

January 11, 2019

Dear Physician,

Community Medical Center is providing this information as part of our Emergency Management Program (Disaster Planning). In order that the Medical Center's Emergency Preparedness Plan is both effective and practical, we would like to ensure that all members of the Medical Staff have a basic understanding of the plan and the Incident Command Structure and your role and responsibility during a disaster.

In the event that a disaster strikes, the Chief Medical Officer will contact the Medical Staff President to determine the Medical Staff's needed response and coordinate the plans implementation. The Community Medical Center Operations Center will work closely with the Medical Staff President and/or his designee to assure appropriate specialties and needed medical staff resources are available.

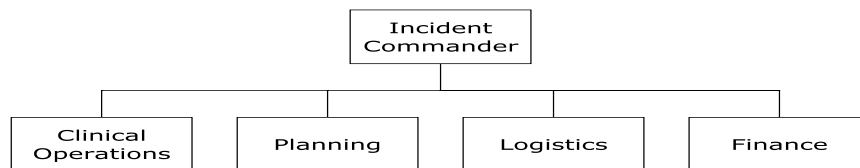
Your role as an attending physician is as follows:

- Respond to notification from the Medical Staff office and provide availability information.
- Respond, if able, to the Medical Center and report in to the Medical Affairs Office.
- Ensure adequate coverage to meet the appropriate numbers of physicians by specialty as determined by the Medical Staff President.
- Follow instructions from the Medical Staff President or his alternate and/or the Chief Medical Officer.
- If requested, implement the emergency discharge procedures:
  - Screen all patients and identify who would not be seriously or adversely affected by discharge.
  - Discharge all patients identified for discharge that would not be seriously or adversely affected by discharge.
  - Transfer patients to lower levels of care when appropriate.
- Serve as a supervising physician in the event that the Emergency Credentialing process is initiated.

To ensure that the Medical Center can provide the highest level of care to patients and victims of the emergency, the Hospital Operations Center will coordinate all activities related to operations and patient care. The Incident Commander will work closely with the President of the Medical Staff and or his designee. This will allow the Medical Center to allocate resources and extends the Medical Center's ability to respond to the emergency over an extended period of time

Community Medical Center utilizes the National Incident Management System (NIMS) to manage all disasters large or small. Under the NIMS System, our normal hierarchy of control is replaced by a very structured incident management system. The system is know as the Incident Command System and is consistent with National, State, and Local Emergency Response Agencies. This structure allows the Medical Center to work and communicate with common language with other local, county, state and Federal Agencies.

### Hospital Incident Command Structure



**The Operations Center (Command Center) for** Community Medical Center is located in Auditorium C. The alternate Command Center is located in the Plant Operations Department, located on the 4<sup>th</sup> floor over the Emergency Department.

For additional information related to Physician specific roles and responsibilities during emergency situations, please refer to section 5-13 of the CMC Emergency Operations Plan (Disaster Plan).

Thank you for reviewing this information, should you have any questions please call Kelley Esposito, Director, Safety Management at 732-557-4079 or the Interim Chief Medical Officer, Todd Phillips, MD at 732-557-2139.

Sincerely,

Kelley E. Esposito  
Director, Safety Management