EMERGENCY DEPARTMENT MASS CASUALTY CHECKLIST

FOR USE BY ED LEADERSHIP STAFF

Instructions: follow checklet. Initial and indicate time completed for each step. Matter	OBJECTIVE: To safely manage a rapid influx of patients during a mass casualty event.				
Owner Charge Make overhead page: Call all staff together for a huddle - DONT BEGIN HUDDLE YET	INSTR	UCTIONS: Follow checklist. Initial and indicate time completed for each step.	INITIAL	TIME	
Charge					
Charge	Owner				
Charge Gather the Red Bag & Radios: Direct an ECA to collect items and bring them to the huddle Red Bags & Vestes: Welcome Triage Closet Radios: Shelly Jacobson Conference Room	Charge	☐ Make overhead page: Call all staff together for a huddle - DON'T BEGIN HUDDLE YET			
Charge Contact Page Operator (X47000) and activate MCI page (select one option below): 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: MCI Alert, Standby – if unconfirmed or ongoing mass casualty incident with an unknown potential to exceed hospital clinical capacity MCI Respond – if confirmed imminent threat or ongoing mass casualty incident with an unknown potential to exceed hospital clinical capacity Provide Page Operator with direct callblack number. BA Motify additional key areas of the mass casualty incident: Admitting & Throughput, Citavites urgs beds / relocate boarding patients) Admitting & Throughput, Citavites urgs beds / relocate boarding patients) Admitting & Throughput, Citavites urgs beds / relocate boarding patients) Admitting & Throughput, Citavites urgs beds / relocate boarding patients) Admitting & Transport Citavites urgs beds / relocate boarding patients) Admitting & Transport Citavites urgs beds / relocate boarding patients) Admitting & Transport Citavites of the mass casualty incident: Bodd Bank (Ready blood product for ED / OR) Admitting & Transport Citavites urgs beds / relocate boarding patients) Admitting & Transport Citavites (Ready Dr. Admitting & Ad					
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: MCI Alert, Standby — if unconfirmed or ongoing mass casualty incident with an unknown potential to exceed hospital clinical capacity MCI Respond—if confirmed imminent threat or ongoing mass casualty incident that may exceed hospital capacity Provide Page Operator with direct callblack number. BA Notify additional key areas of the mass casualty incident: Admitting & Throughput (Activates surge beds / relocate boarding patients) Admitting & Throughput (Activates using beds / relocate boarding patients) Admitting & Transport (Tensport Supervisor to come to ED) Admitting & Transport (Tensport Supervisor to come to ED) Transport (Tensport Supervisor to come to ED) Transport (Tensport Supervisor to come to ED) Transport (Disable Profiling / prepare push pack) Transfer Center (Prepare for Trauma transfers) Ad4667 Pharmacy (Disable Profiling / prepare push pack) Transfer Center (Prepare for Trauma patients) Ad4667 Radology (Ready CT Scan for trauma patients) Ad7412 BA Confirm Emergency Dept. Leadership is aware of incident: ED Madinal Director (Judah Sueker, 215-593-0066) and Admin on Call (929-658-9025) ED Administrative Director (Adda Evans-Anderson, 917-816-4688) Charge Charge Repeat overhead page: Call all staff together for a huddle & follow huddle agenda. Make sure RETU and Express Care (x48460) staff are aware and attend huddle Begin Huddle: What we know about the incident Make sure RETU and Express Care (x48460) staff are aware and attend huddle Begin Huddle: What we know about the incident Admitting the patients who can be rapidly discharged / admitted Throughput and transport to ED to assist in 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 Ad	Charge				
Request that the MCI Page be sent out to "MCI Response Team Group" in Everbridge	Charge				
potential to exceed hospital clinical capacity		 Request that the MCI Page be sent out to "MCI Response Team Group" in Everbridge Provide the following information: 			
exceed hospital capacity Provide Page Operator with direct callback number. BA Notify additional key areas of the mass casualty incident:					
Notify additional key areas of the mass casualty incident:		exceed hospital capacity			
Admitting & Throughput (Activate surge beds / relocate boarding patients) x47461 Blood Bank (Ready blood product for ED / OR) x46101 Operating Rooms (Ready ORs / pause elective cases) x41990 Transport (Transport Supervisor to come to ED) x46968 Transfer Center (Prepare for Trauma transfers) x46467 Pharmacy (Disable Profiling / prepare push pack) x78789 Radiology (Ready CT scan for trauma patients) x47412 Radiology (Ready CT scan for trauma patients) x44667 Repeat value and trauma patients x42667 or 646-983-8194 Repeat value	BA				
Blood Bank (Ready blood product for ED / OR)			1		
Operating Rooms (Ready ORs / pause elective cases)					
Transport (Transport Supervisor to come to ED)					
Transfer Center (Prepare for Trauma transfers)					
BA Confirm Emergency Dept. Leadership is aware of incident: ED Medical Director (Judah Sueker, 215-593-0066) and Admin on Call (929-658-9025) ED Nursing Director (Ashley Caceres, 347-216-0351) ED Administrative Director (Audra Evans-Anderson, 917-816-4688) Confirm ANM/Nurse Manager on Duty/Nursing Administrator is aware of incident For after hours, if no ANM/NM on duty, call Nursing Admin covering at x44567 or 646-983-8194 Repeat overhead page: Call all staff together for a huddle & follow huddle agenda. Make sure RETU and Express Care (x48460) staff are aware and attend huddle Begin Huddle: 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: 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 O 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 Assign roles & distribute resources: give vests, job Action Sheets, & Radios to key personnel Unit Leader: Physician in Charge (Alternate: Acute 1 Attending) Deputy Unit Leader control of the process of the patients of the process of the patients of th					
Confirm Emergency Dept. Leadership is aware of incident:		☐ Pharmacy (Disable Profiling / prepare push pack) x78789			
ED Medical Director (Judah Sueker, 215-593-0066) and Admin on Call (929-658-9025) ED Nursing Director (Ashley Caceres, 347-216-0351) ED Administrative Director (Audra Evans-Anderson, 917-816-4688) Charge Confirm ANM/Nurse Manager on Duty/Nursing Administrator is aware of incident For after hours, if no ANM/NM on duty, call Nursing Administrator is aware of incident For after hours, if no ANM/NM on duty, call Nursing Administrator is aware of incident For after hours, if no ANM/NM on duty, call Nursing Admin covering at x44567 or 646-983-8194 Charge Repeat overhead page: Call all staff together for a huddle & follow huddle agenda. Make sure RETU and Express Care (x48460) staff are aware and attend huddle Begin Huddle: What we know about the incident Hu		☐ Radiology (Ready CT scan for trauma patients) x47412			
ED Nursing Director (Ashley Caceres, 347-216-0351) ED Administrative Director (Audra Evans-Anderson, 917-816-4688)	BA	☐ Confirm Emergency Dept. Leadership is aware of incident:			
Charge Confirm ANM/Nurse Manager on Duty/Nursing Administrator is aware of incident For after hours, if no ANM/NM on duty, call Nursing Admin covering at x44567 or 646-983-8194 Charge Repeat overhead page: Call all staff together for a huddle & follow huddle agenda. Make sure RETU and Express Care (x48460) staff are aware and attend huddle		☐ ED Medical Director (Judah Sueker, 215-593-0066) and Admin on Call (929-658-9025)			
Charge		☐ ED Nursing Director (Ashley Caceres, 347-216-0351)			
Charge Repeat overhead page: Call all staff together for a huddle & follow huddle agenda. Make sure RETU and Express Care (x48460) staff are aware and attend huddle					
Charge Repeat overhead page: Call all staff together for a huddle & follow huddle agenda. Make sure RETU and Express Care (x48460) staff are aware and attend huddle	Charge	☐ Confirm ANM/Nurse Manager on Duty/Nursing Administrator is aware of incident			
Make sure RETU and Express Care (x48460) staff are aware and attend huddle		☐ For after hours, if no ANM/NM on duty, call Nursing Admin covering at x44567 or 646-983-8194			
Begin Huddle: 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: 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 Identify patients who can be rapidly discharged / admitted Introughput 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 Assign roles & distribute resources: give Vests, Job Action Sheets, & Radios to key personnel Intitude and the security of the s	Charge	☐ Repeat overhead page: Call all staff together for a huddle & follow huddle agenda.			
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: 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 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 Assign roles & distribute resources: give Vests, Job Action Sheets, & Radios to key personnel Unit Leader: Physician in Charge (Alternate: Acute 1 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 Leads: (MD and RN per Zone) Direct staff to work: Advise everyone to get to work and set time for next huddle Charge Report ED status & number of patients to Hospital Incident Command Center MSH HICC: (212) 241-9001 (x49001)					
How many expected patients, if known, or based on FDNY MCI Level A/B/C/D Review key initial actions: 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 Identify patients who can be rapidly disposition of 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 Assign roles & distribute resources: give Vests, Job Action Sheets, & Radios to key personnel Unit Leader: Physician in Charge (Alternate: Acute 1 Attending) Deputy Unit Leader: Charge RN (Alternate: ANM) Liaison Officer: Assistant Nurse Manager Safety Officer: Security Supervisor Administrative Supervisor: Administrative Director Logistics Supervisor: Operations Manager Triage Supervisor: Triage RN 2 Treatment Team Leads: (MD and RN per Zone) Direct staff to work: Advise everyone to get to work and set time for next huddle Charge Report ED status & number of patients to Hospital Incident Command Center MSH HICC: (212) 241-9001 (x49001)					
Review key initial actions: 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 Throughput and transport to ED to assist in rapid disposition of 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 Assign roles & distribute resources: give Vests, Job Action Sheets, & Radios to key personnel Unit Leader: Physician in Charge (Alternate: Acute 1 Attending) Deputy Unit Leader: Charge RN (Alternate: ANM) Liaison Officer: Assistant Nurse Manager Safety Officer: Security Supervisor Administrative Supervisor: Administrative Director Administrative Supervisor: Operations Manager Triage Supervisor: Triage RN 2 Treatment Team Leads: (MD and RN per Zone) Direct staff to work: Advise everyone to get to work and set time for next huddle Charge Report ED status & number of patients to Hospital Incident Command Center MSH HICC: (212) 241-9001 (x49001)					
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 Oldentify 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 Assign roles & distribute resources: give Vests, Job Action Sheets, & Radios to key personnel Unit Leader: Physician in Charge (Alternate: Acute 1 Attending) Deputy Unit Leader: Charge RN (Alternate: ANM) Liaison Officer: Assistant Nurse Manager Safety Officer: Security Supervisor Administrative Supervisor: Administrative Director Logistics Supervisor: Operations Manager Triage Supervisor: Triage RN 2 Treatment Team Leads: (MD and RN per Zone) Direct staff to work: Advise everyone to get to work and set time for next huddle Charge Report ED status & number of patients to Hospital Incident Command Center MSH HICC: (212) 241-9001 (x49001)					
Deputy Unit Leader to guide decanting of ED with assistance of Treatment Leads ○ 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 □ Assign roles & distribute resources: give Vests, Job Action Sheets, & Radios to key personnel • Unit Leader: Physician in Charge (Alternate: Acute 1 Attending) • Deputy Unit Leader: Charge RN (Alternate: ANM) • Liaison Officer: Assistant Nurse Manager • Safety Officer: Security Supervisor • Administrative Supervisor: Administrative Director • Logistics Supervisor: Operations Manager • Triage Supervisor: Triage RN 2 • Treatment Team Leads: (MD and RN per Zone) □ Direct staff to work: Advise everyone to get to work and set time for next huddle Charge □ Report ED status & number of patients to Hospital Incident Command Center MSH HICC: (212) 241-9001 (x49001)					
D L 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 Assign roles & distribute resources: give Vests, Job Action Sheets, & Radios to key personnel Unit Leader: Physician in Charge (Alternate: Acute 1 Attending) Deputy Unit Leader: Charge RN (Alternate: ANM) Liaison Officer: Assistant Nurse Manager Safety Officer: Security Supervisor Administrative Supervisor: Administrative Director Logistics Supervisor: Operations Manager Triage Supervisor: Triage RN 2 Treatment Team Leads: (MD and RN per Zone) Direct staff to work: Advise everyone to get to work and set time for next huddle Charge Report ED status & number of patients to Hospital Incident Command Center MSH HICC: (212) 241-9001 (x49001)		• • •			
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 Assign roles & distribute resources: give Vests, Job Action Sheets, & Radios to key personnel Unit Leader: Physician in Charge (Alternate: Acute 1 Attending) Deputy Unit Leader: Charge RN (Alternate: ANM) Liaison Officer: Assistant Nurse Manager Safety Officer: Security Supervisor Administrative Supervisor: Administrative Director Logistics Supervisor: Operations Manager Triage Supervisor: Triage RN 2 Treatment Team Leads: (MD and RN per Zone) Direct staff to work: Advise everyone to get to work and set time for next huddle Charge Report ED status & number of patients to Hospital Incident Command Center MSH HICC: (212) 241-9001 (x49001)	_				
A A G E No staff to leave department until further notice, no breaks until further notice Assign roles & distribute resources: give Vests, Job Action Sheets, & Radios to key personnel Unit Leader: Physician in Charge (Alternate: Acute 1 Attending) Deputy Unit Leader: Charge RN (Alternate: ANM) Liaison Officer: Assistant Nurse Manager Safety Officer: Security Supervisor Administrative Supervisor: Administrative Director Logistics Supervisor: Operations Manager Triage Supervisor: Triage RN 2 Treatment Team Leads: (MD and RN per Zone) Direct staff to work: Advise everyone to get to work and set time for next huddle Charge Report ED status & number of patients to Hospital Incident Command Center MSH HICC: (212) 241-9001 (x49001)					
A ASSIGN roles & distribute resources: give Vests, Job Action Sheets, & Radios to key personnel • Unit Leader: Physician in Charge (Alternate: Acute 1 Attending) • Deputy Unit Leader: Charge RN (Alternate: ANM) • Liaison Officer: Assistant Nurse Manager • Safety Officer: Security Supervisor • Administrative Supervisor: Administrative Director • Logistics Supervisor: Operations Manager • Triage Supervisor: Triage RN 2 • Treatment Team Leads: (MD and RN per Zone) Charge Charge Report ED status & number of patients to Hospital Incident Command Center MSH HICC: (212) 241-9001 (x49001)					
Deputy Unit Leader: Charge RN (Alternate: ANM) Liaison Officer: Assistant Nurse Manager Safety Officer: Security Supervisor Administrative Supervisor: Administrative Director Logistics Supervisor: Operations Manager Triage Supervisor: Triage RN 2 Treatment Team Leads: (MD and RN per Zone) Charge Charge Report ED status & number of patients to Hospital Incident Command Center MSH HICC: (212) 241-9001 (x49001)	E	☐ Assign roles & distribute resources: give Vests, Job Action Sheets, & Radios to key personnel			
Deputy Unit Leader: Charge RN (Alternate: ANM) Liaison Officer: Assistant Nurse Manager Safety Officer: Security Supervisor Administrative Supervisor: Administrative Director Logistics Supervisor: Operations Manager Triage Supervisor: Triage RN 2 Treatment Team Leads: (MD and RN per Zone) Charge Charge Report ED status & number of patients to Hospital Incident Command Center MSH HICC: (212) 241-9001 (x49001)	۸	Unit Leader: Physician in Charge (Alternate: Acute 1 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 Leads: (MD and RN per Zone) Direct staff to work: Advise everyone to get to work and set time for next huddle Charge Report ED status & number of patients to Hospital Incident Command Center MSH HICC: (212) 241-9001 (x49001)		Deputy Unit Leader: Charge RN (Alternate: ANM)			
N D A Administrative Supervisor: Administrative Director • Logistics Supervisor: Operations Manager • Triage Supervisor: Triage RN 2 • Treatment Team Leads: (MD and RN per Zone) □ Direct staff to work: Advise everyone to get to work and set time for next huddle Charge □ Report ED status & number of patients to Hospital Incident Command Center MSH HICC: (212) 241-9001 (x49001)					
Logistics Supervisor: Administrative Director Logistics Supervisor: Operations Manager Triage Supervisor: Triage RN 2 Treatment Team Leads: (MD and RN per Zone) Direct staff to work: Advise everyone to get to work and set time for next huddle Charge Report ED status & number of patients to Hospital Incident Command Center MSH HICC: (212) 241-9001 (x49001)		Safety Officer: Security Supervisor			
A		Administrative Supervisor: Administrative Director	1		
Treatment Team Leads: (MD and RN per Zone) □ Direct staff to work: Advise everyone to get to work and set time for next huddle Charge □ Report ED status & number of patients to Hospital Incident Command Center MSH HICC: (212) 241-9001 (x49001)			1		
□ Direct staff to work: Advise everyone to get to work and set time for next huddle Charge □ Report ED status & number of patients to Hospital Incident Command Center MSH HICC: (212) 241-9001 (x49001)	A		1		
Charge ☐ Report ED status & number of patients to Hospital Incident Command Center MSH HICC: (212) 241-9001 (x49001)			1		
MSH HICC: (212) 241-9001 (x49001)		☐ DIRECT STAIT TO WORK: Advise everyone to get to work and set time for next huddle	1		
	Charge	•			