



Ready now for what's next.™

EVACUATION

QUARTERLY PREPAREDNESS TASKS 2011

QUARTER 3

FLOOR ACTIVITIES

TASK #1

Review and evaluate evacuation equipment and storage area

TASK #2

Access patient mobility levels/tagging/documentation

TASK #3

- Movement Teams
- Horizontal
 - Vertical
 - Elevator Control

QUARTER 4

OCTOBER-NOVEMBER-DECEMBER

HOLDING, STAGING & LOADING AREAS

TASK #1

Establish patient holding areas
Review equipment needs
Med Carts - Signage - Forms

TASK #2

Establish equipment staging and loading areas

TASK #3

Establish patient loading areas and vehicle staging areas

Q1 -2012

COMMAND & MANAGEMENT

TASK #1

Review HICS Application
Review Evac ICS Chart
Review EOP

TASK #2

- Security
- Building access
 - Credentialing
 - Traffic/crowd control
 - Staging areas

TASK #3

Patient tracking
Accountability forms
Communication

Q2 -2012

ADMINISTRATION

TASK #1

- Review/Update
- MOU
 - MOA
 - MAA

TASK #2

Exercise
Hot Wash

TASK #3

Implement Corrective Action Plan
Update roster/training
Target Training Needs



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EVACUATION PREPAREDNESS TASK Q4 2011:

Floor Activities

DQE-on-Demand®
**EV131: Non-Emergent
Evacuation Process**

READINESS TIP

In non-emergent evacuations the Patient Holding Area serves as a transition point from horizontal to vertical movement while clinical staff maintains continuity of care

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.



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EVACUATION
PREPAREDNESS
TASK
Q4 2011:
Floor Activities

PREPAREDNESS TASK #1

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.



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EVACUATION PREPAREDNESS TASK Q4 2011:

Floor Activities

DQE-on-Demand®
**EV131: Non-Emergent
Evacuation Process**

READINESS TIP

If equipment is no longer needed in a specific area, move it to a staging area where it can be redistributed to other effected areas, demobilized or transported to receiving facility as needed

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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EVACUATION PREPAREDNESS TASK Q4 2011:

Floor Activities

DQE-on-Demand®
**EV131: Non-Emergent
Evacuation Process**

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.

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

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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EVACUATION

QUARTERLY PREPAREDNESS TASKS 2012

QUARTER 1

JANUARY-FEBRUARY-MARCH

COMMAND & MANAGEMENT

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TASK #3

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QUARTER 2

APRIL-MAY-JUNE

ADMINISTRATION

TASK #1

- Review/Update
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TASK #2

Exercise
Hot Wash

TASK #3

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QUARTER 3

JULY-AUGUST-SEPTEMBER

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QUARTER 4

OCTOBER-NOVEMBER-DECEMBER

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