

Panel: Natural disasters and HIV care: impact and lessons from Hurricane Maria
Administrative response: Assessment, planning and communication

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Disclosures

Presenter(s) has no financial interest to disclose.

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Presenter

Grant/research support from: (company name)

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Learning Objectives

At the conclusion of this activity, the participant will be able to:

1. Discuss administrative needs.
2. Identify the basic elements of communicating with funders.
3. Identify how to assess and planning for preparedness.

Prevent – Prepare – Respond - Recover

Phase I – Before Emergency

Preparedness and Mitigation

- Emergency Management Plan (EMP) and Emergency Operations Plan (EOP)
- Emergency Response Team
- Trainings, Drills
- Communication Plan
- Acquire equipment, supplies, materials needed for continuance of services
- Protection/storage of property, equipment, supplies, materials
- Evacuation



Prevent – Prepare – Respond - Recover

Phase II – During Emergency

Response and Relief

- Direction, control, warnings, rescue, etc.



Prevent – Prepare – Respond - Recover

Phase III – After Emergency

Recovery Strategies - Short Term

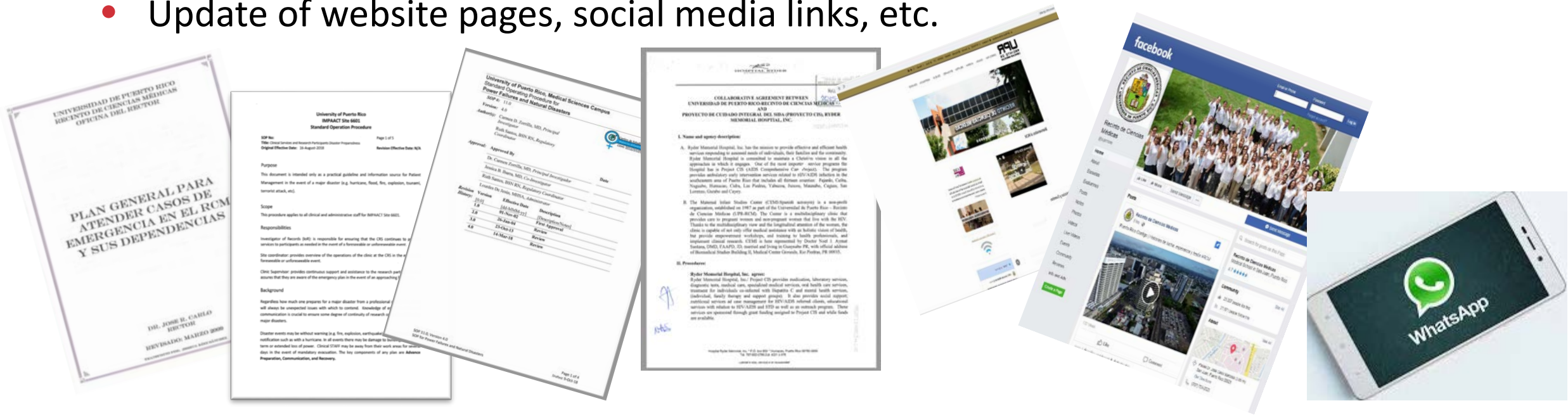
- Hold non-essential / non-emergency related activities
- Needs assessment / Prioritizing the needs
- Daily meetings, reports, and plans
- Adjustment of personnel schedules
- Collaborations with other service facilities
- Provide situation report to Institution, DOH, Sponsors (e.g. HRSA)
- Coordination of donations (pick up, accountability, distribution)



Prevent – Prepare – Respond - Recover

Recovery Strategies - Long Term

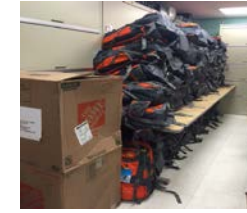
- Identification of areas to improve
- Updating disaster plans (EMP, EOP, SOPs), collaborative agreements, insurance
- Update of website pages, social media links, etc.



Situation Reports

Please Include

- Infrastructure report
- Utilities report (power, water, communication services – telephone, internet)
- Staffing situation (schedules, availability, etc.)
- Status of operations (available services, hours of operation, etc.)
- Coordinated services
- Resources available and needed
- Donations Report (pick up, accountability and distribution)



Key Elements

- Communication
- Resources and Assets
- Safety and Security
- Staff responsibilities
- Utilities (Power supplies / Water/ Sanitation)
- Clinical support activities
- Medical records security and access
- Pharmaceuticals

Lessons Learned

- “Hope for the best, prepare for the Worst”
- Communication, Communication, Communication
- Guidelines are just that, guidelines
- Be creative
- Emergency lighting and generators die too, don't forget to plan ahead
- Stay in contact with Project Officer at all times
- Find the learning side or teaching experience in every situation



Recommendations

- Use Unit Disaster Preparedness Self-Assessment Tool, and an EOP checklist
- As many communication alternatives as possible (including satellite phones)
- Expand linkage and collaborations
- Financial plan must include emergency related activities and expenses
- Maximize all available resources
- Do your best, take time to rest, and never forget that tomorrow is another day



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