



The University of Texas at Austin  
School of Nursing

**DISASTER MOBILIZATION PLAN 2017-2018  
IN TIMES OF UNIVERSITY OR COMMUNITY NEED  
FOR  
MASS SHELTERING AND MASS IMMUNIZATIONS**

# **Disaster Mobilization Plan 2017-2018 in Times of University or Community Need for Mass Sheltering and Mass Immunizations**

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**DISASTER MOBILIZATION PLAN 2017-2018  
IN TIMES OF UNIVERSITY OR COMMUNITY NEED FOR MASS SHELTERING  
AND MASS IMMUNIZATIONS**

**BACKGROUND**

The purpose of this plan is to guide an organized response of volunteers from The University of Texas at Austin School of Nursing to any mass disaster situation affecting the campus, Austin and Central Texas that requires nursing assistance from the School of Nursing. An organized response saves time, resources and money.

As has been done in the past, faculty, staff and students may volunteer on their own time as citizens for the Austin community in the event of any disaster that overwhelms usual resources. However, in the event of mass sheltering or mass immunization(s) or other extraordinary conditions, the University may request that the School of Nursing provide resources to assist with response operations. This document will guide the School of Nursing's response in that event.

The University of Texas at Austin uses the Incident Command Structure for all emergency events (See Attachment 1). The School of Nursing is one of the resources available within the Operations Section of the Incident Command Structure.

**PLAN**

1. The Incident Commander, in consultation with the University's Core Crisis Management Team, will determine if the School of Nursing's resources will be requested.
2. The Incident Commander, Core Crisis Management Team, or designees will contact the Dean of the School of Nursing and request the desired resources. The Dean of the School of Nursing will determine what, if any, resources the School of Nursing can provide.
3. Once activated, a School of Nursing representative should report to the UT Emergency Operations Center (EOC), unless otherwise requested. The EOC nursing representative's responsibilities include:
  - Coordinate School of Nursing resources with other resources within the EOC;
  - Work with Nursing coordinator at the School of Nursing to inform the EOC on numbers and types of volunteers available;
  - Communicate with the Nursing coordinator at the School of Nursing (SON Disaster Preparedness Committee Chair);
  - Update/brief the Dean of the School of Nursing.
4. It is prudent for the School of Nursing to conduct training for faculty, staff and students

- annually in preparation for the possibility of major incidents (natural or man-made) that may affect the University or the surrounding community.
5. The University of Texas at Austin Medical Reserve Corps (UTMRC) will assist in conducting just-in-time training. Just-in-time training is training occurring right before the emergency response.
  6. If activated, School of Nursing volunteers will be integrated into UT's Incident Command System's Operations Section. Nursing volunteers will assist in staffing mass shelters or mass immunization clinics. SON can provide volunteers for the following:
    - a. Department of Environmental Health and Safety
      - i. Assist in disseminating critical public health information to staff, students and faculty
      - ii. Identify volunteers to support a public health response
      - iii. Serve as clerks, medical screeners, triage personnel, medical personnel, clinical managers, and vaccinators
    - b. Hurricane Plan Considerations for Mass Sheltering
      - i. Provide psychological first aid and minor first aid
      - ii. Provide nursing care (only RNs and/or students supervised by faculty)
      - iii. Provide unlicensed-level care, such as assistance with ADLs (for nursing students)
      - iv. Implement a triage system for prioritizing basic health screenings (vital signs, medical history, chief complaints, and some specialized care as needed)
      - v. Create a database for shelter resident healthcare (tracking system for shelter residents and type of care they have received)
      - vi. Coordinate and/or provide immunization services
    - c. Infectious Disease Plan
      - i. Assist in disease surveillance
      - ii. Distribute public stocks of medications and vaccines that are provided from the City of Austin
      - iii. Prevent local disease transmission using a range of control measures and containment strategies
      - iv. Facilitate cooperation among all locally involved parties (e.g. government officials, emergency responders, health experts, businesses and the public)
      - v. Prepare educational campaigns for shelter evacuees, faculty, staff, and student volunteers to explain how individual actions and community actions reduce the spread of disease
  7. Faculty, staff, and student volunteers provided by the School of Nursing will follow the policies and procedures established and provided by the City of Austin Health and Human Services Department or other health authority as appropriate, as dictated in its protocols, case finding algorithms, disease prevention and management, infection control and screening criteria.
  8. The School of Nursing is able to provide the following volunteer levels:
    - a. RN - Faculty, staff, and graduate students with active licenses

- b. APRN - Faculty and graduate students who are certified as advanced practice nurses
- c. Nursing Students - Students that are enrolled in nursing clinical courses.

*Students may be allowed to volunteer to participate in faculty-supervised disaster response activities and to substitute these activities, as appropriate, for clinical activities in courses for which they are enrolled. Determination of appropriate substitutions will be made by the Dean of the School of Nursing or his/her designee. Students who choose not to participate will be given alternate opportunities to meet their clinical course requirements.*

- 9. A Disaster Nursing Committee, appointed by the Dean at the beginning of every academic year, will be responsible for updating the disaster plan annually and briefing their constituents at least once a year. The committee list for 2017-2018 is attached (Attachment 2). To have a better understanding of a response and how they will fit in during disaster mobilization, everyone on the disaster response committee is required to complete the following courses: IS-100.HE (Introduction to the Incident Command System for Higher Education) and IS-700.a (National Incident Management System), <https://training.fema.gov/is/crslist.aspx?all=true>.
- 10. Attachment 4 is the "Plan for Mobilization of Volunteers" which details the call-up process.

Submitted:

Chair, Disaster Committee: Li-Chen Lin

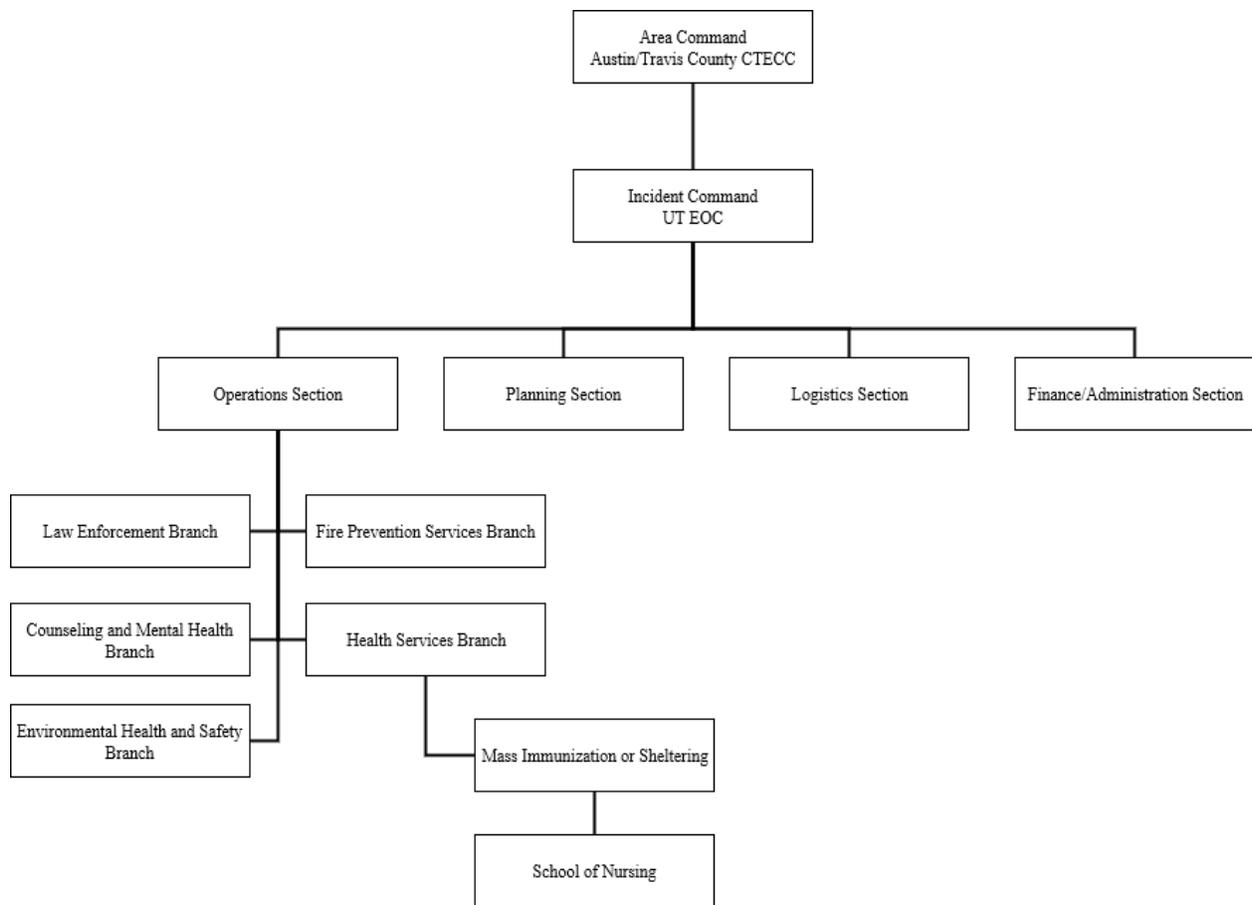
On May 9, 2018 for School Year 2017-2018

APPROVED: \_\_\_\_\_ Date \_\_\_\_\_  
 Dean

The University of Texas at Austin  
School of Nursing

**SCHOOL OF NURSING ACTIVATION WITHIN THE INCIDENT COMMAND  
STRUCTURE**

The University of Texas at Austin uses the Incident Command System to manage incidents on campus. The diagram below depicts a typical incident command structure and the School of Nursing's role within it:



The School of Nursing is a resource within the Health Services Branch of the Operations Section that may be activated if there is a need for personnel to conduct immunizations or shelter support services.

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**UT School of Nursing Disaster Response Team Structure 2017-2018**

<b>SON Leaders</b>	<b>Sheltering Team</b>	<b>Immunization Team</b>	<b>Student and faculty support</b>
SON Dean: Alexa Stuijbergen Administration: Margaret Hill EOC Nursing Representative: Shalonda Horton SON Coordinator: Li-Chen Lin	Sub-coordinator: <ul style="list-style-type: none"> <li>• Marnie Otto</li> </ul> Family resource: <ul style="list-style-type: none"> <li>• Jenifer Hensley</li> </ul>	Sub-coordinator: <ul style="list-style-type: none"> <li>• Nancy Guillet</li> <li>•</li> </ul>	Assist Dean for UG: Carol Gaskamp Assist Dean for Graduate: Gayle Acton Student Affairs: Vinh Nguyen Human Resource: Charla Carrington LEAP: Leigh Goldstein

Note: If the immunization team is needed, the nursing coordinator will work with the EOC Nursing Representative and EOC to determine this team's function.

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**Disaster Mobilization Plan  
Plan for Mobilization of Volunteers**

<b>Responsible Party</b>	<b>Plan</b>
Dean's Office	Call from Emergency Operations Center or Emergency Command Center to Dean's office to request resources. Dean determines extent of participation.
EOC Nursing Representative	Coordinates and conducts Just-in-Time training with the City/UT. Briefs Dean as the situation determines. Informs EOC of volunteers allocated from SON; oversees resources allocated from EOC to SON; coordinates with other departments; coordinates with nursing coordinator.
Nursing Coordinator	Briefs Dean as the situation determines. Composes announcement requesting School of Nursing volunteers. Coordinates with EOC Nursing Representative in managing and assigning School of Nursing volunteers.
Dean and Human Resources	<p>When the Dean receives notification from the university to activate the SON disaster mobilization plan, she/he will notify the Disaster Preparedness Committee and the SON Division Chairs. The SON Division Chairs will notify faculty (nu.faculty@utlists.utexas.edu), and faculty will notify their students via Canvas. The Chairs will send out announcement from Nursing Coordinator for volunteers via e-mail to all faculty.</p> <p>Human Resources (HR) will notify SON staff (nu.staff@utlists.utexas.edu). In collaboration with Nursing Coordinator and UTMRC Director, HR will maintain a roster of volunteers and their contact information.</p> <p>Student Services will send out announcement from Nursing Coordinator for volunteers via e-mail to all undergraduate and graduate students.</p> <p>The Disaster Preparedness Committee and HR will partner with UTMRC in sending out announcements for volunteers. The UTMRC will manage UTMRC volunteers via the Texas Disaster Volunteer Registry (TDVR). Volunteers will be registered through the TDVR (<a href="https://www.texasdisastervolunteerregistry.org/index.php">https://www.texasdisastervolunteerregistry.org/index.php</a>). The Disaster Preparedness Committee, HR, and UTMRC will coordinate faculty, staff, and student volunteer assignments and scheduling.</p>
Shelter Team Sub-coordinator	Oversees the sheltering team; reports to Nursing Coordinator
Immunization Team Sub-coordinator	Oversees immunization team; reports to Nursing Coordinator

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**Student and Faculty Roles and Responsibilities  
Addendum to the Mobilization Plan**

All response by faculty, staff and students of the School of Nursing should be under the guidelines and authority of the SON Disaster Response Committee Mobilization Plan.

Below is clarification of specific policies.

**STUDENT RESPONSE**

Students may volunteer either in response to a call for volunteers or as part of a clinical course:

1. **Volunteering in response to UTSON, Call for Volunteers.**  
Students should wear UTSON clinical dress code attire and UT nametag. The student must complete the online Just-in-Time training, which will include specifics on assignments. The nursing coordinator will make the Just-in-time training available to volunteers when calling for volunteers has been activated. Undergraduate and graduate student representatives on the Disaster Preparedness Committee will assist in recruiting peers to volunteer (i.e., contact student organizations).
2. **Responding as part of a clinical course.**  
Clinical faculty will inform their students when such opportunity becomes available. Students should wear UT SON clinical dress code attire and UT nametag. Onsite faculty supervision is required, and faculty ensures that students perform within their scope of practice. Student should follow the directives of their clinical faculty; faculty can sign off on hours and/or learning activities. Students need to report to faculty. Students will submit a report of activities to their faculty.

NOTE: In coordination with the Assistant Deans of Undergraduate Programs and Graduate Programs, faculty who want to respond as part of their clinical course will receive approval from the School of Nursing. Faculty will offer an alternate assignment for students who do not want to participate in this response clinical experience. Also, if a student responds on their own to a community or agency call for volunteers, the student is not representing UTSON. The student should not wear UT clinical uniform or use their UT nametag. The student could use a driver's license as identifier if needed. Students may choose to volunteer with the Red Cross or another response organization and they should inform the agency what nursing care or skills they can and cannot do.

Competencies/activities gained from responding to an emergency such as disaster relief:

1. Public Health - General Shelter - surveillance and monitoring (make rounds) general shelter

evacuees: identify preventable problems and promote health (wash hands, cough etiquette, and assess problems with ADLs that need referral), provide psychological first aid, disease surveillance, referral to mental health, Red Cross, etc.

2. Clinical students - Medical Needs Shelter - history and medication review on admission as directed by onsite clinic nurse, assessments (physical, social, and emotional), assessing caregiver learning and physical needs, AccuChecks, vital signs, assisting with activities of daily living, referring to nurse triage.
3. Nursing Triage - open only for graduate students who are RNs. Students will be able to assess patients and triage care accordingly: treat on site, refer to city clinic, and refer to emergency room.

## **FACULTY RESPONSE**

1. Volunteer in response to UTSON, Call for Volunteers. Wear UT nametag. Faculty must complete the online Just-in-Time training, which will include specifics on assignments. Faculty can do nursing tasks (to their comfort level) as requested by City of Austin staff. May be asked to provide oversight for a group of evacuees.
2. "Supervising" students: any faculty may be asked to supervise any level of students with which they feel comfortable. When supervising, faculty's primary role is to guide students, use every teachable moment, and learn how to work with the realities of a shelter environment.

### Possible Assignments:

1. Regular Staff Nurse - help City of Austin nurses, may be asked to be in charge of a "pod" of patients.
2. Supervising Faculty - should not take an assignment from city nurses. Should focus, instead, on providing guidance and teaching to whatever student is on hand, depending on their objectives (public health versus clinical skills). Supervising faculty can also be responsible in orienting new volunteers to the site and shelter procedure as new people come in every 2-4 hours.
3. Ideally, graduate faculty should supervise graduate students. If not able, any faculty should be able to guide students in critical thinking and how to be resourceful. If the faculty does not think this assignment is at their comfort level, they need to notify the Nursing Coordinator so reassignment can be coordinated.
4. Nursing Triage - Emergency Operation Center or General Shelter or wherever a clinic is set up. Use nursing knowledge to advise shelter managers, school nurses, and others seeking advice on health issues of evacuees.