# Evacuation Quarterly Preparedness Tasks 2011

## Quarter 3

### Floor Activities

<table>
<thead>
<tr>
<th>Task #1</th>
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| Review and evaluate evacuation equipment and storage area | Access patient mobility levels/tagging/documentation | Movement Teams  
- Horizontal  
- Vertical  
- Elevator Control |

## Quarter 4

### Holding, Staging & Loading Areas

<table>
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| Establish patient holding areas  
- Review equipment needs  
- Med Carts - Signage - Forms | Establish equipment staging and loading areas | Establish patient loading areas and vehicle staging areas |

## Q1 - 2012

### Command & Management

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| Review HICS Application  
- Review Evac ICS Chart  
- Review EOP | Security  
- Building access  
- Credentialing  
- Traffic/crowd control  
- Staging areas | Patient tracking  
- Accountability forms  
- Communication |

## Q2 - 2012

### Administration

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- MOU  
- MOA  
- MAA | Exercise  
- Hot Wash | Implement Corrective Action Plan  
- Update roster/training  
- Target Training Needs |
Preparedness Task #1

Establish Patient Holding Areas

**Background:** A pre-established area near floor/unit/department where patients are staged prior to moving vertically (or horizontally) to Loading Areas

**Target Audience:** Clinical & Support Staff

**Equipment:** See suggested equipment list next page

**Objectives/Procedures:**
- Identify suitable areas (primary & secondary)
  - Holding Area should be located near a vertical transport shaft designated for that mobility level of patients
- Review/establish supply needs
  - Staff supplies & Patient care supplies
- Establish a system of accountability
  - Tracking forms should be implemented to document arrival time, departure time and care provided while in the holding area
- Provide Security (as needed)

Let DQE evaluate your Emergency Operations Plan and provide actionable feedback that will help you identify gaps and enhancement opportunities. Contact us at 800-355-4628 for more information on this free assessment.
Patient Holding Area Supplies

Consideration should be given to acquiring the following materials from the Logistics Section based on the planned length of stay/length of use of the space and acuity level of patients in the holding area:

- **Oxygen** - Portable E-cylinders will provide sufficient oxygen at ten liters per minute for one patient for 45 minutes, or power one ventilator for the same time. For an extended stay, H-tanks will be needed (one H-tank is equivalent of about ten E-cylinders).

- **Biomedical equipment** - Cardiac monitors, infusion pumps, ventilators, and other devices may be needed.

- **General medical supplies**, including portable suction units, linen, and portable lighting.

- **Patient comfort and privacy items** (e.g., linen, portable privacy screens, and similar items) when additional time in the Patient Holding Area is anticipated.

- **Isolation Precautions** - Equipment, such as portable HEPA units, plastic sheeting to create an improvised airborne infectious isolation space, and appropriate staff PPE, as required.
Task: Establish Patient Holding Areas

Date: _______________________

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TRAINING TIP

PREPAREDNESS TASK #2

Establish Equipment Staging & Equipment Loading Areas

Background: An Equipment Loading Area is established to manage patient transport and medical care devices for movement to either the receiving facility or redirected back into the hospital to an equipment staging area.

Target Audience: Materials Management, Plant Operations and Logistics

Objectives/Procedures:

- Identify suitable areas (primary & secondary)
  - Loading - Shipping and Receiving doc
  - Staging - Pre-determined location near effected areas

- Equipment Staging Area
  - Assemble needed patient mobility devices and stockpile them in a staging area for use by horizontal and vertical movement teams
  - Identify any out-of-service equipment and remove from staging (document needed repairs and follow-up)
  - Accountability

- Equipment Loading Area
  - Tag, inventory and document all equipment leaving your facility
  - Track movement to appropriate receiving facility

For information on DQE evacuation planning and training programs, contact us at 800-355-4628.
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PREPAREDNESS TASK #3

Establish Patient Loading Areas and Vehicle Staging Areas

Background: Pre-established areas near an exit area of the hospital where patients are staged prior to exiting the hospital or campus. There are typically four Patient Loading Areas:

- Non-Ambulatory (Stretcher)
- Wheelchair
- Ambulatory (Walking)
- Discharge (Walking-Wheelchair-Stretcher)

Target Audience: Support Staff, Security, Engineering, Public Safety

Equipment/Supplies: Signage-traffic cones or barricades-caution tape

Objectives/Procedures:
- Identify suitable areas (primary & secondary)
- Review/establish supply needs
- Establish a system of accountability
- Security procedures

READINESS TIP

To reduce bottlenecks, think about off-site staging areas near your facility if large numbers of vehicles are needed. Refine a system to dispatch vehicles from the staging area to your facility as needed.

Has your DQE-on-Demand subscription expired? Do you need to expand to more users? We can help with your DQE-on-Demand needs. Contact us at 800-355-4628 or visit us at www.dqeready.com for more information.
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Communication |
| **Quarter 2** (April-May-June) | Review/Update  
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- MOA  
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Hot Wash | Implement Corrective Action Plan  
Update roster/training  
Target Training Needs |
| **Quarter 3** (July-August-September) | Review and evaluate evacuation equipment and storage area | Access patient mobility levels/banding/documentation | Movement Teams  
- Horizontal  
- Vertical  
- Elevator Control |
| **Quarter 4** (October-November-December) | Establish patient holding areas  
Review equipment needs  
Med Carts - Signage - Forms | Establish equipment staging and loading areas | Establish patient loading areas and vehicle staging areas |

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