

PURPOSE: The purpose of this policy is to establish a process for conducting hospital inpatient bed polling in the San Joaquin Operational Area.

AUTHORITY: Health and Safety Code, Division 2.5, Section 1797.220 and 1798 et seq.

DEFINITIONS:

- A. "EMS Agency" means the San Joaquin County Emergency Medical Services (EMS) Agency.
- B. "MHOAC" means Medical Health Operational Area Coordinator.
- C. "RDMHC" means Regional Disaster Medical Health Coordinator.
- D. "HAVBED" means the national Hospital Available Beds for Emergencies and Disasters system developed by the U.S. Department of Health and Human Services
- E. HAVBED standard categories:
 - 1. Adult Intensive Care Unit (ICU): beds that can support critically ill/injured patients, including ventilator support.
 - 2. Medical/Surgical: also thought of as "Ward" beds.
 - 3. Burn: thought of as Burn ICU beds, either approved by the American Burn Association or self-designated. (These beds are NOT to be included in other ICU bed counts.)
 - 4. Pediatric ICU: as for Adult ICU, but for patients 17 years and younger.
 - 5. Pediatrics: "Ward Medical/Surgical" beds for patients 17 and younger.
 - 6. Psychiatric: "ward" beds on a closed/locked psychiatric unit or ward beds where a patient will be attended by a sitter.
 - 7. Negative Pressure/Isolation: Beds provided with negative airflow, providing respiratory isolation. Note: This value may represent available beds included in the counts of other types.

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8. Operating Rooms: An operating room that is equipped and staffed and could be made available for patient care in a short period of time.
9. Emergency Department Status
 - a) Open—Accepting patients by ambulance.
 - b) Closed—Not accepting patients by ambulance.
 - c) N/A—Not Applicable (Hospital does not have an ED)
10. Decontamination:
 - a) Available — The institution has chemical/biological/radiological multiple patient decontamination capability.
 - b) Not Available — The institution is unable to provide chemical/biological/radiological patient decontamination.
11. Ventilators: Available: The number of ventilators that are present in the institution but are currently not in use and could be supported by currently available staff.
12. Emergency Department: Beds available in the Emergency Department.
Note: This is not an official HAVBED category but will be included in bed polling the San Joaquin Operational Area.

POLICY:

- I. The San Joaquin County MHOAC or his/her designee is the only person authorized to conduct hospital inpatient bed polling within the San Joaquin Operational Area.
- II. The OES Region IV RDMHC or their designee is the only person authorized to conduct regional hospital inpatient bed polling in OES Region IV.
- III. Hospital inpatient bed polling will be conducting using the HAVBED standard categories.

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IV. HAvBED PROCESS:

- A. The HAvBED polling process will follow the Standardized Emergency Management System (SEMS):
1. The MHOAC or designee will create a HAvBED bed polling event on EMResource.
 2. Each hospital ED Charge Nurse, or designee, will request the House or Nursing Supervisor to provide the availability for each of the HAvBED categories.
 3. The bed polling information will be entered on EMResource by the ED Charge Nurse or designee, within 30 minutes.
 4. The MHOAC or designee will tabulate the results onto a spreadsheet and forwarded to the RDMHC or designee.
 5. When appropriate, the RDMHC will forward the spreadsheet to the Joint Emergency Operation Center (JEOC).
- B. HAvBED Polling Instructions:
1. Log onto the EMResource website using the EMS Agency Duty Officer User Name and Password. <https://www2.emsystem.com/login.htm>
 2. Click "EVENT" on the blue menu bar, and then click on "Event Management" to create an event.
 3. Find the "HAvBED Template" under "Event Type", and then click on the "Create" link on the left side of the page. The "Create Event" page is now open.
 4. Enter the title for this HAvBED Template including an identifier for the operational area: e.g. San Joaquin OA inpatient bed poll.
 5. Enter information for the event: e.g., HAvBED bed polling requested from OES Region IV. Your response is needed within 30 minutes. For more information contact the EMS Agency Duty Officer at (209) 468-6818 or pager (209) 234-5030.

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6. Enter the "Event Start and End" dates and times. The event should be 30 minutes in length.
7. Enter the "Event Address" as San Joaquin County MHOAC.
8. Under "Resources to participate in this event" click on the "All San Joaquins" button to poll the San Joaquin Operational Area.
9. Click on the "Save" button at the bottom of the page to start the event.
10. Monitor the event on EMResource. If a hospital hasn't responded within 30 minutes contact the non-responsive hospital's Nursing or House Supervisor to respond.
11. Tabulate the HAvBED polling data onto the HAvBED Bed Polling Report spreadsheet available on the EMS Duty Officer laptop. Two spreadsheets are available for use:
 - a) The "Email Report" which is an Excel spreadsheet and can be completed then emailed.
 - b) The "Fax Report" which is a hard copy spreadsheet to be completed by hand then faxed.
12. Send the HAvBED Bed Polling Report to the requesting party.

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