

**CAROLINAS HOSPITAL SYSTEM  
FLORENCE, SC**

<b>Policy/Procedure Title</b>	Refusal Form		
<b>Department Generating Policy</b>	INFORMATION SYSTEM	<b>Effective</b>	7/28/2003
<b>Affected Departments</b>			
<b>Prepared By</b>	Teresa Ryan	<b>Dept/Title</b>	LABORATORY
<b>Dept/Committee Approval (If Applicable)</b>		<b>Dept/Title</b>	
<b>Medical Staff Approval (If Applicable)</b>		<b>Dept/Title</b>	
<b>Board Approval (If Applicable)</b>		<b>Dept/Title</b>	

**PURPOSE**

It is imperative that Carolinas Hospital System be prepared for a variety of disasters or emergency situations, both natural and man-made. In order to react to these disasters or emergencies in the most efficient and appropriate manner, Carolinas Hospital System will prepare and plan for the responses and reactions required in these situations.

**POLICY**

Carolinas Hospital System shall annually perform a Hazard Vulnerability Analysis (HVA) in order to determine and identify the specific procedures required in response to a variety of disasters or emergency situations. The HVA is used to identify probable emergency events, the consequences, or severity of the events and the approach that has the highest likelihood of success for dealing with the consequences of the event.

**PROCEDURE**

Carolinas Hospital System EOC Committee will annually perform a HVA to determine or review the types of disasters or emergency situations that have a high probability of occurring within the response areas of Carolinas Hospital System . The results of the HVA will be compared to those of the local emergency management agency or personnel, and submitted for the approval of such agency, verified and signed off on by the agency.

The EOC Committee will reconvene as necessary to analyze any additional hazards throughout the year when new hazards or situations have been identified.

This analysis is to be documented on the HVA Worksheet. The priority (probability, severity, etc) and impact of each of the disasters or emergency situations will be evaluated using the HVA Worksheet. A score ranging from 0 to 3 is used to score all of the above, and overall risks are score by percentage.

Once the HVA Worksheet is complete an Emergency, Preparedness, Response and Recovery Plan will be completed that identifies the actions taken to mitigate, prepare, respond, and prepare for each item identified on the HVA, based on the consequence for that emergency. Each item identified on the Worksheet will be evaluated to determine what components need to be developed to address the impact of the situations. The Emergency Management Exercises shall be conducted based on the highest scoring risks identified on the HVA.

<b>Reviews:</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>	<b>4th</b>	<b>5th</b>
<b>Date:</b>					
<b>By:</b>					
<b>Revisions:</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>	<b>4th</b>	<b>5th</b>
<b>Date:</b>					
<b>By:</b>					