

Wisconsin Hospital Emergency Preparedness Program

EOC Hospital Liaison – Lesson Plan

Pre-Departure Activities

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 steps to be taken to activate this position
- Identify the various forms
- Identify the on-line training available

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.

Information

- From hospital management, receive a briefing on:
 - The incident prompting deployment of an EOC Hospital Liaison
 - The location of the EOC needing support
 - The anticipated duration of shift or work period
- Read through the entire Job Action Sheet (JAS)

Information

- From your hospitals' command center - Liaison Officer or Incident Commander:
 - Position and phone number you should use to contact your hospitals' command center
 - Was a WI Trac Alert issued for this incident?
 - Who initiated it?
 - What was the "Full Description" text for the Alert?
 - Which hospitals were contacted by the Alert?
 - Which EOC what is the street address?
 - Are there road directions available?
 - To whom is the Liaison to report at the EOC?
 - Hospital ID badge and personal identification?

- Forms, Materials, & Equipment
 - See Table in Step #4 in the “Pre-Departure Instructions & Activities” document

Forms

- **Job Action Sheet** (3 copies)
 - Check list of prioritized Liaison actions during a response
 - Immediate
 - Intermediate
 - Extended
 - Demobilization

- **EOC Position Roster** (3 copies)
 - Tool to identify EOC positions

Forms

- **Operational Log** (20 Copies)
 - To chronologically record incident Information

- **Incident Message** (20 copies)
 - To document incoming messages from hospitals' that should be tracked

- **Individual Hospital Status** (10 copies)
 - To capture snap-shot information from individual hospitals on capacity and capabilities

Forms

- **Incident Briefing** (10 copies)
 - Tool to help Liaison prepare and deliver EOC briefings

- **Hospital Support Request** (10 copies)
 - Tool to document and track hospital requests

Other Materials

- Your hospital's Command Center phone directory
- Key contact lists
- Tablet Paper
- Pens and Pencils

Equipment (optional)

- Laptop computer
- Cell phone
- Hospital radio system radio

On-Line, Just-in-Time Training

- Eight (8) modules are available
- Access to modules:
 - Is defined in the Pre-Departure Activities JAS
 - OR contact your Hospital Emergency Preparedness Coordinator

Training Course List

- Mission and Skills
- Working in an EOC
- Pre-Departure Activities
- Job Action Sheet – Part A
 Immediate & Intermediate phases
- Job Action Sheet – Part B
 Extended & Demobilization phases
- Forms – Part A
 Position Roster & Operational Log
- Forms – Part B
 Hospital Status & Incident Briefing
- Forms - Part C
 Incident Message & Hospital Support Request

The End

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