

Unit Immediate Response Actions

People		Life Sustaining Equipment	
<u>Accountability</u>	Census	Needed	Needed
Staff (RN, CNA, EVS, SW, Physicians, etc.)			Stretchers / wheel chairs / med sleds / / /
Patients			Ventilators / IV Pumps / Monitors / / /
Visitors			BP machines / Defibrillators / / /
Processes		Yes	No
Assign Roles / Responsibilities			
Patient Triage team assigned?			
Technology Triage team assigned?			
Infrastructure triage team assigned?			
Unit Liaison assigned? Single source to talk with HICS.			
Downtime procedures implemented?			
Accountability of unit Disaster kit?			
Stair chair/med sled team assembled?			
Communications plan implemented? Radios distributed			
Technology		Yes	No – what’s not working?
Phones operational? Ascom? Emergency?			
Network operational?			
Downtime computer operational?			
Clinical equipment operational?			
Radios (HAM, portable, 800, Hear) operational?			
Phones (landline, cell, Satellite, fax) operational?			
Security network operational?			
Overhead communications operational?			
Infrastructure		Yes	No – describe
Does the unit/dept/clinic have power?			
Is the generator power up?			
Is water still available (sink, toilet, etc)?			
Windows still intact?			
Walls/doorways checked for damage?			
Is lighting operational?			
Stairwell check conducted?			
Is there water leaking anywhere?			
Patient Prioritization			
Ambulatory		No Assist / With Assist	/
Non-Ambulatory		Low Acuity / High Acuity / Unstable	/ /
Critical		High Acuity & Unstable / Bariatric	/