

LAUNDRY DIVISION
STANDARD OPERATING PROCEDURES
500 BED FLEET HOSPITAL

TABLE OF CONTENTS

	<u>TOPIC</u>	<u>PAGE</u>
A.	MISSION	3
B.	FUNCTIONS	3
C.	PHYSICAL DESCRIPTION OF FUNCTIONAL AREA	3
D.	SPECIAL CONSIDERATIONS/HAZARDS	3
E.	DEPARTMENTAL ORGANIZATIONAL CHART	3
F.	JOB DESCRIPTIONS	4
G.	WORKLOAD	4
H.	TASKS	4
I.	RESPONSE TO DEPLOYMENT HAZARDS	5
J.	REFERENCES	7

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A. **MISSION:** Provide fleet hospital and staff laundry services.

B. **FUNCTIONS:**

1. Receive, launder, issue and return hospital linens and staff clothing and linens.

C. **PHYSICAL DESCRIPTION OF FUNCTIONAL AREA:**

1. Location within complex: Various

2. Sheltering.

Type: Maintenance Tents

Quantity: Three

3. Material.

IOL: LX1A, B, E, F, G, I, J, K, N, P;
LX2A, B, E, F, G, I, J, K, N, P;
LX3A, B, E, F, G, I, J, K, N, P;
LXF1, 2, 3

D. **SPECIAL CONSIDERATIONS/HAZARDS:**

1. Limited to three ABFC facility 730 40H laundry units with a 100 lb. Capacity per hour per laundry unit.

E. **DEPARTMENT ORGANIZATIONAL CHART:**

1. The Head, Laundry Division, reports to the Head, Operating Management Service, and is assigned overall management responsibility.

F. **JOB DESCRIPTIONS:**

1. Laundry Supervisor will be responsible for all aspects of laundry and laundry personnel and will report directly to the Head, Laundry Division.

2. Laundry Supervisor shall ensure that all assigned personnel understand the handling and processing regulations for hazardous and contaminated clothing and linens.

3. Use Applicable references include but are not limited to Ship's Serviceman Rate Training Manual for Third Class, NAVSUP P-487 Ship's Store Afloat, NAVMED P-5010, and Department of the Army Publication, FM 10-280 Field Laundry, Clothing Exchange, and Bath Operations.

G. **WORKLOAD:**

1. 26,000 pounds of medical laundry per week and 11,000 pounds of non-medical laundry per week.

H. **TASKS:**

PROCEDURES FOR HANDLING AND LAUNDERING CONTAMINATED LINEN

A. **PURPOSE:** The Fleet Hospital will generate a significant amount of contaminated linen within the operating rooms and treatment wards. These items will require special handling and laundering to prevent the spread of infection.

B. **DEFINITION:** Contaminated laundry is defined as those items requiring special disinfect ion and laundering to preclude the spread of infection.

D. **EQUIPMENT AND SUPPLIES REQUIRED:** Chlorine bleach solution and latex gloves.

E. **STEPS:**

1. Hospital ward personnel will bag contaminated laundry separate from regular laundry. Gloves are to be worn when handling contaminated laundry.

2. At the Laundry, all contaminated laundry will be segregated from that requiring only routine processing.

3. The contaminated laundry will be presoaked for 60 minutes in a chlorine bleach solution of 50 ppm. The contaminated laundry will then be washed in hot water using the normal cycle.

CAUTION: Extreme care must be taken to avoid contact with the contaminated laundry to prevent the spread of infection to laundry and other hospital personnel.

I. **RESPONSE TO DEPLOYMENT HAZARDS**

1. **FIRE PROCEDURES**

- **Initially, attempt to extinguish a fire with a portable fire extinguisher ONLY IF THE FIRE IS CONTAINED.**
- Simultaneously, the Functional Area (FA) needs to IMMEDIATELY contact ADMIN either by phone or runner/messenger. ADMIN WILL SOUND THE ALARM FOR FIRE.
- The FA Leader will decide to evacuate the space if the fire is determined to be out of control.
- A muster of all personnel within the affected FA needs to be taken immediately and sent to ADMIN by runner.
- The FA Leader needs to wait at the FA access point for the Fire Marshall and Fire Team to arrive in order to report: type of fire, volatile items in the space (O2 cylinders, HAZMAT) and any casualties known to be in the space.
- Once the fire is out, there will be an inspection of the damaged area by the Fire Marshall, FA Leader and other key personnel.
- The Fire Marshall will give an assessment report to the Commanding Officer describing damages sustained by the FA. Depending on the outcome of the fire, the FA may need to relocate somewhere else until it is fully functional again. The FA Leader needs to await orders from the Command Staff before reentering the FA and returning to duty.

2. **CHEMICAL/ BIOLOGICAL ATTACK**

- The hospital ADMIN department will notify the hospital compound, via 1MC, if there is a possibility of a biological/chemical attack.
- All areas of the compound must respond appropriately
- Once the alarm has been sounded for biological/chemical attack, **THE INITIAL ACTION TAKEN IS TO DON AND CLEAR YOUR GAS MASK.** Since the fleet hospital is operational, sleeves should always be down.

The donning and clearing of the gas mask should be accomplished in a total of 8 seconds.

- If a MOPP level is required, the ADMIN department will announce that accordingly and everyone will proceed to MOPP Level 4. **This task must be accomplished within 8 minutes.**
- A muster of all FA staff needs to be taken immediately and sent to ADMIN.
- **Drink water!! Hydration, hydration, hydration.**
- The ALL CLEAR will be announced by ADMIN over the 1MC.

3. AIR RAID PROCEDURES

- Once the alarm has been sounded for air attack, **THE INITIAL ACTION TAKEN IS TO EVACUATE ALL FA STAFF PATIENTS TO THE BUNKERS.** The entire compound must evacuate to appropriate bunkers including living spaces/GPL's and the COMMZ
- Conduct an accurate muster of all personnel immediately and submit it to the ADMIN bunker.
- Be sure to bring all gear including canteens since mustering may require everyone to be standing outside for long periods of time.
- When announced over the 1MC, each FA must send in two junior personnel to search and sweep high, medium and low on both sides of the FA to check for bombs. All other personnel will stay outside in bunkers until area is cleared. The All Clear will be announced over the 1MC.

4. MISCELLANEOUS ITEMS

- Each FA should denote a supply petty officer who is responsible for equipment inventory/high-tech gear checkout. If supplies are needed, submit a request to the student SK's/supply department for issue. The student SK's will request supplies from FHOTC supply if NIS.
- Each FA needs to have a logbook or similar system in order to keep track of all staff and patients within the compound. Each time a staff member or patient leaves the FA, he/she must be logged out (time, location) and then logged back in when he/she returns. This will assist with accuracy when conducting musters.

J. REFERENCES:

Number

Title

F-1

NAVSUP P-487

F-2

NAVMED P-5010

F-3 FM 10-280 Field Laundry, Clothing Exchange, and Bath Operations