

Wisconsin Hospital Emergency Preparedness Program

EOC Hospital Liaison – Lesson Plan

Forms & Use of Forms - Part B

(Individual Hospital Status / Incident Briefing)

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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 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:
 - Individual Hospital Status
 - Incident Briefing

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

Individual Hospital Status

General Application

- Print legibly
- Information on this form need not be repeated in the “Operational Log.”
- Capture general hospital operational status as a snap shot in time.
- All spaces do not need to be filled in, capture information available at the time
- Information from this form is suitable for inclusion on “Incident Briefing” form

Individual Hospital Status

Detailed Use

- “Hospital Name” – local name for the hospital
- “Location (city)” – city name for the hospital

Hospital Name:	<i>St. Mike's Hospital</i>
Location (City):	<i>Oak Ridge</i>
Status provided by (name/title):	<i>Charge Nurse</i>
Date: <i>10/30/2009</i>	Time: <i>7:47pm</i>

Individual Hospital Status

Detailed Use

- “Status provided by (name/title)” – name or title of individual at the hospital providing information
- “Date” – The date the form is filled out
- “Time” – The time at which the form is filled out.

Hospital Name:	<i>St. Mike's Hospital</i>	
Location (City):	<i>Oak Ridge</i>	
Status provided by (name/title):	<i>Charge Nurse</i>	
Date: <i>10/30/2009</i>	Time: <i>7:47pm</i>	

Individual Hospital Status

Detailed Use

“Is the hospitals’ Emergency Plan activated? (yes/no)”

- To determine an ongoing contact for follow-up hospital information.
- “If No,” Identify a contact, probably the duty nurse, nurse supervisor, charge nurse, or ED desk

Is the hospitals’ Emergency Plan activated?	YES / NO
IF NO, Ask:	
✓ Who is the best hospital representative to contact to receive emergency incident information?	
Name / Title: _____	
Phone Number: _____	
IF YES, obtain the following information:	
✓ Hospital Incident Commander:	
Name: <u>Fred Anderson</u>	
Phone Number: <u>nnn-nnn-nnnn</u>	
✓ Hospital Command Center FAX Number: <u>nnn-nnn-nnnn</u>	

Individual Hospital Status

Detailed Use

“Is the hospitals’ Emergency Plan activated? (yes/no)”

- “If yes” or when it becomes a yes answer; obtain the information for the “If Yes” section of the form

Is the hospitals’ Emergency Plan activated?	YES / NO
IF NO, Ask:	
✓ Who is the best hospital representative to contact to receive emergency incident information?	
Name / Title: _____	
Phone Number: _____	
IF YES, obtain the following information:	
✓ Hospital Incident Commander:	
Name: <u>Fred Anderson</u>	
Phone Number: <u>nnn-nnn-nnnn</u>	
✓ Hospital Command Center FAX Number: <u>nnn-nnn-nnnn</u>	

Individual Hospital Status

Detailed Use

- “MCI Patient Capacity (number that can be received)”
 - Ask for and record the patient capacity for the color categories listed.
 - Some hospitals may not use the gray category.
- This data is also available on WI Trac
 - However look for the “updated” time stamp to lean how current the numbers listed are.

MCI Patient Capacity (number that can be received)							
Red:	3	Yellow:	7	Green:	9	Gray:	10

Individual Hospital Status

Detailed Use

- “Bed Capacity (check the appropriate condition)”
 - This is not a calculated or compiled number
 - It is a general knowledge issue that should be known in an Incident Command Center
 - Enter a check in the box next to the most descriptive capacity condition at the time

Bed Capacity (check appropriate condition)					
<input type="checkbox"/>	Below Staffed Cap.	<input checked="" type="checkbox"/>	Beyond Staffed but Below Surge Cap.	<input type="checkbox"/>	Beyond Surge Cap.
<input type="checkbox"/>	At Staffed Cap.	<input type="checkbox"/>	At Surge Cap.	<input type="checkbox"/>	

Individual Hospital Status

Detailed Use

- “Is patient decontamination in progress or expected to occur? (yes/no)”
 - This is a simple (yes or no) answer, circle one.
- “Hazardous Substance (if known)”
 - If hospital is performing decontamination or expects to
 - Record the name of the substance being decontaminated if it is know.

Is patient decontamination in progress or expected to occur?	YES / NO
Hazardous Substance (if known):	<i>Unknown</i>

Individual Hospital Status

Detailed Use

- “Number of deaths confirmed by the hospital”
 - Enter the total number provided from the hospital
 - NOTE: If more specific information is requested by EOC members
 - Refer them to hospital Public Information Officers

Number of Deaths confirmed by the hospital:	5
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Individual Hospital Status

Detailed Use

- “Additional Comments”
- Enter any other general condition information your contact is willing to share
 - NOTE: If these comments appear to be a request, switch to either the “Incident Message” or “Hospital Support Request” form

Additional Comments:

None at this time.

Incident Briefing

General Application

- If hand written, print legibly
- Tool to assist the Liaison provide a focused briefing on hospital status during an EOC briefing
- The purpose of the EOC briefing
 - To not only identify what has been accomplished but, more importantly, what has not been accomplished
 - Do not hesitate to describe what has not been accomplished

Incident Briefing

General Application

- The subject boxes listed provide the type of information generally desired in an EOC briefing
 - However, it is not a limiting list
 - Based on hospital information provided
 - Relay any information you feel the community response should know
 - Rule-of-thumb: It's better to let them know what you know, then let them decide if the information is important or not.

Incident Briefing

Detailed Use

- “Briefing Date” – Date on which the briefing is conducted
- “Briefing Time” – Time at which the briefing starts.
- “Facility Name” – Name of the facility in which the briefing is conducted
- “Incident Name” – A brief phrase that describes the nature and location of the incident.

Briefing Date:	<i>11/2/2009</i>	Briefing Time:	<i>11:35 am</i>
Facility Name:	<i>Major County EOC</i>		
Incident Name:	<i>Tornado and School Building Collapse Incident</i>		

Incident Briefing

Detailed Use

- “Hospitals Reporting Active Command Centers” – List the hospitals that have activated their Command Center
- “Hospitals Reporting Surge Plan Activation” – List the hospitals that have implemented their Surge Plan
 - Do not get into detail on the levels of activation during the brief
 - That can be addressed with individuals after the brief.

Hospitals Reporting Active Command Centers	<i>St Mikes Hospital (StMH), Central City Hospital (CCH), Saint Illisa of the Perpetually Sick People Hospital (StLSPH)</i>
Hospitals Reporting Surge Plan Activation	<i>StMH, CCH, StLSPH</i>

Incident Briefing

Detailed Use

- “Is patient decontamination in progress or expected to occur? (yes/no)”
 - This is a simple (yes or no) answer, circle one.
- “Which Hospital(s)”
 - List the hospitals performing or expect to perform patient decontamination.
- “Hazardous Substance (if known)”
 - If hospital is performing decontamination or expects to
 - Record name of substance being decontaminated if know.

Patient Decontamination in Progress or Expected:	<input checked="" type="radio"/> Yes / <input type="radio"/> No
Which Hospital(s):	<u>StMH</u>
What Hazardous Substance(s):	<u>Unknown</u>

Incident Briefing

Detailed Use

- “Un-Met Hospital Requests”
 - Name the hospitals and the nature of the request
 - If too many to list in this space us your file of “Hospital Support Request” forms
 - Good time to remind EOC of requests that are past their requested delivery date and time
 - Will help EOC Manager re-focus efforts

Un-Met Support Request(s)	
Hospital	Nature of Request
<i>CCH</i>	<i>Refrigerated Semi-trailer for temporary morgue</i>

Incident Briefing

Detailed Use

- “General Bed Availability”
 - List hospitals that have described their patient load for each category

General Bed Availability (list hospitals in appropriate category)	
Below Staffed Cap.	
At Staffed Cap.	<i>CCH</i>
Beyond Staffed but Below Surge Cap.	
At Surge Cap.	<i><u>StMH, StLSPH</u></i>
Beyond Surge Cap.	

Incident Briefing

Detailed Use

- “Number of deaths confirmed by the hospital”
 - Enter the total number provided from hospitals
 - NOTE: If more specific information is requested by EOC members
 - Refer them to hospital Public Information Officers

Total Number of Hospital Reported Deaths:	47
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Incident Briefing

Detailed Use

- “Notes”
 - Used to add any other information provided by individual hospitals or
 - Record information from other EOC responders that may be of interest to hospitals
 - New information of interest to hospitals should be transmitted to all responding hospital via WI Trac alert update, new alert, or by phone

NOTES: (information from briefing of interest to hospitals)

Family influx to hospital looking for missing loved ones is becoming a problem at all hospitals.

New Info,

- *National Guard support is expected in area by 1800 today*
- *Red Cross has set up two family location facilities – Unified Church on Main Street, and Oak Ridge YMCA on Adams Road.*

The End

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