

## Emergency Operations Quick Reference ESSENTIAL HOSPITAL RESPONSE COMPETENCIES

In accordance with the organization's Emergency Management Plan, each hospital shall initiate the following actions when faced with a Level II or III emergency situation:



### 1. TAKE IMMEDIATE ACTION TO PROTECT LIVES AND PROPERTY

- Activate Emergency Management Plan upon recognition of an emergency event or receipt of an EAM from HAHEOC
- Dispatch a response team to the impacted area(s) of hospital as needed to provide life-saving care and mitigate major consequences
- Direct initial staff actions based on pre-defined procedures
- Notify and recall essential leaders and staff



### 2. MOBILIZE HOSPITAL COMMAND CENTER (HCC)

- Become operational with minimum staff within 60 minutes
- Assign functional roles and distribute Job Action Sheets
- Achieve situational awareness and prepare an Incident Action Plan
- Direct local operations, manage resources and information



### 3. ESTABLISH COMMUNICATION WITH COUNTY EOC AND HAHEOC

- Establish voice communication using Satellite radio (SATCOM), Nextel<sup>®</sup> radio, or amateur radio
- Prepare and transmit initial Facility Status Report (FSR) within 2 hours
- Log onto WebEOC<sup>®</sup> to monitor health care emergency operations
- Participate in hourly HAH-facilitated conference calls



### 4. PROTECT STAFF, PATIENTS AND CRITICAL INFRASTRUCTURE

- Direct the use of appropriate Personal Protective Equipment (PPE)
- Evacuate at-risk patients and staff to a safe location
- Be prepared to provide vaccinations and prophylaxis to staff, their family members and existing patients upon order of the State Director of Health
- Restrict access to facilities and essential resources in accordance with *Hawaii Homeland Security Advisory System (HHSAS)* guidelines



### 5. PREPARE FOR CASUALTY SURGE (acute care hospitals only)

- Establish a managed, casualty intake corridor
- Conduct casualty triage and provide prioritized emergency care
- Decontaminate suspected contaminated casualties
- Screen for and immediately isolate suspected infectious disease casualties in a HEPA-filtered, negative airflow environment
- Implement appropriate surge management (C<sup>3</sup>) tactics including the provision for an on-site HAH Acute Care Module (ACM)

