

COMMAND POST

INCIDENT COMMAND CENTER

I. PURPOSE

To serve as a guide for prompt mobilization and coordination of personnel, equipment and supplies in time of disaster. A disaster will be defined as a situation in which the normal operations of the facility are, or have the potential, to rapidly become overtaxed to the extent that additional measures and resources must be committed in order to provide the necessary medical care.

II. RESPONSIBILITIES

Incident Commander, Section Chiefs, Directors, Unit Leaders, Downstate University Hospital and Medical Center Personnel.

III. POLICY

In the event a disaster occurs Downstate University Hospital will implement the Incident Command Center based on the principles of the Hospital Incident Command System (HEICS). Downstate University Hospital must be prepared to:

- a. Receive and classify patients
- b. Provide emergency casualty care
- c. Provide continuing care for the critically ill pre-disaster patients (patients receiving treatment at the facility prior to the disaster event)
- d. Evaluate non-critical pre-disaster patients for possible transfer to their homes or other designated locations
- e. Maintain adequate records on casualty patients
- f. Provide information and facilities for the clergy, members of the press, city, state, and federal agencies, patient family, employees and the general public

STRUCTURE AND FUNCTION

The Hospital Emergency Incident Command System (HEICS) is the standardization system for medical facilities to handle catastrophic events, and is the national standard for managing emergencies of all sizes and types. It is required by Federal Law (Title 29 CFR OSHA 1910.120) for events involving hazardous materials.

The Downstate management plan will contain the following structure and functions of the Incident Command System (ICS).

A. **COMMAND CENTER – GENERAL INFORMATION - EXTENSION 1515**

1. To lead and direct the overall facility mobilization and response to an emergency.
2. All Section Chiefs in the Command Center will be identified by a Red Vest with lettering indicating Job Title.
3. Command Center will be located in Hospital Administration Suite, Room A1-359

4. Alternate site for Command Center is Room A1-316/Green Room/Conference Room 2.
5. Alternate site outside Downstate University Hospital is 440 Lenox Road, Apt. 2M

B. INCIDENT COMMANDER

1. Bears the responsibility for ensuring that the entire response is carried out in an effective, coordinated and efficient manner.
2. Organize and direct Emergency Operations Center (EOC).
3. Give overall direction for hospital operations and if needed, authorize evacuation.

She/he will appoint the following, using the Table of Organization:

- a. Command Center Recorder
- b. Public Information officer
- c. Liaison Officer
- d. Safety and Security Officer
- e. Logistics Section Chief
- f. Planning Chief
- g. Finance Chief
- h. Operations Chief
- i. Medical Staff Director

The functions of each Section Chief may vary according to the type of Emergency situation. However, their overall responsibilities will include the following:

1. **Command Center Recorder**
Record incident related/problems and any other documentation necessary as directed by the Incident Commander.
2. **Public Information Officer**
Provide information to the news media
3. **Liaison Officer**
Function as incident contact person for representatives from other agencies
4. **Safety and Security Officer**
Monitor and have authority over the safety of rescue operations and hazardous conditions. Organize and enforce scene/facility protection and traffic security.
5. **Logistics Section Chief**
Organize and direct those operations associated with maintenance of the physical environment, and adequate levels of food, shelter and supplies to support the medical objectives.
6. **Planning Chief**
Organize and direct all aspects of Planning Section Operations. Ensure the distribution of critical information /data. Compile scenario/resource projections from all sections chiefs and effect long range planning. Document and distribute facility Action Plan.
7. **Finance Chief**
Monitor the utilization of financial assets. Oversee the acquisition of supplies and Services necessary to carry out the hospital's medical mission. Supervise the

documentation of expenditures relevant to the emergency incident.

8. Operations Chief

Organize and direct all aspects relating to the Operations Section. Carry out directives of the Emergency Incident Commander. Coordinate and supervise the Medical Services Subsection, Ancillary Services Subsection and Human Services Subsection of the Operations Section.

9. Medical Staff Director

Organize, prioritize and assign physicians to areas where medical care is being delivered. Advise the Incident Commander on issues related to the Medical Staff.

COMMAND CENTER RECORDER

Position Assigned To:
You Report To _____ (Emergency Incident Commander)
Command Center: _____ Telephone: _____

Mission: Record incident related problems and any other documentation necessary as directed by the Incident Commander

Immediate

- _____ Receive appointment, Job Action Sheet and vest from Incident Commander
- _____ Read this entire Job Action Sheet and review the Organizational Chart (See chart at end of this section)
- _____ Put on position identification vest
- _____ Obtain briefing from Incident Commander on incident
- _____ Set up area in close proximity to Incident Commander with recording supplies (paper, pens, forms, etc. found in Disaster Cabinet)
- _____ Record incident related activities and specific problems as dictated by the Incident Commander Utilize "Activity Logs" and Message Forms as needed.
- _____ Read and process incoming Message Forms
- _____ Record out going Messages as directed by Incident Commander
- _____ Post Status Boards, HEICS Assignment Board, etc. in area directed by Incident Commander
- _____ Assist Incident Commander with any "paper-type" activities required.
- _____ Review Activity Log, etc. with Incident Command periodically
- _____ Assist Status Board Recorder(s) as able
- _____ Maintain HERDS Communication with State

Extended

- _____ Keep Command Center organized and neat as possible. Organize paper flow for easy filing, retrieval and review

EMERGENCY INCIDENT COMMANDER

MISSION: Organize and direct Emergency Operations Center (EOC). Give overall direction for hospital operations and if needed, authorize evacuation. Authorize emergency credentialing of staff.

- Immediate
- _____ Initiate the Hospital Emergency Incident Command System by assuming the role of Emergency Incident Commander
 - _____ Read this entire Job Action Sheet
 - _____ Put on position identification vest
 - _____ **Direct Logistics Chief to ensure notification of Hospital Control Room Ext. 2810**
 - _____ Appoint all Section Chiefs and the Medical Staff Director positions;(See HEICS Table of Organization); distribute the four section packets which contain:
 - ? Job Action sheets for each position
 - ? Identification vests for each position
 - ? Forms pertinent to Section and positions
 - _____ Appoint Public Information officer, Liaison Officer, and Safety and Security Officer; distribute Job Action Sheets (May be pre-established)
 - _____ Announce a status/action plan meeting of all Section Chiefs and medical Staff Director to be held within 5-10 minutes.
 - _____ Assign someone as Documentation Recorder/Aide
 - _____ Receive status report and discuss an initial action plan with Section Chiefs and Medical Staff Director. Determine appropriate level of service during immediate aftermath.
 - _____ Receive initial facility damage survey report from Logistics Chief, if applicable, evaluate the need for evacuation.
 - _____ Obtain patient census and status from Planning Section Chief. Emphasize proactive actions within the Planning Section. Call for a hospital wide projection report for 4, 8, 24 and 48 hours from time of incident onset. Adjust projections as necessary.
 - _____ Authorize a patient prioritization assessment for the purposes of designating appropriate early discharge, if additional beds needed.
 - _____ Assure that contact and resource information has been established with outside agencies through the Liaison Officer.
- Intermediate
- _____ Authorize resources as needed or requested by Section Chiefs
 - _____ Designate routine briefings with Section Chiefs to receive status reports and update the action plan regarding the continuance and termination of the action plan.
 - _____ Communicate status to chairperson of the Hospital Board of Directors or the designee.
 - _____ Consult with Section Chiefs on needs for staff, physician, and volunteer responder food and shelter. Consider needs for dependents. Authorize plan of action.
- Extended
- _____ Approve media releases submitted by PIO
 - _____ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior.
 - _____ Report concerns to Psychological Support Unit Leader. Provide for staff rest and relief.
 - _____ Other Concerns

PUBLIC INFORMATION OFFICER (P.I.O.)

Position Assigned To:
You Report To _____ (Emergency Incident Commander)
Command Center: _____ Telephone: _____

Mission: Provide information to the news media

Immediate

- _____ Receive appointment from Emergency Incident Commander
- _____ Read this entire Job Action Sheet and review organizational chart
- _____ Put on position identification vest
- _____ Identify restrictions in contents of news release information from Emergency Incident Commander
- _____ Establish a Public Information area away from EOC and patient care activity.

Intermediate

- _____ Ensure that all news releases have the approval of the Emergency Incident Commander
- _____ Issue an initial incident information report to the news media with the cooperation of the Situation-Status Unit leader. Relay any pertinent data back to Situation-Status Unit Leader.
- _____ Inform on-site media of the physical areas which they have access to, and those which are restricted. Coordinate with Safety and Security Officer.
- _____ Contact other at-scene agencies to coordinate released information, with respective P.I.O.s. Inform Liaison Officer of action.

Extended

- _____ Obtain progress reports from Section Chiefs as appropriate
- _____ Notify media about casualty status
- _____ Direct calls from those who wish to volunteer to Labor Pool. Contact Labor Pool to determine requests to be made to the public via the media
- _____ Observe all staff and patients for signs of stress and inappropriate behavior. Report concerns to psychological Support Unit Leader. Provide for staff rest periods and relief.
- _____ Other concerns:

LIAISON OFFICER

Position Assigned To:	
You Report To _____ (Emergency Incident Commander)	
Command Center: _____	Telephone: _____

Mission: Function as incident contact person for representatives from other agencies

Immediate

- _____ Receive appointment from Emergency Incident Commander
- _____ Read this entire Job Action Sheet and review organizational chart
- _____ Put on position identification vest
- _____ Obtain briefing from Emergency Incident Command
- _____ Establish contact with Communications Unit Leader in E.O.C. Obtain one or more aides as necessary from Labor Pool.
- _____ Review county and municipal emergency organizational charts to determine appropriate contacts and message routing. Coordinate with Public Information Officer.
- _____ Obtain information to provide the interhospital emergency communication network, municipal E.O.C. and/or county E.O.C. as appropriate, upon request. The following information should be gathered for relay:
 - ? The number of "Immediate" and "Delayed" patients that can be received and treated immediately (Patient Care Capacity).
 - ? Any current or anticipated shortage of personnel, supplies etc.
 - ? Current condition of hospital structure and utilities (hospital's overall status)
 - ? Number of patients to be transferred by wheel chair or stretcher to Another hospital.
 - ? Any resources which are requested by other facilities (i.e. staff, equipment, supplies)
- _____ Establish communication with the assistance of the Communication Unit Leader with the interhospital emergency communication network, municipal E.O.C. or with county E.O.C./County Health Officer. Relay current hospital status.
- _____ Establish communication with area hospitals to ascertain surge capability.
- _____ With assistance of Communication Unit Leader, notify identified facilities of number of patients to be transferred to their facility.
- _____ Establish contact with liaison counterparts of each assisting and cooperating agency (i.e. municipal E.O.C.). Keeping governmental Liaison Officers updated on changes and development of hospital's response to incident.

Intermediate

- _____ Request assistance and information as needed through the interhospital emergency communication network or municipal/county E.O.C.
- _____ Respond to request and complaints from incident personnel regarding inter organization problems.
- _____ Prepare to assist Labor Pool Unit leader with problems encountered in the volunteer credentialing process.

Extended

- _____ Relay any special information obtained to appropriate personnel in the receiving facility (i.e. Information regarding toxic decontamination or any special emergency conditions).
- _____ Assist the Medical Staff Director and Labor Pool Unit leader in soliciting physicians and other hospital personnel willing to volunteer as Disaster Service Workers outside of the hospital when appropriate.

- _____ Inventory any material resources which may be sent upon official request and method of transportation, if appropriate.
- _____ Supply casualty data to the appropriate authorities; prepare the following minimum data:
 - ? Number of casualties
 - ? Number hospitalized and number discharged to home or other facilities
 - ? Number dead
 - ? Individual casualty data: name or physical description, sex, age, address, seriousness of injury or condition
- _____ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to psychological Support Unit Leader. Provide for staff rest periods and relief.
- _____ Other concerns

SAFETY AND SECURITY OFFICER

Position Assigned To:	
You Report To _____	(Emergency Incident Commander)
Command Center: _____	Telephone: _____

Mission: Monitor and have authority over the safety of rescue operations and hazardous conditions.
Organize and enforce scene/facility protection and traffic security.

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|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Immediate</u> | _____ Receive appointment from Emergency Incident Commander |
| | _____ Read this entire Job Action Sheet and review organizational chart |
| | _____ Put on position identification vest. |
| | _____ Obtain a briefing from Emergency Incident Commander. |
| | _____ Implement the facility's disaster plan emergency lockdown policy and personnel identification policy. |
| | _____ Establish Security Command Post |
| | _____ Remove unauthorized persons from restricted areas. |
| | _____ Establish ambulance entry and exit routs in cooperation with Transportation Unit Leader. |
| | _____ Secure the E.O.C., triage, patient care, morgue and other sensitive or strategic areas from authorized access. |
| | _____ Distribute 2-way Radios and educate as needed |
| <u>Intermediate</u> | _____ Communicate with Damage Assessment AND Control Officer to secure and post non-entry signs around unsafe areas. Keep Safety and Security staff alert to identify and report all hazards and unsafe conditions to the Damage Assessment and Control Officer. |
| | _____ Secure areas evacuated to and from, to limit unauthorized personnel access. |
| | _____ Initiate contact with fire, police agencies through the Liaison Officer, when necessary. |
| | _____ Advise the Emergency Incident Commander and Section Chiefs immediately of any unsafe, hazardous or security related conditions. |
| | _____ Assist Labor Pool and Medical Staff Unit leaders with credentialing/screening process of volunteers. Prepare to manage large numbers of potential volunteers. |
| | _____ Confer with Public Information Officer to establish areas for media personnel |
| | _____ Establish routine briefings with Emergency Incident Commander. |
| | _____ Provide vehicular and pedestrian traffic control. |
| | _____ Secure food, water, medical and blood resources. |
| | _____ Inform Safety & Security staff to document all actions and observations. |
| | _____ Establish routine briefings with Safety and Security staff. |
| | _____ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. |
| | _____ Report concerns to Psychological Unit Leader. Provide for staff rest periods and relief. |
| | _____ Other Concerns: |

LOGISTICS SECTION CHIEF

Position Assigned To:
You Report To _____ (Emergency Incident Commander)
Command Center: _____ Telephone: _____

Mission: Organize and direct those operations associated with maintenance of the physical environment, and adequate levels of food, shelter and supplies to support the medical objectives.

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|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Immediate</u> | <ul style="list-style-type: none">_____ Receive appointment from the Emergency Incident Commander obtain packet containing Section's Job Action Sheets, identification vests and forms._____ Read this entire Job Action Sheet and review organizational chart on back._____ Put on position identification vest._____ Obtain briefing from Emergency Incident Commander_____ Appoint Logistics Section Unit Leaders: Facilities Unit Leader, Communications Unit Leader, Transportation Unit Leader, Material's Supply Unit Leader, Nutritional Supply Unit Leader; distribute Job Action Sheets and vests. (May be pre-established)_____ Brief unit leaders on current situation; outline action plan and designate time for next briefing._____ Establish Logistics Section Center in proximity to E.O.C._____ Attend damage assessment meeting with Emergency Incident Commander, Facility Unit Leader and Damage Assessment and Control Officer. |
| <u>Intermediate</u> | <ul style="list-style-type: none">_____ Direct Facility Unit Leader to notify Hospital Control Room at extension 2810._____ Obtain information and updates regularly from unit leaders and officers to include Operations Chief, Medical Staff Director and Medical Care Director; maintain current status of all areas; pass status info to Situation –Status Unit leader._____ Communicate frequently with Emergency Incident Commander_____ Obtain needed supplies with assistance of the Finance Section Chief, Communications Unit leader and Liaison Unit Leader. |
| <u>Extended</u> | <ul style="list-style-type: none">_____ Assure that all communications are copied to the Communications Unit leader._____ Document all actions and decisions on a continual basis._____ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief._____ Other concerns: |

PLANNING SECTION CHIEF

Position Assigned To:
You Report To _____ (Emergency Incident Commander)
Command Center: _____ Telephone: _____

Mission: Organize and direct all aspects of Planning Section Operations. Ensure the distribution of critical information /data. Compile scenario/resource projections from all sections chiefs and effect long range planning. Document and distribute facility Action Plan.

- Immediate
- _____ Receive appointment from Incident Commander. Obtain packet containing Section's Job Action Sheets.
 - _____ Read this entire Job Action Sheet and review organizational chart on back.
 - _____ Put on position identification vest.
 - _____ Obtain briefing from Emergency Incident Commander
 - _____ Recruit a documentation aide from the Labor Pool.
 - _____ Appoint Planning Unit Leaders: Situation - Status Unit Leader; Labor Pool Unit Leader, Medical Staff Unit Leader, Nursing Unit Leader; distribute the corresponding Job Action Sheets and vests. (May be pre-established)
 - _____ Brief unit leaders after meeting with Emergency Incident Commander
 - _____ Provide for a Planning/Information Center.
 - _____ Ensure the formulation and documentation of an incident-specific, facility Action Plan.
 - _____ Distribute copies to Incident Commander and all section chiefs.
 - _____ Call for projection reports (Action Plan) from all Planning Section Unit leaders and section chiefs for scenarios 4, 8, 24 & 48 hours from time of incident onset. Adjust time for receiving projection reports as necessary.
 - _____ Instruct Situation – Status Unit Leader and staff to document/update status reports from all disaster section chiefs and unit leaders for use in decision making and for reference in post-disaster evaluation and recovery assistance applications.
 - _____ **Check with procurement for status of current inventories and estimated delivery of critical assets.**
 - _____ **Instruct Nursing Unit and Admit/Discharge Unit Leaders to assign staff to inform patients of specifics of incident (must be done in person)**
- Intermediate
- _____ Obtain briefings and updates as appropriate. Continue to update and distribute the facility Action Plan.
 - _____ Schedule planning meetings to include Planning Section Unit Leaders, section chiefs and the Incident Commander for continued update of the facility Action Plan.
- Extended
- _____ Continue to receive projected activity reports from section chiefs and Planning Section Unit Leaders at appropriate intervals.
 - _____ Assure that all requests are routed/documented through the Communications Unit Leader
 - _____ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior.
 - _____ Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
 - _____ Other concerns:

FINANCE SECTION CHIEF

Position Assigned To:
You Report To _____ (Emergency Incident Commander)
Command Center: _____ Telephone: _____

Mission: Monitor the utilization of financial assets. Oversee the acquisition of supplies and services necessary to carry out the hospital's medical mission. Supervise the documentation of expenditures relevant to the emergency incident.

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| <u>Immediate</u> | _____ Receive appointment from Incident Commander. Obtain packet containing Section's Job Action Sheets. |
| | _____ Read this entire Job Action Sheet and review organizational chart on back. |
| | _____ Put on position identification vest. |
| | _____ Obtain briefing from Emergency Incident Commander. |
| | _____ Appoint Time Unit Leader, Procurement Unit Leader, Claims Unit Leader and Cost Unit Leader; distribute the corresponding Job Action Sheets and vests. (May be pre-established). |
| | _____ Confer with unit leaders after meeting with Emergency Incident Commander; develop a section action plan. |
| | _____ Establish a Financial Section Operations Center. Ensure adequate documentation /recording personnel. |
| <u>Intermediate</u> | _____ Approve a "cost-to-date" incident financial status report submitted by the Cost Unit Leader every eight hours summarizing financial data to personnel supplies and miscellaneous expenses. |
| | _____ Obtain briefings and updates from Emergency Incident Commander as appropriate. |
| | _____ Relate pertinent financial status reports to appropriate chiefs and unit leaders. |
| | _____ Schedule planning meetings to include Finance Section unit leaders to discuss updating the section's incident action plan and termination process. |
| <u>Extended</u> | _____ Assure that all requests for personnel or supplies are copied to the Communications Unit Leader in a timely manner. |
| | _____ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. |
| | _____ Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief. |
| | _____ Other concerns: |

OPERATIONS SECTION CHIEF

Position Assigned To:	
You Report To _____	(Emergency Incident Commander)
Command Center: _____	Telephone: _____

Mission: Organize and direct all aspects relating to the Operations Section. Carry out directives of the Emergency Incident Commander. Coordinate and supervise the Medical Services Subsection, Ancillary Services Subsection and Human Services Subsection of the Operations Section.

- Immediate
- _____ Receive appointment from Emergency Incident Commander. Obtain packet containing Section's Job Action Sheets.
 - _____ Read this entire Job Action Sheet and review organizational chart on back.
 - _____ Put on position identification vest.
 - _____ Obtain briefing from Emergency Incident Commander.
 - _____ Appoint Medical Staff Director, Medical Care Director, Ancillary Services Director and Human Services Director and transfer the corresponding Job Action Sheets. (May be pre-established)
 - _____ Brief all Operations Section directors on current situation and develop the section's initial action plan. Designate time for next briefing.
 - _____ Establish Operations Section Center in proximity to E.O.C.
 - _____ Meet with the Medical Staff Director, Medical Care Director and Nursing Unit Leader to plan and project patient care needs.
 - _____ **Instruct Nursing Unit and Admit/Discharge Unit Leaders to assign staff to inform patients of specifics of incident (must be done in person).**
- Intermediate
- _____ Designate times for briefings and updates with all Operations Section directors to develop/update section's action plan.
 - _____ Ensure that the Medical Services Subsection, ancillary Services Subsection and Human Services Subsection are adequately staffed and supplied.
 - _____ Brief the Emergency Incident Commander routinely on the status of the Operations Section.
- Extended
- _____ Assure that all communications are copied to the Communications Unit Leader; document all actions and decisions.
 - _____ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
 - _____ Other concerns:

MEDICAL STAFF DIRECTOR

Position Assigned To:
You Report To _____ (Emergency Incident Commander)
Command Center: _____ Telephone: _____

Mission: Organize, prioritize and assign physicians to areas where medical care is being delivered. Advise the Incident Commander on issues related to the Medical Staff.

- Immediate**
- _____ Receive appointment from Emergency Incident Commander. Obtain packet containing Section's Job Action Sheets.
 - _____ Read this entire Job Action Sheet and review organizational chart on back.
 - _____ Put on position identification vest.
 - _____ Meet with Operations Section Chief and other Operations Sections Directors for briefing and development of an initial action plan.
 - _____ Meet with the Medical Staff Unit Leader to facilitate recruitment and staffing of medical staff. Assist in medical staff credentialing issues.
 - _____ Document all physician assignments; facilitate rotation of physician staff with the assistance of the Medical Staff Unit Leader; where necessary, assist with physician orientation to in-patient and treatment areas.
 - _____ Meet with Operations Chief, Medical Care Director and Nursing Unit Leader to plan and project patient care needs.
 - _____ Provide medical staff support for patient priority assessment to designate patients for early discharge.
 - _____ Establish and implement mechanism to ensure patient destination is compatible to patient acuity.
- Intermediate**
- _____ Meet with Incident Commander for appraisal of the situation regarding medical staff and projected needs. Establish meeting schedule with IC if necessary.
 - _____ Maintain communication with Medical Care Director to co-monitor the delivery and quality of medical care in all patient care area.
- Extended**
- _____ Ensure maintenance of Medical Staff time sheet; obtain clerical support from Labor Pool if necessary.
 - _____ Meet as often as necessary with the Operations Section Chief to keep appraised of current conditions.
 - _____ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
 - _____ Other concerns:

EMERGENCY DATA COLLECTION FORMS

HOSPITAL CAPACITY MAIN PAGE

Incident Commander:	
Shift:	
Phone:	
Fax:	
EOC Location:	
EOC E-mail:	
Liaison Officer:	
Facility Secure (Yes / No):	
Security Description:	
Facility Problems (text):	
Operations Commander:	
Shift:	
Phone:	
Fax:	

BED CAPACITY

Bed Capacity	Available Beds-Adult	Available Beds-Pediatric
General Med/Surg		
Critical Care		
ICU		
Negative Pressure Isolation		
Emergency		
Burn		
Neonatal Intensive Care	<i>(Not Applicable)</i>	
Other <i>(specify)</i>		

EQUIPMENT

Equipment	Can Provide	Urgently Needed
Ventilators		
Mobile Cardiac Monitors		
Dialysis Machines		

PERSONNEL (SURGEONS, PHYSICIANS, NURSES, AND OTHERS)

	Can Provide	Urgently Needed
Surgeons- Trauma		
Surgeons- General		
Surgeons- Chest		
Surgeons- Neuro		
Surgeons- Orthopedic		
Surgeons- Burn		
Surgeons- Pediatric		
Surgeons- Other		
Internists		
Emergency Physicians		
Pediatricians		
Emergency Pediatric Physicians		
Intensivists		
Intensivists-Pediatric		
Anesthesiologists		
Anesthesiologists-Pediatric		
Nurses- OR		
Nurses- ED		
Nurses- Burn		
Nurses- Dialysis		
Nurses- Critical Care		
Nurses- Critical Care-Peds		
Nurses- Med/Surg		
Nurses- Med/Surg-Pediatric		
Pharmacists		
Respiratory Therapists		
Paramedics		
EMT's		
Other (<i>Specify</i>)		

PHARMACEUTICALS (CHECK BOX ONLY)

Antibiotics	Can Provide	Urgently Needed
Ciprofloxacin-IV	<input type="checkbox"/>	<input type="checkbox"/>
Ciprofloxacin-PO	<input type="checkbox"/>	<input type="checkbox"/>
Levofloxacin	<input type="checkbox"/>	<input type="checkbox"/>
Doxycycline-PO	<input type="checkbox"/>	<input type="checkbox"/>
Tetracycline-PO	<input type="checkbox"/>	<input type="checkbox"/>
Rifampin-PO	<input type="checkbox"/>	<input type="checkbox"/>
Streptomycin-PO	<input type="checkbox"/>	<input type="checkbox"/>
Gentamycin-IV	<input type="checkbox"/>	<input type="checkbox"/>
Penicillin-IV	<input type="checkbox"/>	<input type="checkbox"/>
Penicillin-PO	<input type="checkbox"/>	<input type="checkbox"/>
Cephalosporins (1)	<input type="checkbox"/>	<input type="checkbox"/>
Cephalosporins (2)	<input type="checkbox"/>	<input type="checkbox"/>
Vaccinia Immune Globulin	<input type="checkbox"/>	<input type="checkbox"/>
Other (<i>Specify</i>)	<input type="checkbox"/>	<input type="checkbox"/>

BIO-CHEMICAL HAZARD AGENTS

Bio-Chemical Hazard Agents	Can Provide	Urgently Needed
Botulinum Antitoxin		
Cyanide Antidote Kits		
British Anit-Lewis		
Atropine		
Pralidoxime		
Mark- 2 Injector Kits		
Benzodiazepines		

BLOOD BANK

Blood Product	Can Provide	Urgently Needed
Packed RBC's		
Platelets		
Cryoprecipitate		
Fresh Frozen Plasma		
Other (<i>Specify</i>)		

SUPPLIES

Other Supplies	Can Provide	Urgently Needed
Normal Saline (1000ml)		
Normal Saline (500ml)		
D5W (1000ml)		
D5W (500ml)		
Lactated Ringer's (1000ml)		
D5 1/2 NS (1000ml)		
Infusion Kits (Maxi)		
Infusion Kits (Mini)		
Casting Material (4 inch roll)		
Other (<i>Specify</i>)		

PATIENT LOCATOR DATA

Date of Presentation	
Patient Identity(<i>Enter "Known" or "Unknown"</i>)	
Patient Last Name	
Patient First Name	
Patient Age	
Patient Sex	

EVENT-RELATED DATA

1.	Patients waiting to be seen:	Total: _____ Pediatric (<16 yrs): _____
2.	Total number of admissions related to incident:	Total: _____ Pediatric (<16 yrs): _____
3.	Total number of ED visits related to the incident (including admissions listed in question 2 and not including patients waiting in question 1):	Total: _____ Pediatric (<16 yrs): _____
4.	Total number of mortalities related to the incident (including DOAs):	Total: _____ Pediatric (<16 yrs): _____
5.	Total number of admissions (for any reason) since _____ (Insert date):	
6.	Total number of ED visits (for any reason) since _____ (Insert date):	
7.	Does your facility currently have any unidentified patients?	↑ Yes ↑ No
7a.	If yes to question 6, how many unidentified patients are currently at your facility?	Total: _____ Adult: Male _____ Female _____ Pediatric: (<16 yrs) Male _____ Female _____
8.	Have any unidentified patients expired at your facility?	↑ Yes ↑ No
8a.	If yes to question 7, how many unidentified patients Expired at your facility?	Total: _____ Adult: Male _____ Female _____ Pediatric: (<16 yrs) Male _____ Female _____
9.	Decontamination capacity (patients per hour)	