

CONNECTICUT VALLEY HOSPITAL

OPERATIONAL PROCEDURE MANUAL

SECTION II:	ORGANIZATION FOCUSED FUNCTIONS
CHAPTER 8:	Management of Human Resources
PROCEDURE 8.30:	Emergency Accommodations for Weather Emergencies
REVISED:	11/97; 04/07; 11/15/10; 01/23/12; 03/13; 4/23/16; 2/27/17; 06/18
Governing Body Approval:	03/28/13; 4/26/16; 3/9/17; 07/02/18(<i>electronic vote</i>)

PURPOSE: Emergency on campus accommodations is provided by the hospital to meet acute staffing needs including extended/arduous work hours (i.e., unscheduled and/or mandated overtime) **directly related to weather emergencies as declared by the CEO's office.**

SCOPE: All Staff

EMERGENCY OVERNIGHT ACCOMODATIONS

If staff is sleeping at the facility due to emergent inclement weather, they are encouraged to sleep in the buildings that they are most likely to be working; this will decrease staff having to walk/drive between buildings on the CVH campus during storm conditions

Blue Hills - any potential room use will be dependent on existing and anticipated census as first priority. Cots will be made available if needed for overnight accommodation, i.e. the Acute Team Meeting Room. (See below)

PROCEDURE:

There are **cots and bedding available** in the following locations during storm alerts: The cots will be placed at locations before a storm;

Battell Auditorium	– 30 cots
Merritt Nursing Supervisors	– 30 cots
Page Hall Solarium	– 10 cots
Blue Hills	– 6 cots (Acute unit designated storage area)

Staff **must** go through the Nursing Supervisor's office to request a cot. Staff will be asked to sign for the cot and must return the cot to same location after use.

EMERGENCY SERVICES

In extreme situations, Warehouse, Housekeeping, Transportation, Dietary personnel can be reached by pager through the telecommunications center for assistance.

If weather conditions prohibit safe passage between buildings on the CVH campus, the Grounds staff will assist re-deployed staff in safely getting to their next assigned shift in another building on the CVH campus. Staff should contact Telecommunications to reach the Grounds staff.

Staff may be asked to move their cars in order to facilitate the plowing of parking lots. If this is the case, an overhead announcement will be made in the respective building(s) adjacent to the parking lot, and will be co-coordinated with Nursing and Public Safety.

Snow shovels will be provided in buildings so staff can access their vehicles. Please return the snow shovel back to the building. These snow shovels are property of CVH.

Storm Related Equipment

Blue Hills – Lanterns, Flashlights, Batteries, Extension Cords, and shovels are available in the Maintenance Room on the Acute Unit. An additional shovel is located in room 1425.

In addition to the on-site housing, CVH has arranged discounted rates for off-campus accommodations for employees at the following area hotels.

NOTE: The employee is responsible for the lodging cost.

Off-Site Hotel Emergency Accommodations

Hotel Name	Address	Phone
Wesley Inn & Suite	988 Washington Street, Middletown	860-346-9251
Passport Inn & Suites	1310 S. Main Street, Middletown	860-346-7701
Best Way Inn	31 Meriden Road, Middletown	860-347-6955
Marriott Cromwell	4 Sebethe Dr., Cromwell CT (off Rt. 372)	860-635-1001
Super 8 Motel	1 Industrial Park Rd., Cromwell (off Rt. 372)	860-632-8888

CT Valley Hospital – Addiction Services Division Blue Hills Substance Abuse Services campus Off-Site Hotel/Motel Emergency Accommodations

Hotel Name	Address	Phone
Super 8 Hartford	54 West Service Road, Hartford, CT	860-246-8888
Hartford Marriott	200 Columbus Blvd., Hartford, CT	860-249-8000
Holiday Inn Express	185 Brainard Road, Hartford, CT	877-786-9480
Holiday Inn Express	440 Asylum St, Hartford, CT	877-786-9480