

EMERGENCY DEPARTMENT MASS CASUALTY CHECKLIST

FOR USE BY ED LEADERSHIP STAFF

OBJECTIVE: To safely manage a rapid influx of patients during a mass casualty event.					
INSTRUCTIONS: Follow checklist. Initial and indicate time completed for each step.			INITIAL		
TIME					
!!! RECEIVE NOTIFICATION OF MASS CASUALTY INCIDENT !!!					
Owner	START				
Charge	<input type="checkbox"/> Make overhead page: Call all staff together for a huddle - DON'T BEGIN HUDDLE YET <i>"All staff report immediately to the Ambulance Bay for huddle. This is not a drill."</i>				
Charge	<input type="checkbox"/> Gather the Red Bag & Radios: Direct an ECA to collect items and bring them to the huddle Red Bags & Vests: Welcome Triage Closet Radios: Shelly Jacobson Conference Room				
Charge	<input type="checkbox"/> Contact Page Operator (x47000) and activate MCI page (select one option below): <ul style="list-style-type: none"> Request to speak with a Supervisor immediately Request that the MCI Page be sent out to "MCI Response Team Group" in Everbridge Provide the following information: <ul style="list-style-type: none"> <input type="checkbox"/> MCI Alert, Standby – if unconfirmed or ongoing mass casualty incident with an <u>unknown potential to exceed hospital clinical capacity</u> <input type="checkbox"/> MCI Respond – if <u>confirmed imminent threat or ongoing mass casualty incident</u> that may exceed hospital capacity Provide Page Operator with direct callback number. 				
BA	<input type="checkbox"/> Notify additional key areas of the mass casualty incident: <table border="0" style="width: 100%;"> <tr> <td>Ext.</td> </tr> <tr> <td> <input type="checkbox"/> Admitting & Throughput (Activate surge beds / relocate boarding patients) x47461 <input type="checkbox"/> Blood Bank (Ready blood product for ED / OR) x46101 <input type="checkbox"/> Operating Rooms (Ready ORs / pause elective cases) x41990 <input type="checkbox"/> Transport (Transport Supervisor to come to ED) x46968 <input type="checkbox"/> Transfer Center (Prepare for Trauma transfers) x46467 <input type="checkbox"/> Pharmacy (Disable Profiling / prepare push pack) x78789 <input type="checkbox"/> Radiology (Ready CT scan for trauma patients) x47412 </td> </tr> </table>			Ext.	<input type="checkbox"/> Admitting & Throughput (Activate surge beds / relocate boarding patients) x47461 <input type="checkbox"/> Blood Bank (Ready blood product for ED / OR) x46101 <input type="checkbox"/> Operating Rooms (Ready ORs / pause elective cases) x41990 <input type="checkbox"/> Transport (Transport Supervisor to come to ED) x46968 <input type="checkbox"/> Transfer Center (Prepare for Trauma transfers) x46467 <input type="checkbox"/> Pharmacy (Disable Profiling / prepare push pack) x78789 <input type="checkbox"/> Radiology (Ready CT scan for trauma patients) x47412
Ext.					
<input type="checkbox"/> Admitting & Throughput (Activate surge beds / relocate boarding patients) x47461 <input type="checkbox"/> Blood Bank (Ready blood product for ED / OR) x46101 <input type="checkbox"/> Operating Rooms (Ready ORs / pause elective cases) x41990 <input type="checkbox"/> Transport (Transport Supervisor to come to ED) x46968 <input type="checkbox"/> Transfer Center (Prepare for Trauma transfers) x46467 <input type="checkbox"/> Pharmacy (Disable Profiling / prepare push pack) x78789 <input type="checkbox"/> Radiology (Ready CT scan for trauma patients) x47412					
BA	<input type="checkbox"/> Confirm Emergency Dept. Leadership is aware of incident: <ul style="list-style-type: none"> <input type="checkbox"/> ED Medical Director (Judah Sueker, 215-593-0066) and Admin on Call (929-658-9025) <input type="checkbox"/> ED Nursing Director (Ashley Caceres, 347-216-0351) <input type="checkbox"/> ED Administrative Director (Audra Evans-Anderson, 917-816-4688) 				
Charge	<input type="checkbox"/> Confirm ANM/Nurse Manager on Duty/Nursing Administrator is aware of incident <ul style="list-style-type: none"> <input type="checkbox"/> For after hours, if no ANM/NM on duty, call Nursing Admin covering at x44567 or 646-983-8194 				
Charge	<input type="checkbox"/> Repeat overhead page: Call all staff together for a huddle & follow huddle agenda. <ul style="list-style-type: none"> <input type="checkbox"/> Make sure RETU and Express Care (x48460) staff are aware and attend huddle 				
H U D D L E A G E N D A	<input type="checkbox"/> Begin Huddle: <ul style="list-style-type: none"> What we know about the incident How many expected patients, if known, or based on FDNY MCI Level A/B/C/D Review key initial actions: <ul style="list-style-type: none"> Security to initiate ED lockdown (visitors to leave if safe to do so) Deputy Unit Leader to guide decanting of ED with assistance of Treatment Leads <ul style="list-style-type: none"> Identify patients who can be rapidly discharged / admitted Throughput and transport to ED to assist in rapid disposition of admitted patients BAs to begin MCI rapid registration process using MCI identification on trackboard No staff to leave department until further notice, no breaks until further notice 				
	<input type="checkbox"/> Assign roles & distribute resources: give Vests, Job Action Sheets, & Radios to key personnel <ul style="list-style-type: none"> <u>Unit Leader</u>: Physician in Charge (<i>Alternate: Acute 1 Attending</i>) _____ <u>Deputy Unit Leader</u>: Charge RN (<i>Alternate: ANM</i>) _____ <u>Liaison Officer</u>: Assistant Nurse Manager _____ <u>Safety Officer</u>: Security Supervisor _____ <u>Administrative Supervisor</u>: Administrative Director _____ <u>Logistics Supervisor</u>: Operations Manager _____ <u>Triage Supervisor</u>: Triage RN 2 _____ <u>Treatment Team Leads</u>: (MD and RN per Zone) 				
	<input type="checkbox"/> Direct staff to work: Advise everyone to get to work and set time for next huddle				
Charge	<input type="checkbox"/> Report ED status & number of patients to Hospital Incident Command Center MSH HICC: (212) 241-9001 (x49001)				
CHECKLIST COMPLETED: FOLLOW YOUR JOB ACTION SHEET					