DC | HEALTH

District of Columbia Department of Health Risk Assessment and Control Committee		**PROCEDURE 350.300** Implementing Office: Office of the Director/Office of Human Resources Training Required: Yes Originally Issued: 2/4/2014 Revised/Reviewed: MAY 16 2018
Approved by: LaQuandra S. Nesbitt MD, MPH; Agency Director	**Review by Legal Counsel:** Phillip Husband, Esq.; General Counsel	**Effective Date:** MAY 16 2018 **Valid Through Date:** MAY 16 2020

I. Authority	Reorganization Plan No. 4 of 1996; Mayor's Order 1997-42; This document shall supersede and replace the prior version of this DC Health Standard Operating Procedure (SOP), which became effective on February 4, 2014.
II. Reason for the Policy	Effective information flow is essential to ensure DC Health is fully equipped to respond to an emergency, and mitigate potential risks and hazards. The Risk Assessment and Control Committee (RACC) is the body tasked with ensuring information is appropriately disseminated to all employees assigned to roles enumerated in the Emergency Response Plan (ERP).
III. Applicability	This SOP shall apply to all DC Health employees, contract employees, interns, volunteers, federal employees detailed to DC Health, and summer youth employees (collectively referred to herein as "employees" or "DC Health employees.")
IV. Policy Statement	The RACC shall be convened by the DC Health Risk Manager. The DC Health Risk Manager shall be the chairperson of the RACC and is responsible for ensuring the committee's activities comply with the provisions herein. The permanent membership of the RACC shall consist of the following personnel: • The DC Health Risk Manager; • All current Floor Captains; • The Labor Relations Advisor;

- The Facilities Manager, or a designee from the Office of Facilities Management;

The expanded RACC shall consist of all permanent members of the RACC as well as all DC Health Zone Monitors.

The DC Health Risk Manager shall determine required attendance for each RACC meeting.

The responsibilities of the RACC shall be as follows:

- Revise, as necessary, the ERP. The DC Health Risk Manager is responsible for drafting revisions to the ERP and ensuring agency practice reflects its content. He/she will share draft versions of an ERP revision with the RACC for a pre-determined comment period.
- Conduct an after-action discussion of all emergency drills and simulations (e.g. fire drills). The recommendations for improvement generated by the discussion shall be considered in the next draft revision of the ERP.
- Communicate all vital information to DC Health staff regarding emergency preparedness and response. Floor Captains are responsible for disseminating information received in a RACC meeting to all personnel, including DC Health Zone Monitors, within their assigned areas. A RACC meeting shall precede the release of any new revision of the ERP, and a rollout communication strategy shall be finalized at that time.
- Conduct, on a periodic basis, discussions about the safety of the physical work environment, (e.g. facilities hazards, the security of the building). The DC Health Risk Manager shall compile this information and route any concerns to the appropriate DC Health managers.

The RACC shall convene no less frequently than once per calendar year quarter. The Risk Manager may call an ad hoc RACC meeting at his/her discretion.

Any DC Health employees who substantially violate key provisions of this SOP may be subject to commensurate disciplinary action.

IV. Definitions & Acronyms	ERP- Emergency Response Plan **Floor Captain-** An administration's liaison to the DC Health Risk Manager on all matters related to emergency response **RACC-** Risk Assessment and Control Committee **Zone Monitor-** The staff member responsible for facilitating the prompt evacuation of all employees within his/her assigned area during a drill or evacuation.
VI. Procedures	None
VII. Contacts	DC Health Risk Manager- (202) 442-8969
VIII. Related Documents, Forms and Tools	None