

Much of the human suffering associated with a disaster happens after the event itself, and can be prevented through good management. It is particularly important to prevent the overwork and exhaustion that tend to occur as people throw themselves into disaster recovery operations, because exhaustion raises the risk of accidents and illness.

- Post-disaster environments are often less safe and sanitary than normal ones, so that people living and working in them need to exercise special care.
- Exhaustion and lack of sleep can decrease alertness, impair judgment, and make people more vulnerable to accidents.
- People who are exhausted are at increased risk for disease and often forget to take preventive steps such as drinking enough safe water, avoiding contaminated water, and using whatever other precautions are appropriate in the environment.

Procedures -

1. No person works alone; a minimum of two staff must be onsite at all times.
2. A rest area away from the other activities will be designated.
3. Each employee and volunteer will sign in and out each day so that an accurate record of hours can be maintained.
4. Staffing Shifts and Breaks - The maximum shift for any employee or volunteer is 8 to 12 hours. Breaks should be taken on an "as needed" basis.

**Prevent overwork and exhaustion.** After an initial crisis period during which overwork may be necessary, each department shall develop procedures to assure that employees do not work too many hours without rest. There are several strategies for assuring that people do not exhaust themselves and encouraging them to adopt safe, health promoting behavior:

- Be sure to provide adequate staffing for all new responsibilities created after the disaster, and for traditional responsibilities that become more demanding as a result of it. Prior planning and cross-training can make a big difference.
- Set clear priorities, including identifying work that simply will not be done in the short term.
- Train managers to monitor their subordinates and check for signs of exhaustion.
- Since leaders are especially prone to overwork, monitor fellow leaders and set a positive example for subordinates.
- Take care to assure that no employee has an essential task that no one else knows how to do, or that person will surely be overworked.

## **Employee Rest Area**

- A. Site – To Be Determined by ICC or Department (needs to be secluded, quiet, etc.)
- B. Staffing – To Be Determined by department (attendant with Log Book, Hand-Held Radio)
- C. Equipment/Supplies – To Be Determined (cots, pillows, towels, black-out curtain, alarm clocks, etc)

## **ASSUMPTIONS:**

- A. Continuous operations necessitating implementation of a work/rest plan.
- B. Employees unable to come/go freely from UMMC.
- C. Some employees have brought their children to work for safety/peace of mind.

**OFF-SITE SHELTER** – when the need arises for off-site shelter, cots will be taken to the following sites as deemed necessary by the Vice Chancellor and/or his/her Designee: (Food, water, and other essentials will be delivered to the stated site)

1. Jackson Medical Mall
2. Student Union
3. Pavilion