

## QUICK REFERENCE – MCM PLAN ACTIVATION

### FIRST – GIVE ALERT!!!

#### ▼ PRIORITIES

**S**

Security personnel ensure crowd control at key locations

**E**

Evacuate the Emergency Unit

**T**

Triage-in-charge moves to triage point

#### ▼ ACTIONS

**I**

- Incident Command Team briefing + notify hospital administration and all departments (OT/ICU/...)

**C**

- Resource Lead mobilizes kits and HR

**T**

- Clinical Lead assists EU evacuation

**Z**

- Open MCM kit

**O**

- Prepare Red Zone

**N**

- Open and prepare Green Zone

**E**

- Open and prepare Family Area

**S**

- Open and prepare Media Area

## TRIAGE

### Triage-in-charge

- Wear the high visibility vest
- Move to the triage point
- Responsible to ensure Triage Kit is deployed at the triage point
- Perform **Step 1** triage of each casualty
- Sort casualties into non-walking and walking categories
- DO NOT leave the triage area at any point during MCI unless replaced

### Triage Assistant

- Wear the high visibility vest
- Move to the triage point
- Assist Triage-in-charge in ensuring each patient has an ID and MCI folder
- Direct non-walking patients to the EU
- Direct walking patients to the Green zone

## GREEN ZONE STAFF

### Green zone lead

- Wear the high visibility vest
- Move to the Green zone and supervise the area activation
- Ensure deployment of the Green Zone kit
- Ensure re-triage of each walking patient using the hospital's routine triage tool
- Ensure safe transfer of patients to the Red zone or Ward if needed, or discharges them home

### Green zone staff

- Wear the high visibility vest
- Activate and prepare the Green zone, including evacuation of existing people, together with security if required
- Receive all walking casualties from the triage point
- Re-assess patients and notify the Green zone Lead if their patient's condition changes
- Provide necessary treatments
- Provide Psychological First Aid
- Responsible for patient documentation

## INCIDENT COMMAND TEAM

### Resource Lead

- Wear the high visibility vest
- Meet the Incident Command Team (ICT)
- Delegate duties to nursing staff, hospital staff, and volunteers:
  - Preparation of red zone / green zone (evacuation)
  - EU MCM kit open
  - Red Zone kits mobilized
  - Triage Kit mobilized
  - Green Zone Kit mobilized
  - Stretchers, gurneys and wheeled chairs are placed outside of the EU, in full availability
- Create/Expand pool of ancillary staff & stretcher bearers
- Assemble 1:1:1 team (doctor: nurse: bed) at the staff pooling area
- Liaise with Clinical lead to initiate discharge or transfer of all previous patients to other departments
  - Liaise with other department Head Nurses and Nursing Director to assist in patient flow
  - Obtain current bed status with updates on the number of EU beds available and communicate to ICT
- Ensure adequate supply of materials, drug, and equipment
- Re-organize shifts and initiate contacts with off duty staff

(continued) ➤

## INCIDENT COMMAND TEAM (*continued*)

### Clinical Lead

- Nominate Triage-in-charge
- Wear the high visibility vest & meets the Incident Command Team (ICT)
- Liaise with Resource Lead to initiate discharge or transfer of all previous patients to a buffer zone / other department (EU evacuation)
- Re-examine / confirm diagnosis and step 2 triage category of all patients in the red zone and decides priority for surgery in the Operating Theater (OT), ICU/ HDU, or Inpatient Ward
- Communicate with the OT / ICU to reassess priorities for the operating list & updates OT waiting list
- Support red zone teams
- Provide patient's information to the ICT

### Incident Commander

- Wear the high visibility vest, meet the Incident Command Team (ICT)
- Implement QUICK ACTIVATION Checklist
- Implement ACTIVATION & MONITORING Checklist

## RED ZONE STAFF

### **Clinical Provider – ex: Doctor**

- Wear the high visibility vest
- Move to the staff pooling area, to be paired with Clinical Assistant
- Receive all non-walking casualties from the triage point
- Resuscitate, stabilize and support Red patients until OT is ready or until patient is transferred to the ICU/ HDU or an inpatient ward
- Provide step 2 triage to all patients and notifies the Clinical Lead
- Is responsible for patient's documentation

### **Clinical Assistant – ex: Nurse**

- Wears the high visibility vest
- Move to the staff pooling area to be paired with Clinical Provider
- Assure that oxygen and patient monitoring is in place as well as the red zone kit
- Receives all non-walking casualties from the triage point
- Assist in the resuscitation and stabilization of patients and immediate transfer to the OT, ICU/HDU or Inpatient Ward
- Assist with patient's documentation