

D.2. Hospital Family Assistance Coordinator Checklist (HFAC)

FAMILY ASSISTANCE HOSPITAL COORDINATOR CHECKLIST			
No	Item	Time	Initials
1.	Report to the Family Assistance Centre immediately upon receiving notification before deployment to the Hospital.		
2.	Set up hospital liaison arrangements for the collation of information on hospitalised survivors.		
3.	Liaise with hospital head and police authorities regarding details of admissions, victims' status reports, i.e. life threatening or non-life-threatening injuries, discharges and subsequent fatalities.		
4.	Establish phone links with EMT and get briefed on the numbers admitted and any other information available.		
5.	Provide timely status reports to EMT. Ensure that the EMT has the latest relevant information regarding the hospitalised.		
6.	Maintain a master list of admissions and ward numbers.		
7.	Liaise with local Police working at the designated hospitals to facilitate clearance of victims/crew after treatment.		
8.	Obtain any details from the Medical Records Officer with respect to any hospitalised survivors who may have subsequently died.		
9.	Ensure that those casualties who have been treated and discharged from hospital care are escorted to the survivor's reception area to await reunion with friends and relatives (where possible).		

Remarks:

Note: Turn-over this document after completion including other related documents (i.e. active logs, etc) to the EMC Administrator			
End of Checklist			
Name and Signature:		Date:	

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