

WHAT'S HAPPENING

A newsletter for the Maine Medical Center Family

Let it Snow, but Be Prepared for Our Patients

Maine Medical Center is always open. This sometimes means coming to work during a snowstorm to care for our patients. The following information is to help you prepare yourself, your team, and your family for severe weather.

Before The Storm

Throughout the winter we may experience weather that will neither affect hospital-wide staffing, nor require Severe Weather Plan activation (though we recognize it may cause delays and parking and commuting challenges). During these events, employees are responsible for being at work, and the management of any staffing issues is left to supervisors.

During The Storm

Employees are expected to put forth all reasonable effort to get to the hospital to meet their work commitment. Plan ahead for transportation, child care, and pet care. Use the Emergency Supply Lists (back page) for personal preparedness suggestions.

Directors and managers will be responsible for determining staff needs for their department. Staffing is needed in almost all clinical and support services. Depending on the extent of

the storm, this may include staying on campus for up to 48 hours for essential areas.

Lodging

If lodging becomes necessary, MMC will book rooms at nearby hotels. Staff may choose to stay at one of these hotels or on site. You are asked to share rooms so we can accommodate as many employees as possible. The hospital covers the cost, as long as the rooms are reserved through the Hospital Command Center. In addition, MMC maintains various on-campus sleeping areas.

Transportation

During implementation of the Severe Weather Plan, expect normal employee shuttle service to off-site parking. During extreme conditions, the Emergency Transportation Plan for staff will be provided on a case-by-case basis. Each request will be evaluated with consideration given to road conditions, the volume of requests for a particular area, and critical staffing needs. Staff using



MMC-provided transportation may be required to work extended shifts per department needs, and should plan accordingly.

Meals

When the Severe Weather Plan is activated, Nutrition Services will provide support to employees who are on campus. Complimentary food, drinks, and snacks may be served on a meal-to-meal basis.

After The Storm

Replenish your emergency kit, so you're prepared for the next storm. Send your post-storm feedback, and suggestions to StormCenter@mmc.org, and send photos to mmcnews@mmc.org.

Our patients need us, and we will work hard no matter the weather to provide quality patient care and maintain a safe working environment for our staff.

Where employees can go for information

- Safety and Emergency Management will use Send Word Now to communicate special and urgent instructions
- Look for a link on NetNews or the Intranet homepage directing you to detailed information before, during, and after severe weather hits.

For more details on emergency preparedness, visit ready.gov

WINTER STORM PREPAREDNESS CHECKLISTS



EMERGENCY SUPPLY LIST FOR YOURSELF:

- ☐ Medicines
- ☐ Contact lens case and solution
- ☐ Cell phone charger
- ☐ Personal towel and soap
- ☐ Hair care products
- ☐ Personal care items
 - ☐ Hair care products
 - ☐ Toothbrush, toothpaste and mouthwash
 - ☐ Deodorant / Foot powder
 - ☐ Lotion
 - ☐ Comb or Brush
- ☐ Clothing changes, including:
 - ☐ Scrubs
 - ☐ Slippers
 - ☐ Underwear
 - ☐ Socks
 - ☐ Pajamas



EMERGENCY SUPPLY LIST FOR YOUR CAR:

- ☐ Shovel
- ☐ Ice scraper
- ☐ Full tank of gas
- ☐ Extra blankets
- ☐ Road flares/distress flag
- ☐ Snow boots
- ☐ Heavy socks
- ☐ Bottled water and healthy snacks
- ☐ Flashlight w/fresh batteries



EMERGENCY SUPPLY LIST FOR YOUR HOME:

- ☐ Family Communications Plan
- ☐ Shovels and salt accessible
- ☐ Sufficient heating sources
- ☐ Water for everyone in house:
1 gallon per person per day
- ☐ Non-perishable food
- ☐ Flashlights and fresh batteries
- ☐ Plan for pets – food, carrier, medicine, etc.



Maine Medical Center
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