

# 96 Hour Sustainability Planning

## Preparing to Conduct an Assessment



### Guidance for Hospital Leaders & Department Heads

#### Overview

A 96 Hour Sustainability Assessment will be conducted by a multi-disciplinary assessment team including hospital leaders and department heads. The assessment will be based on [a severe weather event<sup>i</sup>] that has the potential to impact normal operations for 96 hours or more. The following planning assumptions will be applied based on this scenario<sup>ii</sup>:

- Support from outside the community, including normal supply chains and services, mutual aid, and state and federal resources will not be available for 96 hours or more;
- Community support including supply chains and vendor operations may be impacted;
- Assume normal levels of resources at onset of event;
- Electrical power is out in the community; Emergency generators at facility are functional;
- Communications networks across the area are affected; Telephone and internet service in the area are interrupted due to fiber optic cable damage;
- Cascade failures may escalate operational impacts;
- Many employees are unable to get to work due road conditions;
- Some influx of patients.

The following tools will be used in the assessment process:

- **96 Hour Operational Impact Chart** - Lists the resources determined to be essential to maintaining facility operations, and tracks how long resources are calculated to last and shows gaps that may impact operations.
- **96 Hour Inventory Sustainability Period Calculator** - Calculates the number of hours consumable resources will last using the following data: Average Daily Census; Annual Consumption Rate of Resources; and Inventory Quantity of Resources.

#### Tasks

Assessment team members should provide the following information for their area of responsibility to the assessment leader prior to the assessment meeting:

##### **□ Identify Resources Essential to Maintaining Operations.**

List resources that are essential to maintaining facility operations on Attachment A. Essential Resources List. The list is pre-populated with generally applicable resources which may be supplemented, itemized or otherwise changed to reflect operational needs.

Consider resources within your department or functional area that are essential to maintaining operations, as well as other facility resources on which your department would be dependent.

Dependencies and other considerations which may affect services and operations of other functional areas and departments should be considered and noted on Attachment A.

#### ❑ **Determine Annual Consumption Rate of Essential Resources**

Assemble Annual Consumption Rate data for the identified essential resources. This information may be listed on Attachment A. For resources which are non-consumable or for which consumption rates cannot be quantified, reasonable planning assumptions should be applied during the assessment.

#### ❑ **Collect Inventory Data of Essential Resources**

Inventory data for consumable resources may be drawn from a centralized system, a recent count, or other method reflecting typical inventory levels. This information may be listed on Attachment A.

#### ❑ **Determine Sustainability Period**

**For consumable resources** which may be quantified, the 96 Hour Inventory Sustainability Period Calculator may be used (see the Calculator's Instruction Tab for additional detail):

1. **Enter Average Daily Census** in [Census Tab: Cell J14](#). Average Daily Census will automatically populate into [Calculator Tab Cell 2C](#). The Average Daily Census data may be identified and entered in advance by the assessment leader.
2. **List Essential Resources** you identified in [Calculator Tab](#). The pre-populated resources correspond to those in the [Operational Impact Chart Tab](#).
3. **Enter Annual Consumption Rate** for each resource in [Calculator Tab Annual Consumption \(Column D\)](#). The Average Consumption Rate will calculate and populate automatically in [Column E](#).
4. **Enter Inventory Quantity** for each resource into [Calculator Tab Actual Inventory Quantity \(Column F\)](#). The [Inventory Sustainability Period/Hours \(Column G\)](#) will automatically calculate and populate.

**If the Sustainability Period of a resource has been determined using other quantitative methodology**, document the data and calculations for review by the Assessment Team.

**For resources which are non-consumable** or for which consumption rates cannot be quantified, reasonable planning assumptions should be applied by the assessment team.

#### ❑ **Document supply chain, mitigation and conservation strategies that may extend sustainability periods.**

Identify and document relevant facility plans, policies and supply agreements for Assessment Team review.

#### ❑ **Identify dependent systems and resources**

Dependencies and other considerations which may affect services and operations of other departments should be considered by the assessment team as they may expand and escalate operational impacts.

## Attachment A: Essential Resources and Data

(To be Populated Into 96 Hour Sustainability Operational Impact Chart & Inventory Sustainability Period Calculator)

**Name:**

**Department or Functional Area:**

<i>Essential Resources</i>	<i>Interdependencies</i>	<i>Annual Consumption Rate</i>	<i>Resource Inventory</i>	<i>Comments / Additional Information</i>
<b>Communications</b>				
Landline Phone Service				
Cell Phone Service				
Computer Function				
Alarm System				
Overhead Paging				
Batteries				
<b>Managing Resources &amp; Assets</b>				
Linen Supplies (may itemize)				
Cleaning Supplies (may itemize)				
Food & Nutrition Products (may itemize)				
Paper Products (may itemize)				
Medical Waste Pickup				
<b>Safety &amp; Security</b>				
Fire Safety Systems				
Vehicle				
Barricades				
Safe Access/Egress-Emergency Vehicles				
Crowd Control				
Hazardous Waste Management				
PPE (may itemize)				
N 95 Respirator				
Disposable Gowns				
Disposable Gloves				

<i>Essential Resources</i>	<i>Interdependencies</i>	<i>Annual Consumption Rate</i>	<i>Resource Inventory</i>	<i>Comments / Additional Information</i>
Disposable Booties				
PAPR Respirator				
Level C Chemical Suits				
Nitrile Gloves				
Protective Boots				
Patient Decon Kits				
Fixed Decon Shower				
Tent Decon Shower				
<b>Staffing</b>				
Clinical Staff (may itemize)				
Physician				
RN				
LPN				
Non-Clinical Staff (may itemize)				
Security				
<b>Utilities</b>				
Generator Fuel				
Heating System				
Hot Water				
Steam Pressure				
Natural gas				
Fuel oil				
Propane				
Potable Water				
Non-Potable Water				
Sewer System				
Chiller System				
Major Air Handling Equipment				
Elevator(s)				

<i>Essential Resources</i>	<i>Interdependencies</i>	<i>Annual Consumption Rate</i>	<i>Resource Inventory</i>	<i>Comments / Additional Information</i>
Sump Pump				
Bulk Oxygen				
Medical Air				
Medical Vacuum				
Nitrogen				
<b>Clinical</b>				
Medications (may itemize)				
Medical Supplies (may itemize)				
Surgical Supplies (may itemize)				
Blood				
Surgical Packs				
Sutures				

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<sup>i</sup> The Assessment may be based a different scenario identified as part of the facility’s hazard vulnerability assessment.

<sup>ii</sup> The planning assumptions listed are based on a sever weather scenario. The first three assumptions listed should be applied to any scenario. The others may be adapted based on the scenario chosen and on the hospital’s experience from exercises and actual events.