

Incident Log HVA Instructions

Input Tab – Under Report For, enter the name of the hospital or organization this tool will be used for and it will carry over to all other tabs

Kaiser Permanente

Emergency Management

Input

Report Year	2015
Last Saved	Friday, January 08, 2016 at 04:44 PM
Report For	Enter Name of Hospital

Data Tab – Use this tab to input data on all events you would like captured in your log (i.e., disaster, emergencies, and disruptions)

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Data - Enter Name of Hospital

Date	Alert Category	Alert Type	Internal / External	Responder	Location	Address	Notification Method	Point of Contact
07/15/15	Technological	HVAC Failure	Internal	Johnny Cash	Sacramento - Building	1261 Capital Drive	Text	June Cash
07/15/15	Technological	Power Outage	Internal	Johnny Cash	Sacramento - Building	1261 Capital Drive	Text	June Cash

Command Center Activation	Patient Care Impacts	Business / Operational Impacts	Structural Impacts	Resource Request	Recovery Plan Activation	AAR	Top 5 HVA	End Date	Event Summary
Yes	Yes	Yes	Yes	Not Sure	Not Sure	Yes	Yes	08/15/15	Demo

HVA Tab – Consistent with the traditional HVA, use the drop down options to populate information for Probability, Magnitude, and Mitigation. Alerts and Activations will automatically populate as a result of data inputted from the corresponding Incident Log. Subsequently, a score will be generated under Risk in the form of a percentage. The higher the score, the higher the priority.

*Note, risk score will only appear once the Probability, Magnitude, and Mitigation ratings have been completed.

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Harzards - Enter Name of Hospital
 Harzard Vulnerability Assessment Tool
 Emergect Occurring Events

Event	PROBABILITY Likelihood this will occur	ALERTS	ACTIVATIONS	SEVERITY = (MAGNITUDE - MITGATION)						RISK * Relative threat
				HUMAN IMPACT	PROPERTY IMPACT	BUSINESS IMPACT	PREPARED-NESS	INTERNAL RESPONSE	EXTERNAL RESPONSE	
				Possibility of death or injury	Physical losses and damages	Interruption of services	Preplanning	Time, effectiveness, resources	Community/Mutual Aid staff and supplies	
SCORE	0 = N/A 1 = Low 2 = Moderate 3 = High	Number of Alerts	Number of Activations	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = High 2 = Moderate 3 = Low	0 = N/A 1 = High 2 = Moderate 3 = Low	0 = N/A 1 =High 2 = Moderate 3 = Low	0 - 100%
Active Shooter	2	1	0	3	1	3	2	2	2	36%
Acts of Intent	1	0	0	3	3	3	2	2	2	17%
Bomb Threat	2	0	0	3	3	3	2	2	2	33%
Building Move	2	0	0	1	2	1	2	2	2	22%
Chemical Exposure, External	1	0	0	2	2	1	2	2	2	12%
Civil Unrest	2	0	0	2	2	2	2	2	2	27%
Communication / TelephonyFailure	3	0	0	1	1	2	2	2	2	33%
Dam Failure	0	0	0	2	3	2	3	3	3	0%
Drought	2	0	0	1	1	1	2	2	2	20%
Earthquake	3	10	6	3	3	3	1	1	1	60%
Epidemic	3	0	0	3	1	2	2	2	2	40%
Evacuation	2	12	8	1	1	2	2	2	2	49%
Explosion	2	2	2	2	3	2	2	2	2	48%
External Flood	3	0	0	1	2	2	2	2	2	37%
Fire	3	4	2	2	3	3	2	2	2	64%
Flood	3	12	8	2	2	3	2	2	2	66%

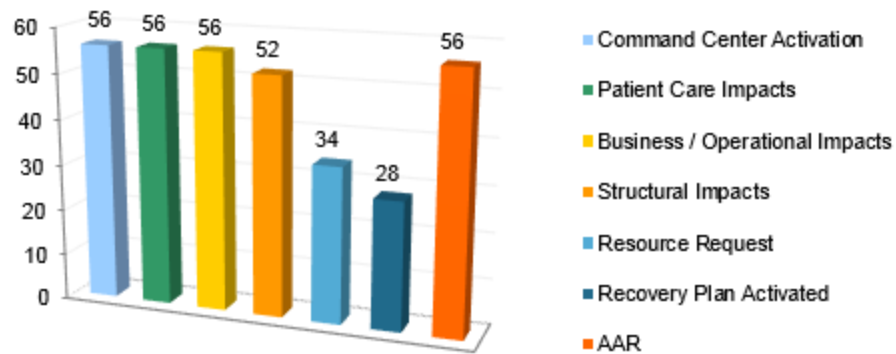
Summary Tab – As a result of information captured in the Data and HVA tabs, the summary report tab will provide a snapshot of the total alerts, Top 10 HVA Threats, and a list of the Top 10 Actual Occurrences.

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Summary For - Enter Name of Hospital

ALERT TYPE	OCCURRENCE
Command Center Activation	56
Patient Care Impacts	56
Business / Operational Impacts	56
Structural Impacts	52
Resource Request	34
Recovery Plan Activated	28
AAR	56
Total Alert	82



2015

TOP 10 HVA	RANK	OCCURRENCE
Flood	1	12
Fire	2	4
Patient Surge	3	13
Power Outage	4	14
Earthquake	5	10
HVAC Failure	6	6
Evacuation	7	12
Explosion	8	2
IT System Outage	9	6
Water Contamination	10	0

2015

TOP 10 ACTUAL ALERTS	OCCURRENCE	HVA RANK
Power Outage	14	4
Patient Surge	13	3
Evacuation	12	7
Flood	12	1
Earthquake	10	5
IT System Outage	6	9
HVAC Failure	6	6
Fire	4	2
Explosion	2	8
Supply Chain Shortage / Failure	2	11

*Information shown on these instructions do not reflect actual data from any Kaiser Permanente Hospitals