local health services outside the facility (ambulances, hospitals, fire department, police). This plan shall be in compliance with the *Department Emergency Manual*. The Health Services Division Quality Assurance Managers shall review this plan annually to confirm it is up-to-date. In accordance with Policy and Administrative Procedure 01-05-101, "Staff Development and Training," all Health Services staff shall be trained in the implementation of the facility's emergency plans.

- B. The following topics shall be included in the plan:

- ◆ Preparation for emergency care delivery (obtaining necessary medication, supplies, and equipment, training staff in advance of need, etc.)
- ◆ Determination of the nature of the emergency
- ◆ Notification and mobilization of on-site Health Services and Operations staff

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- ◆ Notification of off-site resources as appropriate
- ◆ Preparation of the facility as necessary
- ◆ Identification of the deceased and planning for a temporary morgue
- ◆ Triage, treatment, and/or transfer of the injured
- ◆ Report on the results if the plan is implemented
- ◆ Management of public information
- ◆ Disaster drills

C. All Health Services staff, including, Providers and Mental Health Professionals, shall participate in at least one (1) disaster drill annually, and records of participation shall be maintained.

### III. APPLICABILITY:

This HCSD is applicable to all facilities housing incarcerated adults.

signature on file

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Kristen Dauss, MD  
Chief Medical Officer

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Date