

WHITING FORENSIC HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION II:	ORGANIZATION FOCUSED FUNCTIONS
CHAPTER 8:	Management of Human Resources
PROCEDURE 8.30:	Emergency Housing for Weather Emergencies
Governing Body Approval:	April 29, 2018
REVISED:	

PURPOSE: Emergency on campus housing 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 ACCOMMODATIONS

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 WFH campus during storm conditions

PROCEDURE:

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

Dutcher Activity Center – 17 cots

Whiting Racquetball Court – 15 cots

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 WFH campus, the Grounds staff will assist re-deployed staff in safely getting to their next assigned shift in another building on the WFH 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 WFH.

Storm Related Equipment

In addition to the on-site housing, WFH 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 Sebeth Dr., Cromwell CT (off Rt. 372)	860-635-1001
Super 8 Motel	1 Industrial Park Rd., Cromwell (off Rt. 372)	860-632-8888