Read this Entire Job Action Sheet

MCI Job Action Sheet: ED MCI Command		
Role: Unit Leader	**Assign**: Physician in Charge	**Alt**: Acute 1 Attending

Task	Initial & Time Completed
1. Acute 2 (PIC) Attending assumes role of Unit Leader. Find the Unit Leader Job Action Sheet (this document). Read this entire document before you begin responding. You are responsible for using this complete response checklist to lead your department.	
2. Find the Unit Leader vest in the Red Emergency Bag and put it on so you can be easily identified.	

3. Check in with Deputy Unit Leader and obtain this information to share with Providers (e.g., Physician, PA, Resident, Medical Students):
    a.   Nature of the incident and Emergency Plan Level
    b.   Current situation and incident trend (Better/Worse/Neutral)
    c.   Incident priorities and objectives
    d.   Resource status and any resource requests
    e. Time of the next huddle	

4. Check in with Medical Director or Admin on Call and share:
    a. Nature of the incident
    b. Current situation and incident trend (Better/Worse/Neutral)
    c. Incident priorities and objectives
    d. Resource status and any resource requests
         i. Activate attending sick call as needed
         ii. Notify Residency Leadership and/or Sick Call Chief of backup resident needs
         iii. Notify PA Chiefs and/or Sick Call PAs of additional PA needs
    e. Time of the next huddle	

5. At huddles, gather the below information from Treatment Leads and Security Officer:
    a. Safety concerns / critical patient care or operations issues
    b. Items listed on the Nursing Situation Status Report
    c. Physical damage or other immediate threats to the building/systems in area
    d. Resource shortages
         1. Staff (current and future shifts)
         2. Supplies and Equipment
         3. Space
    e. Determine the MSH ED's current and anticipated capabilities:
       Fully functional / Partially functional / Non-operational	

6. Assign staff to the roles below and manage all staff and activity on your unit throughout the incident with direction from Incident Command.
    a. Routinely huddle with leadership and staff to maintain situational awareness
    b. Complete situation reports and other tasks as directed by Incident command
    c. Ongoing Response: Repeat steps 4, 5, 6, and 7	

Read this Entire Job Action Sheet

Role	Responsibilities	Assignment
Resus Treatment Team Physician	Evaluates and treats patients in RESUS This can be an EM PGY3/4, senior PA, or attending	
Acute 1 Treatment Team Physician	Evaluates and treats patients in ACUTE 1 This can be an EM PGY3/4, senior PA, or attending	
Acute 2 Treatment Team Physician	Evaluates and treats patients in ACUTE 2 This can be an EM PGY3/4, senior PA, or attending	
Mid Fast Treatment Team Physician	Evaluates and treats patients in MID FAST This can be an EM PGY1/2/3/4, junior or senior PA, or attending	
Pediatrics Treatment Team Physician	Evaluates and treats pediatric patients This can be a Peds EM or EM attending or a PGY4 if necessary	

Continue to respond and relay information between leadership and staff until ALL CLEAR is announced.

Read this Entire Job Action Sheet

MCI Job Action Sheet: ED MCI Command		
Role: Deputy Unit Leader	**Charge Nurse**	Alt: Assistant Nurse Manager

Task	Initial & Time Completed
1. Charge Nurse assumes command of the Emergency Department as Deputy Unit Leader. Find the Deputy Unit Leader Job Action Sheet (this document). Read this entire document before you begin responding. Ensure PIC Attending (Acute 2 Attending) assumes position of Unit Leader and receives corresponding Job Action Sheet. You will be responsible for using this complete response checklist to lead your department.	
2. Find the Deputy Unit Leader vest in the Red Emergency Bag and put it on so you can be easily identified.	

3. Escalate notification to departmental and hospital leadership as appropriate:
   a. Call ED Nursing Director or Nursing Admin
   b. Unit Leader to page ED Medical Director or Admin on Call
   c. BA to notify key areas of the MCI – escalate any issues to Administrative Supervisor	

4. Huddle with ED staff to share situational awareness and collect this information so you can report it to the Incident Command Center
   a. Safety concerns / critical patient care or departmental operations issues
   b. Physical damage or other immediate threats to the building/systems in your area
   c. Any resource shortages
      i. Staff (current and future shifts)
      ii. Supplies and Equipment
      iii. Space
   d. Determine the MSH ED's current and anticipated capabilities:
   Fully functional / Partially functional / Non-operational	

5. Assign staff to the roles on reverse and manage all staff and activity in ED throughout the incident with direction from Incident Command.
   a. Routinely huddle with leadership and staff to maintain situational awareness
   b. Complete situation reports and other tasks as directed by Incident Command	

6. Recall additional staff as needed:
   a. Task Liaison Officer to activate additional nursing needs
   b. Task Unit Leader to alert Admin on Call to activate additional providers	

7. Check in with ED Medical or Nursing Director and obtain this information to share with staff:
   a. Nature of the incident and Emergency Plan Level
   b. Current situation and incident trend (Better/Worse/Neutral)
   c. Incident priorities and objectives
   d. Resource status and any resource requests	

8. Ongoing response: repeat steps 4, 5, 7	

Read this Entire Job Action Sheet

Role	Responsibilities	Assignment
Unit Leader	Physician in Charge (Acute 2 Attending)	
Liaison Officer	Assistant Nurse Manager	
Safety Officer	Security Supervisor	
Administrative Supervisor	Administrative Director	
Logistics Supervisor	Operations Manager	
Triage Supervisor	Triage RN 2	
Treatment Team RN Leads **- Resus** **- Acute 1** **- Acute 2** **- Mid Fast** **- Pediatrics**	RN lead per area to work with Physician/PA Treatment Leads – in coordination with Unit Leader	

Continue to respond and relay information between leadership and staff until ALL CLEAR is announced.

Read this Entire Job Action Sheet

MCI Job Action Sheet: ED MCI Command		
Role: Liaison Officer	**Assigned: Assistant Nurse Manager**	Alt: Lead RN

Task	Initial & Time Completed
1. Deputy Unit Leader will designate a Liaison Officer. When you are assigned this position, find the Liaison Officer Job Action Sheet (this document). Read this entire document before you begin responding. You will be responsible for using this complete response checklist to perform your job.	
2. Find the Liaison Officer vest in the Red Emergency Bag and put it on so you can be easily identified.	

3. Check in with the Unit Leader and obtain this information:
    a. Nature of the incident and Emergency Plan Level
    b. Current situation and incident trend (Better/Worse/Neutral)
    c. Incident priorities and objectives
    d. Resource status and any resource requests
    e. Time of the next huddle	

4. Remain in the ED Command Center (Shelly Jacobson Conference Room).	

5. Handle communication via phone, radio or other means between Unit Leader and:
    a. Hospital Command Center
    b. ED Nursing Leadership
    c. Admitting & Throughput
    d. Environmental Services
    e. Morgue
    f. Patient Transport
    g. Security Department
    h. Outside agency representatives of FDNY EMS, FDNY, NYPD
    i. Other personnel as directed by the Unit Leader	

6. Track the arrival of inpatient clinical team leaders (surgery, medicine, ICU) and confirm with Unit Leader where assistance is needed:	

7. Gather information from Epic and Treatment Team Leads regarding ED census, status of patients and need for transport
    a. In event Epic is down, initiate Downtime Procedures in coordination with Administrative Supervisor (see MCI Patient Log in Teams)
    b. All patients must be entered on the log upon entering the ED
    c. A Log entry must be made whenever a patient leaves the ED
    d. No patient should enter or leave the ED without you knowing	

8. Ongoing: Repeat steps 3 to 7	

Continue to respond and relay information between leadership and staff until ALL CLEAR is announced.

Read this Entire Job Action Sheet

Read this Entire Job Action Sheet

MCI Job Action Sheet: ED MCI Command		
Role: Safety Officer	**Assigned: Security Supervisor**	Alt: Security Supervisor Designee

Task	Initial & Time Completed
1. Deputy Unit Leader will designate a Security Officer. When you are assigned this position, find the Safety Officer Job Action Sheet (this document). Read this entire document before you begin responding. You will be responsible for using this complete response checklist to perform your job.	
2. Find the Safety Officer vest in the Red Emergency Bag and put it on so you can be easily identified.	

3. Check in with the Unit Leader and obtain this information:
    a. Nature of the incident and Emergency Plan Level
    b. Current situation and incident trend (Better/Worse/Neutral)
    c. Incident priorities and objectives
    d. Resource status and any resource requests
    e. Time of the next huddle	

4. Initiate lockdown of Emergency Department by taking the following steps:
    a. Clear Emergency Department of visitors if safe to do so. Additional visitors are not permitted during duration of the event.
    b. Direct anyone not seeking medical care (but, for example, looking for family members) to Hess Building. Connect with Liaison Officer to request need for Social Work presence at Hess to assist with family members.
    c. Ensure Security officers are posted at each point of entry and exit.
    d. Monitor entry into department of hospital staff.
    e. Ensure Position Identification Vests are worn as appropriate.	

5. Work with Treatment Team leads for any patients who are ready for discharge to ensure it is safe for patients to leave department and building. a. Any patients who are discharged but are not safe to leave should be directed to safe location in hospital as determined by Command Center.	

6. Discuss safety concerns with the ED staff and Command staff and collect the below information to report to the Unit Leader:
    a. Safety concerns / critical patient care or operations issues
    b. Physical damage or other immediate threats to the building/systems in area
    c. Resource shortages affecting department safety
    d. Determine the MSH ED's current and anticipated capabilities:
       Fully functional / Partially functional / Non-operational	

7. Observe operations in the department and repeat steps 3, 4 and 5	

Continue to respond and relay information between leadership and staff until ALL CLEAR is announced.

Read this Entire Job Action Sheet

Read this Entire Job Action Sheet

MCI Job Action Sheet: ED MCI Command		
Role: Administrative Supervisor	**Assigned**: Administrative Director	Alt: Operations Supervisor

Task	Initial & Time Completed
1. The Administrative Director will assume the role of Administrative Supervisor. After being assigned this role, find the Administrative Supervisor Job Action Sheet (this document). Read this entire document before you begin responding. You will be responsible for using this complete response checklist to perform your job.	
2. Find the Administrative Director vest in the Red Emergency Bag and put it on so you can be easily identified.	

3. Check in with the Unit Leader and obtain this information to share with the BA staff
    a. Nature of the incident and Emergency Plan Level
    b. Current situation and incident trend (Better/Worse/Neutral)
    c. Incident priorities and objectives
    d. Resource status and any resource requests
    e. Time of the next huddle	

4. Inform BA Staff of protocol for registration of MCI patients:
    a. Use Epic to register patients using the MCI designation:
        i. Under Arrival, go to Disaster section and click "Yes" when asked "Is this patient related to a Mass Casualty or Disaster?"
        ii. This will denote MCI patients with a "D" on Trackboard
    b. For unknown patients, follow the standard unknown patient policy.
    c. If Epic is non-functional, notify the Unit Leader and initiate Downtime Procedures in coordination with Liaison Officer.	

5. Work with Liaison Officer to coordinate discharge of patients and assure they are accounted for either in Epic or in MCI Patient Log in Teams prior to discharge. a. Ensure safety of patients on discharge in coordination with Safety Officer	
6. Assign BAs to each treatment area and arrival zone. Additionally, assign BAs to alternate staffing locations as needed based upon discussions with the Unit Leader.	
7. Provide Liaison Officer with initial and updated ED census reports	
8. Ongoing Response: Repeat steps 3 through 7	

Continue to respond and relay information between leadership and staff until ALL CLEAR is announced.

Read this Entire Job Action Sheet

Read this Entire Job Action Sheet

MCI Job Action Sheet: ED MCI Command		
Role: Logistics Supervisor	**Assigned**: Operations Manager	Alt: Unit Leader Designee

Task	Initial & Time Completed
1. Deputy Unit Leader will designate a Logistics Supervisor. After being assigned this role, find the Logistics Supervisor Job Action Sheet (this document). Read this entire document before you begin responding. You will be responsible for using this complete response checklist to perform your job.	
2. Find the Logistics Supervisor vest in the Red Emergency Bag and put it on so you can be easily identified.	

3. Check in with the Unit Leader and obtain this information to share with ECAs:
    a. Nature of the incident and Emergency Plan Level
    b. Current situation and incident trend (Better/Worse/Neutral)
    c. Incident priorities and objectives
    d. Resource status and any resource requests
    e. Time of the next huddle	

4. Discuss with Treatment Team Leads and Command Staff any resource shortages:
    a. Supplies
    b. Equipment
    c. Determine the MSH ED's current and anticipated capabilities:
       Fully functional / Partially functional / Non-operational	

5. Ensure that all necessary supplies are where they are needed, and stock additional supplies as received, which may include:
    a. MCI red bags
    b. Mass hemorrhage kits
    c. Decontamination equipment
    d. Whiteboards and markers	

6. Address resource shortages and anticipate needs to ensure a constant supply of resources	

7. Report to Unit Leader on a regular basis the status of supply resources including:
    a. Water supply
    b. Oxygen tanks and levels
    c. Fuel
    d. Food for patients	

8. Ongoing Response: Repeat steps 4 thru 7	

Continue to respond and relay information between leadership and staff until ALL CLEAR is announced.

Read this Entire Job Action Sheet

Read this Entire Job Action Sheet

MCI Job Action Sheet: ED MCI Command		
Role: Triage Supervisor	**Assigned**: Triage RN 2	Alt: Unit Leader Designee

Task	Initial & Time Completed
1. Deputy Unit Leader will designate a Triage Supervisor. After being assigned this role, find the Triage Supervisor Job Action Sheet (this document). Read this entire document before you begin responding. You will be responsible for using this complete response checklist to perform your job.	
2. Find the Triage Supervisor vest in the Red Emergency Bag and put it on so you can be easily identified.	

3. Check in with the Unit Leader and obtain this information to share with Triage Staff:
   a. Nature of the incident and Emergency Plan Level
   b. Current situation and incident trend (Better/Worse/Neutral)
   c. Incident priorities and objectives
   d. Resource status and any resource requests
   e. Time of the next huddle	

4. Check in with Unit Leader and share with them:
   a. Safety concerns / critical patient care or departmental operations issues
   b. Physical damage or other immediate threats to your area
   c. Any resource shortages (staff, supplies and equipment, space)	

5. Decide with Unit Leader if PIT process should continue or if PIT provider should be pulled to assist with triage. Confirm zone locations per acuity level as below.	

6. Create triage teams to prepare for patient arrival from each entry point
   a. Work with Administrative Director to ensure MCI patients are registered appropriately
   b. Ensure triage process meets clinical and logistical requirements of event (e.g,. Biological/infectious/etc).
   c. EMS arrivals will likely be identified with a triage color. Walk in arrivals should be assigned a color based on severity. (Ensure triage staff have triage utility belts with Colored Tape):	

Green	Low acuity	Ambulatory	Mid Fast
Yellow	Moderate acuity	Non ambulatory, following commands	Acute
Orange	Mod to High acuity		Acute or Resus
Red	High acuity	Non ambulatory, abnormal VS, not following commands	Resus
Black	Expired or Comfort Care		Any available curtained area

*Pediatric patients should be triaged to Pediatrics as usual. Families should be triaged together to highest acuity zone needed for any family member.	
7. Manage staff and activity in Triage Area of your unit throughout the incident with direction from the Unit Leader. Communicate throughput needs to Liaison Officer.	
8. Ongoing Response: Repeat steps 4, 5 and 6	

Continue to respond and relay information between leadership and staff until ALL CLEAR is announced.

Read this Entire Job Action Sheet

Read this Entire Job Action Sheet

MCI Job Action Sheet: Treatment Team Leads		
Team Lead: Resuscitation	**Assigned**: Senior MD/PA	Alt: Unit Leader Designee

Task	Initial & Time Completed
1. The Unit Leader will designate Treatment Team Leads. After being assigned this role, find the Treatment Team Lead Job Action Sheet for your area (this document). Read this entire document before you begin responding. You will be responsible for using this complete response checklist to perform your job.	
2. Find a Senior MD/PA vest in the Red Emergency Bag and put it on so you can be easily identified.	

3. Check in with the Unit Leader and obtain this information to share with Medical staff:
    a. Nature of the incident and Emergency Plan Level
    b. Current situation and incident trend (Better/Worse/Neutral)
    c. Incident priorities and objectives
    d. Resource status and any resource requests
    e. Time of the next huddle	

4. Check in with Deputy Unit Leader to share:
    a. Safety concerns /critical patient care or operations issues
    b. Physical damage or immediate threats to your area
    c. Resource shortages (staff, supplies, space)	

5. Prepare Resus to meet needs of critical MCI patients as well as non-MCI patients
    a. Create Resus teams consisting of 1 resident/PA and 1 nurse and assign to either MCI or non-MCI patients
    b. Round in zone and identify current patients and new patients as follows:
        i. Rapid Downgrade
        ii. Admission
        iii. Remain in Zone
    c. Facilitate throughput through zone as needed including rapidly moving admitted patients upstairs and transferring to other hospitals as needed
        i. Escalate issues with throughput to Liaison officer
    d. Notify Logistics Supervisor of any critical supply or equipment needs
    e. Ensure proper tracking of patients seen in your area via Epic or MCI log	

6. Communicate census to Liaison Officer	
7. Routinely huddle with staff in area and Deputy Unit Leader and Unit Leader to maintain situational awareness.	

Continue to respond and relay information between leadership and staff until ALL CLEAR is announced.

Read this Entire Job Action Sheet

Read this Entire Job Action Sheet

MCI Job Action Sheet: Treatment Team Leads		
Team Lead: Acute 1	**Assigned**: Senior MD/PA	Alt: Unit Leader Designee

Task	Initial & Time Completed
1. The Unit Leader will designate Treatment Team Leads. After being assigned this role, find the Treatment Team Lead Job Action Sheet for your area (this document). Read this entire document before you begin responding. You will be responsible for using this complete response checklist to perform your job.	
2. Find a Senior MD/PA vest in the Red Emergency Bag and put it on so you can be easily identified.	

3. Check in with the Unit Leader and obtain this information to share with Medical staff:
    a. Nature of the incident and Emergency Plan Level
    b. Current situation and incident trend (Better/Worse/Neutral)
    c. Incident priorities and objectives
    d. Resource status and any resource requests
    e. Time of the next huddle	

4. Check in with Deputy Unit Leader to share:
    a. Safety concerns /critical patient care or operations issues
    b. Physical damage or immediate threats to your area
    c. Resource shortages (staff, supplies, space)	

5. Prepare Acute 1 to meet needs of moderate to high acuity MCI patients as well as non-MCI patients
    a. Create Acute teams consisting of 1 resident/PA and 1 nurse and assign to either MCI or non-MCI patients
    b. Round in zone and identify current patients and new patients as follows:
        i. Rapid Discharge
        ii. Admission
        iii. Remain in Acute
    c. Facilitate throughput through zone as needed including rapidly moving admitted patients upstairs and transferring to other hospitals as needed
        i. Escalate issues with throughput to Liaison officer
    d. Notify Logistics Supervisor of any critical supply or equipment needs
    e. Ensure proper tracking of patients seen in your area via Epic or MCI log	

6. Communicate census to Liaison Officer	
7. Routinely huddle with staff in area and Deputy Unit Leader and Unit Leader to maintain situational awareness.	

Continue to respond and relay information between leadership and staff until ALL CLEAR is announced.

Read this Entire Job Action Sheet

Read this Entire Job Action Sheet

MCI Job Action Sheet: Treatment Team Leads		
Team Lead: Acute 2	**Assigned**: Senior MD/PA	Alt: Unit Leader Designee

Task	Initial & Time Completed
1. The Unit Leader will designate Treatment Team Leads. After being assigned this role, find the Treatment Team Lead Job Action Sheet for your area (this document). Read this entire document before you begin responding. You will be responsible for using this complete response checklist to perform your job.	
2. Find a Senior MD/PA vest in the Red Emergency Bag and put it on so you can be easily identified.	
3. Check in with the Unit Leader and obtain this information to share with Medical staff: a. Nature of the incident and Emergency Plan Level b. Current situation and incident trend (Better/Worse/Neutral) c. Incident priorities and objectives d. Resource status and any resource requests e. Time of the next huddle	
4. Check in with Deputy Unit Leader to share: a. Safety concerns /critical patient care or operations issues b. Physical damage or immediate threats to your area c. Resource shortages (staff, supplies, space)	

5. Prepare Acute 2 to meet needs of moderate to high acuity MCI patients as well as non-MCI patients
 a. Create Acute teams consisting of 1 resident/PA and 1 nurse and assign to either MCI or non-MCI patients
 b. Round in zone and identify current patients and new patients as follows:
      i. Rapid Discharge
      ii. Admission
      iii. Remain in Acute
 c. Facilitate throughput through zone as needed including rapidly moving admitted patients upstairs and transferring to other hospitals as needed
      i. Escalate issues with throughput to Liaison officer
 d. Notify Logistics Supervisor of any critical supply or equipment needs
 e. Ensure proper tracking of patients seen in your area via Epic or MCI log	

6. Communicate census to Liaison Officer	
7. Routinely huddle with staff in area and Deputy Unit Leader and Unit Leader to maintain situational awareness.	

Continue to respond and relay information between leadership and staff until ALL CLEAR is announced.

Read this Entire Job Action Sheet

Read this Entire Job Action Sheet

MCI Job Action Sheet: Treatment Team Leads		
Team Lead: Mid Fast	**Assigned**: Junior or Senior MD/PA	Alt: Unit Leader Designee

Task	Initial & Time Completed
1. The Unit Leader will designate Treatment Team Leads. After being assigned this role, find the Treatment Team Lead Job Action Sheet for your area (this document). Read this entire document before you begin responding. You will be responsible for using this complete response checklist to perform your job.	
2. Find an MD/PA vest in the Red Emergency Bag and put it on so you can be easily identified.	
3. Check in with the Unit Leader and obtain this information to share with Medical staff: a. Nature of the incident and Emergency Plan Level b. Current situation and incident trend (Better/Worse/Neutral) c. Incident priorities and objectives d. Resource status and any resource requests e. Time of the next huddle	
4. Check in with Deputy Unit Leader to share: a. Safety concerns /critical patient care or operations issues b. Physical damage or immediate threats to your area c. Resource shortages (staff, supplies, space)	
5. Prepare Mid Fast to meet needs of low acuity MCI patients as well as non-MCI patients a. Create MF teams consisting of 1 resident/PA and 1 nurse and assign to either MCI or non-MCI patients b. Round in zone and identify current patients and new patients as follows: i. Rapid Discharge ii. Admission iii. Need Ongoing Care c. Facilitate throughput through zone including rapidly moving discharged patients out of department and utilizing Express Care and Virtual Urgent Care as options for care i. Ensure patient safety on discharge with assistance of Safety Officer ii. **During business hours:** Patients can be transferred to Express Care directly but patients need to consent to leave and be seen on Virtual Care (need Medical Screening Exam) iii. Communicate any transfers of patients to Liaison Officer and Administrative Supervisor to assist with registration d. Notify Logistics Supervisor of any critical supply or equipment needs e. Ensure proper tracking of patients seen in your area via Epic or MCI log	
6. Communicate census to Liaison Officer	
7. Routinely huddle with staff in area and Deputy Unit Leader and Unit Leader to maintain situational awareness.	

Continue to respond and relay information between leadership and staff until ALL CLEAR is announced.

Read this Entire Job Action Sheet

Read this Entire Job Action Sheet

MCI Job Action Sheet: Treatment Team Leads		
Team Lead: Pediatrics	**Assigned**: Pediatric Attending	Alt: Unit Leader Designee

Task	Initial & Time Completed
1. The Unit Leader will designate Treatment Team Leads. After being assigned this role, find the Treatment Team Lead Job Action Sheet for your area (this document). Read this entire document before you begin responding. You will be responsible for using this complete response checklist to perform your job.	
2. Find an MD/PA vest in the Red Emergency Bag and put it on so you can be easily identified.	
3. Check in with the Unit Leader and obtain this information to share with Medical staff: 　a. Nature of the incident and Emergency Plan Level 　b. Current situation and incident trend (Better/Worse/Neutral) 　c. Incident priorities and objectives 　d. Resource status and any resource requests 　e. Time of the next huddle	
4. Check in with Deputy Unit Leader to share: 　a. Safety concerns /critical patient care or operations issues 　b. Physical damage or immediate threats to your area 　c. Resource shortages (staff, supplies, space)	
5. Prepare Pediatrics to meet needs of pediatric MCI patients as well as non-MCI patients 　a. Create Pediatric teams consisting of 1 resident/PA and 1 nurse and assign to either MCI or non-MCI patients or high acuity and low acuity 　b. Round in zone and identify current patients and new patients as follows: 　　i. Rapid Discharge 　　ii. Admission 　　iii. Need Ongoing Care 　c. Facilitate throughput through zone including rapidly moving discharged patients out of department and utilizing Express Care, Pediatric Clinic, and Virtual Urgent Care, or Pediatric Observation as options for care 　　i. Ensure patient safety on discharge with assistance of Safety Officer 　　ii. **During business hours:** Patients can be transferred to Express Care directly but patients need to consent to leave and be seen on Virtual Care (need Medical Screening Exam) 　　iii. Communicate any transfers of patients to Liaison Officer and Administrative Supervisor to assist with registration 　d. Notify Logistics Supervisor of any critical supply or equipment needs 　e. Ensure proper tracking of patients seen in your area via Epic or MCI log	
6. Communicate census to Liaison Officer	
7. Routinely huddle with staff in area and Deputy Unit Leader and Unit Leader to maintain situational awareness.	

Continue to respond and relay information between leadership and staff until ALL CLEAR is announced.

Read this Entire Job Action Sheet

Read this Entire Job Action Sheet

MCI Job Action Sheet: Treatment Team Leads		
Team Lead: Express Care	**Assigned**: Junior or Senior MD/PA	Alt: Unit Leader Designee

During Business Hours only – if off hours, discuss with Unit Leader option to open space and assign staff

Task	Initial & Time Completed
1. The Unit Leader will designate Treatment Team Leads. After being assigned this role, find the Treatment Team Lead Job Action Sheet for your area (this document). Read this entire document before you begin responding. You will be responsible for using this complete response checklist to perform your job.	
2. Find an MD/PA vest in the Red Emergency Bag and put it on so you can be easily identified.	

3. Check in with the Unit Leader and obtain this information to share with Medical staff:
    a. Nature of the incident and Emergency Plan Level
    b. Current situation and incident trend (Better/Worse/Neutral)
    c. Incident priorities and objectives
    d. Resource status and any resource requests
    e. Time of the next huddle	

4. Check in with Deputy Unit Leader to share:
    a. Safety concerns /critical patient care or operations issues
    b. Physical damage or immediate threats to your area
    c. Resource shortages (staff, supplies, space)	

5. Prepare Express Care to meet needs of low acuity non-MCI patients
    a. Identify current patients and new patients as follows:
        i. Rapid Discharge
        ii. Admission
        iii. Remain in Zone
    b. Facilitate throughput through zone including rapidly discharging patients and receiving low acuity patients from Emergency Department
        i. Ensure patient safety on discharge with assistance of Safety Officer
    c. Notify Logistics Supervisor of any critical supply or equipment needs
    d. Ensure proper tracking of patients seen in your area via Epic or MCI log	

6. Communicate census to Liaison Officer	
7. Routinely huddle with staff in area and Deputy Unit Leader and Unit Leader to maintain situational awareness.	

Continue to respond and relay information between leadership and staff until ALL CLEAR is announced.

Read this Entire Job Action Sheet

Read this Entire Job Action Sheet

MCI Job Action Sheet: Treatment Team Leads		
Team Lead: Observation	**Assigned**: Observation PA	Alt: Unit Leader Designee

Task	Initial & Time Completed
1. The Unit Leader will designate Treatment Team Leads. After being assigned this role, find the Treatment Team Lead Job Action Sheet for your area (this document). Read this entire document before you begin responding. You will be responsible for using this complete response checklist to perform your job.	
2. Find an MD/PA vest in the Red Emergency Bag and put it on so you can be easily identified.	

3. Check in with the Unit Leader and obtain this information to share with Medical staff:
    a. Nature of the incident and Emergency Plan Level
    b. Current situation and incident trend (Better/Worse/Neutral)
    c. Incident priorities and objectives
    d. Resource status and any resource requests
    e. Time of the next huddle	

4. Check in with Deputy Unit Leader to share:
    a. Safety concerns /critical patient care or operations issues
    b. Physical damage or immediate threats to your area
    c. Resource shortages (staff, supplies, space)	

5. Prepare RETU to meet needs of Observation and Admitted Patients
    a. Round in zone and identify current patients and new patients as follows:
        i. Discharge
        ii. Admission
        iii. Need Ongoing Care
    b. Facilitate throughput through zone including rapidly moving discharged patients out of department and receiving recently admitted patients from ED
        i. Ensure patient safety on discharge with assistance of Safety Officer
        ii. Communicate any transfers of patients to Liaison Officer
    c. Notify Logistics Supervisor of any critical supply or equipment needs
    d. Ensure proper tracking of patients seen in your area via Epic or MCI log	

6. Communicate census to Liaison Officer	
7. Routinely huddle with staff in area and Deputy Unit Leader and Unit Leader to maintain situational awareness.	

Continue to respond and relay information between leadership and staff until ALL CLEAR is announced.

Read this Entire Job Action Sheet

Read this Entire Job Action Sheet

MCI Job Action Sheet: Treatment Team Leads		
Team Lead: Admitted Patients	**Assigned**: Transfer PA or MAPA	Alt: Unit Leader Designee

Task	Initial & Time Completed
1. The Unit Leader will designate Treatment Team Leads. After being assigned this role, find the Treatment Team Lead Job Action Sheet for your area (this document). Read this entire document before you begin responding. You will be responsible for using this complete response checklist to perform your job.	
2. Find an MD/PA vest in the Red Emergency Bag and put it on so you can be easily identified.	

3. Check in with the Unit Leader and obtain this information to share with Medical staff:
    a. Nature of the incident and Emergency Plan Level
    b. Current situation and incident trend (Better/Worse/Neutral)
    c. Incident priorities and objectives
    d. Resource status and any resource requests
    e. Time of the next huddle	

4. Check in with Deputy Unit Leader to share:
    a. Safety concerns /critical patient care or operations issues
    b. Physical damage or immediate threats to your area
    c. Resource shortages (staff, supplies, space)	

5. Prepare MC Boarding and any other designated areas to meet needs of admitted patients
    a. Work with Liaison Officer to facilitate throughput of admitted patients
    b. Notify admitting teams of MCI and need for reevaluation of patients to designate:
        i. Ready for Discharge
        ii. Transfer to another facility
        iii. Need Ongoing Care at MSH
    c. Facilitate throughput through zone including rapidly moving discharged patients out of department and transferring to non affected sites as able
        i. Ensure patient safety on discharge with assistance of Safety Officer
        ii. Communicate any transfers of patients to Liaison Officer and Administrative Supervisor to assist with registration
    d. Notify Logistics Supervisor of any critical supply or equipment needs
    e. Ensure proper tracking of patients seen in your area via Epic or MCI log	

6. Communicate census to Liaison Officer	
7. Routinely huddle with staff in area and Deputy Unit Leader and Unit Leader to maintain situational awareness.	

Continue to respond and relay information between leadership and staff until ALL CLEAR is announced.

Read this Entire Job Action Sheet

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MCI Job Action Sheet: ED MCI Command		
Role: ED Branch Director	**Assign**: Medical Director	**Alt**: Assistant Medical Director

Task	Initial & Time Completed
1. On arrival to ED, check in with the Unit Leader. Find the Branch Director Job Action Sheet (this document). Read this entire document before you begin responding. You will be responsible for using this complete response checklist to lead your department.	
2. Find the Branch Director vest in the Red Emergency Bag and put it on so you can be easily identified.	
3. Confer with the Unit Leader and Deputy Unit Leader: 　a. Nature of the incident and anticipated number of patients 　b. FDNY Level, EMS and NYC OEM updates 　c. Current number and severity (green, yellow, red, black) of patients 　d. Number of OR, ICU, Floor admissions 　e. Safety concerns / critical patient care and or departmental operations issues 　f. Physical damage or other immediate threats to the building/systems in your area 　g. Any resource shortages (staff, supplies, space)	
4. Contact the Hospital Incident Command Center: 　a. Provide situational status report based on #2 　b. Request additional resources that are needed immediately 　c. Report anticipated resource needs for the next 1 hour operational period 　d. Report anticipated OR, ICU, and floor admissions for the next 1 hour operational period	
5. Round in the ED: 　a. Ensure all tasks are being accomplished 　b. Identify resource needs 　c. Ensure that the Unit Leader perofrms hourly huddles	
6. Provide hourly updates to the Hospital Incident Command Center: 　a. Provide situational status report based on #2 　b. Request additional resources that are needed immediately 　c. Report anticipated resource needs for the next 1 hour operational period 　d. Report anticipated OR, ICU, and floor admissions for the next 1 hour operational period	
7. Ongoing response: Repeat steps 3-6	

Continue to respond and relay information between leadership and staff until ALL CLEAR is announced.