

MEMORANDUM

To: Smallville Health Center
Emergency Management Committee

Date: December 16, 2008

From: Emergency Management
Coordinator

Telephone: (555) 555-1234

Subject: Request Assistance Completing Health Center HVA

Dear Committee Members:

I want to thank you for your continued diligence in ensuring our Health Center is well prepared for all types of hazards and disasters. As part of our annual review, I would like each of you to complete the attached HVA. I will then review and prioritize our key threats based on your evaluations which I will present for discussion during our next meeting. Following your approval, I will then concur with our community Emergency Management Agency to validate our priorities and coordinate preparedness activities.

I am enclosing a list of facts that will assist you in completing the HVA. Thank you again for your ongoing efforts!

Health Center Facts

- Suburban health center built in 1971
- There have been no seismic retrofits or upgrades
- **An earthquake in 1984 caused minor structural damage. No evacuations**
- Serves a large geographical region
- 1,000 miles from nearest ocean
- 250 miles from nearest mountain
- Diverse socioeconomic culture
- Center of Excellence
- Nearest hospital is 30 miles away
- Nearest Trauma Center is 50 miles away
- Avg. daily visits of 200 patients
- Area is peaceful. No protests or civil disturbances
- Last year, patient satisfaction was rated at an all time low and there have been several threatening phone calls
- **A month ago, a letter was received threatening to take hostages if services did not improve**
- Very few politicians or celebrities ever visit area
- A new patient decontamination area was built last month with one shower.
- No one has had decontamination training
- Only 36 hours of emergency medical supplies on hand
- There is one commercial airport 20 miles away
- **There is an aging chemical plant in the area. A local environmental group has identified potential leakage into a nearby stream.**
- **There have been 10 small internal chemical spills in the past 5 years. 2 short-term injuries**
- Smallville has Police and County Sheriff services
- The County EMS office is 25 miles away
- 1 ALS and 2 BLS transports are in the area
- One County HazMat team is 25 miles away
- Area not prone to wildfire
- **Power to area is frequently interrupted for several days**
- 1 satellite telephones are on site
- IT/IS is regularly tested and updated
- Staff food and water stored to last 5 days
- No radiological materials in area
- No Unions in area