

(SOP TEMPLATE)**DEPARTMENT OF VETERANS AFFAIRS
MEDICAL CENTER
(LOCATION)****EMERGENCY MANAGEMENT PROGRAM
STANDARD OPERATING PROCEDURE NO. ()****(DATE)****SUBJECT: (Insert Hazard, Threat or Event Name)**

1. **Description of the Threat/Event.** Provide a brief description of, the origin, symptomatology, potential impact, etc., of the threat/event.
2. **Impact on Mission Critical Systems.** Outline any potential adverse impacts this type of threat/event would have on mission-critical systems (i.e., Lighting, Electrical Power, Steam Distribution, HVAC, Room/Hood Exhaust, Water Delivery, Water Potability, Waste Steam, Critical Supplies, Communications, VISTA and other Computer Systems, Alarms, Elevators/Vertical Support, Other Transport Systems, Central Medical Gases, Biomedical Equipment, and Life Support).
3. **Operating Units and Key Personnel with Responsibility to Manage this Threat/Event.** List the operating units (such as Emergency Room, Infectious Disease, Engineering, etc.) which have a significant role in managing this threat/event.
4. **Mitigation/Preparedness Activities of the Threat/Event.** State several objectives/strategies for:
 - a. **Hazard Reduction Strategies and Resource Issues.** (An assessment of those areas that are particularly vulnerable to an actual threat/event.)
 - 1.
 - 2.
 - b. **Preparedness Strategies and Resource Issues.** (Develop procedures to monitor the impact of the threat/event on mission critical units.)
 - 1.
 - 2.
5. **Response/Recovery from the Event/Threat.** State several objectives/strategies for:
 - a. **Hazard Control Strategies and Resource Issues.**
 - 1.
 - 2.

b. *Hazard Monitoring Strategies.*

- 1.
- 2.

c. *Recovery Strategies.* See resource issues (state several objectives).

- 1.
- 2.

d. *See attached charts: Key Activity Management Tool/Structure.*

6. External Notification Procedures.

- a. *Within VA.* If a threat/event occurs, whom within VA should they notify?
- b. *Other Federal Agencies.* What other federal agencies should be notified?
 - OSHA - within eight (8) hours of one (1) employee fatality, or three (3) employee hospitalizations from single incident.
- c. *Community Entities.* Which community agencies should be notified?

7. Specialized Staff Training. What training should be provided to employees/supervisors to respond to this threat/event?

8. References and Further Assistance.

- a. *VHA Emergency Management Guidebook.*
- b. *Other Resources. (LIST)*

9. Review Date.

(NAME)

Chief, (SERVICE NAME)

Attachments:

Key Activity Management Tool/Structure