Wisconsin Hospital Emergency Preparedness Program

EOC Hospital Liaison – Lesson Plan

Forms & Use of Forms - Part A
(EOC Position Roster / Operational Log)

Presented by

Dave Seebart

WHEPP Region 3 Project Coordinator

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 how forms supporting the EOC Hospital Liaison JAS are presented in WI Trac.

- Understand both the general application and detailed use of the following forms:

  - EOC Position Roster
  - Operational Log

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.

Forms Supported in WI Trac

- All materials developed to support an EOC Hospital Liaison are available in the "Knowledgebase" tab of WI Trac in a file named "EOC Hospital Liaison"

- For forms, GO TO the "Forms" file within the "EOC Hospital Liaison" file.

- Each form has three elements:

  - A **Blank** form
  - A form use **Guide**
  - A **Sample** form

EOC Position Roster

General Application

- A tool to capture the names and phone numbers of positions and individuals working in an EOC

- Includes the most common positions that an EOC Hospital Liaison may interact

- Titles may vary from EOC to EOC

- Common for EOC to have a board showing EOC positions

- Be aware: individual EOC positions may turn over to new individuals on a random time table.

EOC Position Roster

Detailed Use

- "<u>Date</u>" – Date all pages generated

- "<u>Liaison Name</u>" – Your name on all page during your shift

- "<u>Incident Name</u>" – Brief phrase that describes the nature and location of incident.

Date:	January 21, 2010
Liaison Name:	John Doe
Incident Name:	Tornado / School Building Collapse in Oak Ridge

EOC Position Roster

Detailed Use

- "<u>EOC Position</u>" – Generic titles; may want to write in actual title

- "<u>Name</u>" – Sir name of the individual

- "<u>EOC Phone No.</u>" – Number assigned to position in EOC.

EOC Position	Name	EOC Phone No.
EOC Manager or Director	Larry Smith	nnn-nnn-nnnn
Health Department	Moe Jones	nnn-nnn-nnnn
Emergency Medical Services	Curly Johnson	nnn-nnn-nnnn

Operational Log

General Application

- If hand written, print legibly

- This form may also be loaded on a computer or in a jump drive

  - If typing directly into electronic copy take precautions to save and back

Operational Log

Detailed Use

- "<u>Date</u>" – Date all pages generated

- "<u>Liaison Name</u>" – Your name on all page during your shift

- "<u>Incident Name</u>" – Brief phrase that describes the nature and location of incident.

Date:	*January 21, 2010*
Liaison Name:	*John Doe*
Incident Name:	*Tornado / School Building Collapse in Oak Ridge*

Operational Log

Detailed Use

- "<u>Time</u>" – For each entry, include the time at which the information is added
  - Use civilian or military time but be consistent
  - Don't confuse event time with log entry time

Time (am/pm) or (military)	Events, Decisions, and Notifications (Who, What, When, Where)
1:15pm (1315)	EOC Briefing: Marshal county is still in a state of emergency
	Both elementary and high school in Oak Ridge were hit with major
	structural damage, children outside are now missing, and the
	majority of student and staff are trapped within these
	Buildings
	On-scene activities continue in rescue mode

Operational Log

Detailed Use

- "Events, Decisions, and Notifications"

- For recording a clear and concise statement about an event, decision, or notification made in the EOC.

  - Focus on only **who**, **what**, **when**, and **where**

Time (am/pm) or (military)	Events, Decisions, and Notifications (Who, What, When, Where)
1:15pm (1315)	EOC Briefing: Marshal county is still in a state of emergency
	Both elementary and high school in Oak Ridge were hit with major
	structural damage, children outside are now missing, and the
	majority of student and staff are trapped within these
	Buildings
	On-scene activities continue in rescue mode

The End

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