

Wisconsin Hospital Emergency Preparedness Program

EOC Hospital Liaison – Lesson Plan

Job Action Sheet – Part B

Extended / Demobilization

Presented by

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Objective

The objective of this lesson plan is to prepare an Emergency Operation Center (EOC) Hospital Liaison to actively and successfully participate in state, local, or tribal EOC activities during an emergency involving a mass casualty incident.

Competencies

- Review the mission of the EOC Hospital Liaison

- Understand the tasks associated with the final two sections of the Job Action Sheet
 - Extended
 - Demobilization

Mission

To serve as a hospital point of contact in any Emergency Operations Center (EOC) to assist hospital activities by facilitating and coordinating the flow of information between hospitals and the EOC

- Gathering capacity and capability information
- Relaying incident situation and updates to hospitals.
- Receiving, submitting, and tracking hospital requests for support from EOC.

Extended (>12 Hours)

- Make arrangements for your relief
 - **IF** a relieving liaison **is not needed**, go to the remaining extended actions and Demobilization section below.
 - **IF** a relieving liaison **is needed**, conduct a shift turn-over to the incoming individual as follows:
 - Provide a blank copy of the liaison “Job Action Sheet”
 - Instruct your relief to complete the “Liaison Position Filled by” section at the top of the “Job Action Sheet.”
 - Complete the “To: (date & time)” section of the “Job Action Sheet” you have been using.

Extended (>12 Hours)

IF relief is needed (continued)

- Provide a briefing on the following:
 - Communication systems
 - Key individuals in the EOC
 - Location of EOC equipment, supplies, and refreshments
 - The status of incident

Extended (>12 Hours)

IF relief is needed (continued)

- Provide a briefing on the following:
 - hospitals actively responding or in standby and their contact information
 - The “Operational Log” being maintained
 - “Hospital Support Request” forms not completed
 - Other information that may be helpful

Extended (>12 Hours)

If Not being Relieved

- Provide periodic incident updates to hospitals involved in the incident
 - Through WI Trac Alert updates
 - Direct calls to hospital command centers
- Upon Request, provide a brief status of hospital conditions for EOC Briefings
- Monitor all un-fulfilled “Hospital Support Request” forms.

Extended (>12 Hours)

Demobilization:

- Determine if demobilization may be initiated by obtaining answers to the following indicators:
 - Are there any pending incident conditions that may cause an escalation in the incident?
 - Have all casualties caused by the incident been transported to a hospital?
 - Are there any responder medical issues that have not been addressed?

Extended (>12 Hours)

Demobilization:

- Determine if demobilization may be initiated by obtaining answers to the following indicators:
 - Are all hospital support requests fulfilled or scheduled for delivery?
 - Verify all responding hospitals are capable of managing all patient care needs without outside support?
 - Obtain an opinion from each responding hospital on the need to maintain the EOC Hospital Liaison position.

Extended (>12 Hours)

Demobilization

- Using information gathered from questions provided discuss possible demobilization of EOC Hospital Liaison position with Health Department representative

- **QUESTION**; Is the EOC Hospital Liaison position to be demobilized?
 - **IF NO**, continue to work through Intermediate and Extended portions of JAS

 - **IF YES**, continue with the demobilization.

Extended (>12 Hours)

Demobilization

- Gather all documents and logs generated over duration of incident
 - Arrange document by type and in chronological order
 - Make copies of all documents generated
 - Deliver all original documents to individual you have been reporting to in EOC
 - Deliver all document copies to the Emergency Preparedness Coordinator for your hospital

Extended (>12 Hours)

Demobilization

- **IF**, the EOC will continue to remain operational without EOC Hospital Liaison;
 - Determine appropriate EOC contact for hospitals to call while EOC remains operational

Extended (>12 Hours)

Demobilization

- Notify all hospitals contacted during course of incident
 - by WI Trac or by phone and
 - provide the following information:
 - When EOC Hospital Liaison position will be demobilized
 - What EOC contact telephone number is while EOC remains operational
 - Who to contact at your hospital to obtain copies of hospital related documentation generated during course incident

Extended (>12 Hours)

Demobilization

- Sign out from EOC
 - Let them know EOC Hospital Liaison position has been demobilized
- Report back to hospital management person who dispatched you

The End

For more information contact your regional Project Coordinator. Contact information may be found on the WI Trac Home Page