Incident Log HVA Instructions
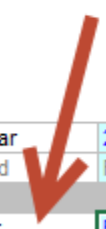
Input Tab – Under Report For, enter the name of the hospital or organization this tool will be used for and it will carry over to all other tabs

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Input

Report Year	2015
Last Saved	Friday, January 08, 2016 at 04:44 PM
Report For	Enter Name of Hospital

Data Tab – Use this tab to input data on all events you would like captured in your log (i.e., disaster, emergencies, and disruptions)

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Data - Enter Name of Hospital

Date	Alert Category	Alert Type	Internal / External	Responder	Location	Address	Notification Method	Point of Contact
07/15/15	Technological	HVAC Failure	Internal	Johnny Cash	Sacramento – Building	1261 Capital Drive	Text	June Cash
07/15/15	Technological	Power Outage	Internal	Johnny Cash	Sacramento – Building	1261 Capital Drive	Word of Mouth	June Cash

Command Center Activation	Patient Care Impacts	Business / Operational Impacts	Structural Impacts	Resource Request	Recovery Plan Activated	AAR	Top 5 HVA	End Date	Event Summary
Yes	Yes	Yes	Yes	Not Sure	Not Sure	Yes	Yes	08/15/15	Demo

HVA Tab – Consistent with the traditional HVA, use the drop down options to populate information for Probability, Magnitude, and Mitigation. Alerts and Activations will automatically populate as a result of data inputted from the corresponding Incident Log. Subsequently, a score will be generated under Risk in the form of a percentage. The higher the score, the higher the priority.

*Note, risk score will only appear once the Probability, Magnitude, and Mitigation ratings have been completed.

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Harzards - Enter Name of Hospital
Harzard Vulnerability Assessment Tool
Emergenct Occurring Events

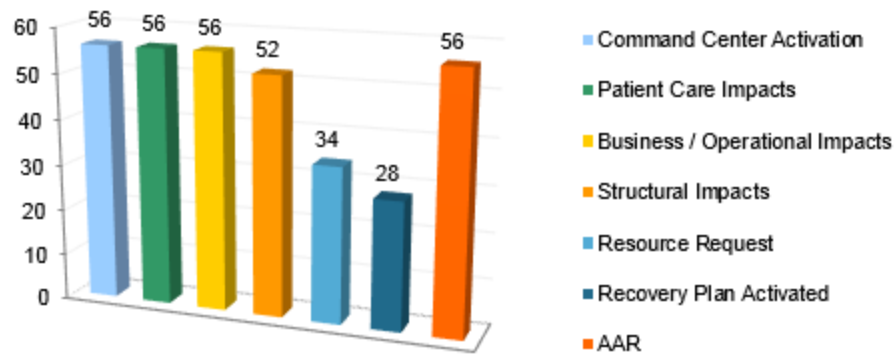| Event	PROBABILITY	ALERTS	ACTIVATIONS	SEVERITY = (MAGNITUDE - MITGATION)						RISK
				HUMAN IMPACT	PROPERTY IMPACT	BUSINESS IMPACT	PREPARED-NESS	INTERNAL RESPONSE	EXTERNAL RESPONSE	
	Likelihood this will occur			Possibility of death or injury	Physical losses and damages	Interuption of services	Preplanning	Time, effectiveness, resources	Community/Mutual Aid staff and supplies	* Relative threat
SCORE	0 = N/A 1 = Low 2 = Moderate 3 = High	Number of Alerts	Number of Activations	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = High 2 = Moderate 3 = Low	0 = N/A 1 = High 2 = Moderate 3 = Low	0 = N/A 1 = High 2 = Moderate 3 = Low	0 - 100%
Active Shooter	2	1	0	3	1	3	2	2	2	36%
Acts of Intent	1	0	0	3	3	3	2	2	2	17%
Bomb Threat	2	0	0	3	3	3	2	2	2	33%
Building Move	2	0	0	1	2	1	2	2	2	22%
Chemical Exposure, External	1	0	0	2	2	1	2	2	2	12%
Civil Unrest	2	0	0	2	2	2	2	2	2	27%
Communication / TelephonyFailure	3	0	0	1	1	2	2	2	2	33%
Dam Failure	0	0	0	2	3	2	3	3	3	0%
Drought	2	0	0	1	1	1	2	2	2	20%
Earthquake	3	10	6	3	3	3	1	1	1	60%
Epidemic	3	0	0	3	1	2	2	2	2	40%
Evacuation	2	12	8	1	1	2	2	2	2	49%
Explosion	2	2	2	2	3	2	2	2	2	48%
External Flood	3	0	0	1	2	2	2	2	2	37%
Fire	3	4	2	2	3	3	2	2	2	64%
Flood	3	12	8	2	2	3	2	2	2	66%

Summary Tab – As a result of information captured in the Data and HVA tabs, the summary report tab will provide a snapshot of the total alerts, Top 10 HVA Threats, and a list of the Top 10 Actual Occurrences.

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Summary For - Enter Name of Hospital

ALERT TYPE	OCCURRENCE
Command Center Activation	56
Patient Care Impacts	56
Business / Operational Impacts	56
Structural Impacts	52
Resource Request	34
Recovery Plan Activated	28
AAR	56
Total Alert	**82**

- Command Center Activation
- Patient Care Impacts
- Business / Operational Impacts
- Structural Impacts
- Resource Request
- Recovery Plan Activated
- AAR

2015

TOP 10 HVA	RANK	OCCURRENCE
Flood	1	12
Fire	2	4
Patient Surge	3	13
Power Outage	4	14
Earthquake	5	10
HVAC Failure	6	6
Evacuation	7	12
Explosion	8	2
IT System Outage	9	6
Water Contamination	10	0

2015

TOP 10 ACTUAL ALERTS	OCCURRENCE	HVA RANK
Power Outage	14	4
Patient Surge	13	3
Evacuation	12	7
Flood	12	1
Earthquake	10	5
IT System Outage	6	9
HVAC Failure	6	6
Fire	4	2
Explosion	2	8
Supply Chain Shortage / Failure	2	11

Information shown on these instructions do not reflect actual data from any Kaiser Permanente Hospitals