

MCM BASELINE PREPAREDNESS CHECKLIST - TEMPLATE

How will the mass casualty management plan in the EU be activated and deactivated?		DETAIL
<input type="radio"/>	Heightened Readiness	Ex: Alarm Bel
<input type="radio"/>	Phase 1 (Full Activation)	Ex: Alarm Bel
<input type="radio"/>	Phase 2 (De-escalation)	Ex: Alarm Bel
<input type="radio"/>	Phase 3 (Recovery)	Ex: Alarm Bel
Security		
<input type="radio"/>	There is a physical barrier around the perimeter of the hospital	Y/N
<input type="radio"/>	At least one guard to each gate leading to the hospital compound, triage point and all entries and exits to the Red Zone and Green Zone	Y/N
<input type="radio"/>	Road to EU is prepared to allow one-way traffic of vehicles carrying casualties	Y/N
Emergency Unit / Red zone		
<input type="radio"/>	What is the maximum number of doctor:nurse teams able to perform cABC resuscitation?	Number
<input type="radio"/>	Plan to evacuate EU patients to a buffer zone after MCM plan activation	Y/N
<input type="radio"/>	EU expansion plan (patient overflow) – first area / # of beds	Location / Capacity
<input type="radio"/>	EU expansion plan (patient overflow) – second area / # of beds	Location / Capacity
Triage point		
<input type="radio"/>	Step 1 Triage point is identified (covered area if possible)	Location
<input type="radio"/>	Patient flow from triage point through the hospital is clearly signaled	Y/N
<input type="radio"/>	# gurneys available for patient transport	Number
<input type="radio"/>	# stretchers available for patient transport	Number
Incident Command Team		
<input type="radio"/>	Identify a location for the command-and-control post	Location
<input type="radio"/>	Incident Commander	Who
<input type="radio"/>	Resource Lead	Who
<input type="radio"/>	Clinical Lead	Who
<input type="radio"/>	Security Lead	Who
<input type="radio"/>	Triage-in-charge	Who
<input type="radio"/>	Identify primary & secondary communication method	Method
Zones		
<input type="radio"/>	There is a dedicated zone for non-walking patients (RED)	Location / Capacity
<input type="radio"/>	There is a dedicated zone for walking patients (GREEN)	Location / Capacity
<input type="radio"/>	There is a dedicated zone for pooling of internal staff	Location / Capacity
<input type="radio"/>	There is a dedicated zone for external volunteers	Location / Capacity
<input type="radio"/>	Administrative checkpoints for patient tracking are identified	Location / Capacity

Zones (cont.)		DETAIL
<input type="radio"/>	There is a dedicated zone for family members	Location / Capacity
<input type="radio"/>	There is a dedicated zone for media	Location / Capacity
<input type="radio"/>	There is a dedicated zone for the morgue and a plan for expansion	Location / Capacity
Kits		
<input type="radio"/>	MCM kit is ready and stored (containing equipment to support plan activation)	Location / Number
<input type="radio"/>	Triage kit is ready and stored (containing pre-prepared patient's folders)	Location / Capacity
<input type="radio"/>	Green Zone Kits are ready and stored (containing consumables for minor injuries)	Location / Capacity
<input type="radio"/>	Red Zone Kits are ready and stored (containing consumables for resuscitation)	Location / Capacity
<input type="radio"/>	Person responsible for kit's maintenance	Name / Contact
Human Resources		
Staff	Present at the EU	Surge Staff from other departments
Doctors		
Nurses		
Administrative		
Auxiliary		
Stretcher Bearers		
Security		
<input type="radio"/>	Person responsible for updating EU staff contact list and radio numbers is identified	Name / Contact
<input type="radio"/>	Staff action cards are ready	Number
If casualties are contaminated (chemical)		
<input type="radio"/>	Decontamination team is identified (who and contact)	Name / Contact
<input type="radio"/>	External showers or decontamination tents are available and an area is identified for setup, before triage point	Number
Identify primary and secondary sources of:		
<input type="radio"/>	Power: (primary)	Source
<input type="radio"/>	Power: (secondary)	Source
<input type="radio"/>	Water: (primary)	Source
<input type="radio"/>	Water: (secondary)	Source
<input type="radio"/>	Oxygen: (primary)	Source
<input type="radio"/>	Oxygen: (secondary)	Source
<input type="radio"/>	Hospital maintenance team is identified (name and contact of the responsible person)	Name / Contact

PRIORITIES



ACTIONS



QUICK REFERENCE - MCM PLAN ACTIVATION		
FIRST - GIVE ALERT!!!		
<input type="checkbox"/>	S	Security personnel ensures crowd control at key locations
<input type="checkbox"/>	E	Evacuate the Emergency Unit
<input type="checkbox"/>	T	Triage-in-charge moves to triage point
<input type="checkbox"/>	I	- Incident Command Team briefing + notify hospital administration & all departments (OT/ICU/...)
<input type="checkbox"/>	C	- Resource Lead mobilizes kits and HR
<input type="checkbox"/>	T	- Clinical Lead assists EU evacuation
<input type="checkbox"/>	Z	- Open MCM kit
<input type="checkbox"/>	O	- Prepare Red Zone
<input type="checkbox"/>	N	- Open and prepare Green Zone
<input type="checkbox"/>	E	- Open and prepare Family Area
<input type="checkbox"/>	S	- Open and prepare Media Area

MCM ACTIVATION AND MONITORING CHECKLIST - TEMPLATE

Alert

☐ Heightened Readiness - ALERT

☐ Phase 1 - MCM plan activation - ALERT

If possible - communicate with authorities or EMS at mass casualty site to determine:

- ☐ - Location of MCI / Number of casualties
- ☐ - Mechanism of Injury / Type of injuries (walking wounded vs non-walking)

☐ BRIEF – Incident Command Team - Immediately

☐ BRIEF ASAP – Emergency unit staff

☐ BRIEF ASAP - Hospital administration

☐ NOTIFY ASAP - key departments – OT / ICU / WARDS / IMAGING/LAB

☐ Resource lead confirms. Power, water, and oxygen are available at the EU

☐ Phase 2 - De-escalation (Last patient arrived) - ALERT

☐ Phase 3 - Recovery - (Back to routine) - ALERT & Debrief

Security & Crowd control

☐ Guards are assigned to health facility access point(s), triage point, and other areas of patient flow

☐ No armed persons are allowed in the hospital compound

☐ One-way traffic established on health facility for drop off of casualties

Triage

☐ Triage-in-charge is at triage point

☐ TRIAGE KIT is collected from storage place and allocated to designated area

☐ Patients receive ID and documentation at triage point

Emergency Unit

☐ MCM KIT is open

☐ RED ZONE is being prepared

☐ EU evacuation has started, and patients are being transferred to buffer zone

☐ RED ZONE KITS collected from storage room and allocated to designated spaces

☐ Teams (doctor / nurse) are being assembled and allocated to designated beds

☐ Surge support staff for RED ZONE is mobilized

☐ Stretcher bearers prepare area outside of RED ZONE for patient's transfer to hospital stretchers

☐ Admin staff with patient tracking forms are in position at designated checkpoints

Green Zone

☐ GREEN ZONE is being prepared

☐ GREEN ZONE KIT is collected from storage room and allocated to designated area

☐ Surge support staff for GREEN ZONE is mobilized

Other Zones

☐ Family area is open

☐ Media area is open

☐ Pooling area for volunteer staff

Mass Casualty Management – Outcomes after the incident

Step 1 Triage

Total number of Red Patients

Total Number of Green Patients

Step 2 Triage

Total number of Red Patients

Total number of Green Patients

Total number of Yellow Patients

Total number of Blue Patients

Total number of deceased patients

Outcomes

Total number of patients sent to Operating Theatre

Total number of patients sent to ICU/HDU

Total number of patients sent to the wards

Total number of patients transferred to other facilities

QUICK REFERENCE - MCM PLAN ACTIVATION			QUICK REFERENCE - MCM PLAN ACTIVATION			QUICK REFERENCE - MCM PLAN ACTIVATION		
FIRST – GIVE ALERT !!!			FIRST – GIVE ALERT !!!			FIRST – GIVE ALERT !!!		
<input type="checkbox"/>	S	Security personnel ensures crowd control at key locations	<input type="checkbox"/>	S	Security personnel ensures crowd control at key locations	<input type="checkbox"/>	S	Security personnel ensures crowd control at key locations
<input type="checkbox"/>	E	Evacuate the Emergency Unit	<input type="checkbox"/>	E	Evacuate the Emergency Unit	<input type="checkbox"/>	E	Evacuate the Emergency Unit
<input type="checkbox"/>	T	Triage-in-charge moves to triage point	<input type="checkbox"/>	T	Triage-in-charge moves to triage point	<input type="checkbox"/>	T	Triage-in-charge moves to triage point
<input type="checkbox"/>	I	Incident Command Team briefing + Notify Hospital Administration & All Departments (OT/ICU/...)	<input type="checkbox"/>	I	Incident Command Team briefing + Notify Hospital Administration & All Departments (OT/ICU/...)	<input type="checkbox"/>	I	Incident Command Team briefing + Notify Hospital Administration & All Departments (OT/ICU/...)
<input type="checkbox"/>	C	Resource Lead mobilizes Kits and HR	<input type="checkbox"/>	C	Resource Lead mobilizes Kits and HR	<input type="checkbox"/>	C	Resource Lead mobilizes Kits and HR
<input type="checkbox"/>	T	Clinical Lead assists EU evacuation	<input type="checkbox"/>	T	Clinical Lead assists EU evacuation	<input type="checkbox"/>	T	Clinical Lead assists EU evacuation
<input type="checkbox"/>	Z	Open MCM kit	<input type="checkbox"/>	Z	Open MCM kit	<input type="checkbox"/>	Z	Open MCM kit
<input type="checkbox"/>	O	Prepare Red Zone	<input type="checkbox"/>	O	Prepare Red Zone	<input type="checkbox"/>	O	Prepare Red Zone
<input type="checkbox"/>	N	Open & Prepare Green Zone	<input type="checkbox"/>	N	Open & Prepare Green Zone	<input type="checkbox"/>	N	Open & Prepare Green Zone
<input type="checkbox"/>	E	Open & prepare Family area	<input type="checkbox"/>	E	Open & prepare Family area	<input type="checkbox"/>	E	Open & prepare Family area
<input type="checkbox"/>	S	Open & prepare Media area	<input type="checkbox"/>	S	Open & prepare Media area	<input type="checkbox"/>	S	Open & prepare Media area
QUICK REFERENCE - MCM PLAN ACTIVATION			QUICK REFERENCE - MCM PLAN ACTIVATION			QUICK REFERENCE - MCM PLAN ACTIVATION		
FIRST – GIVE ALERT !!!			FIRST – GIVE ALERT !!!			FIRST – GIVE ALERT !!!		
<input type="checkbox"/>	S	Security personnel ensures crowd control at key locations	<input type="checkbox"/>	S	Security personnel ensures crowd control at key locations	<input type="checkbox"/>	S	Security personnel ensures crowd control at key locations
<input type="checkbox"/>	E	Evacuate the Emergency Unit	<input type="checkbox"/>	E	Evacuate the Emergency Unit	<input type="checkbox"/>	E	Evacuate the Emergency Unit
<input type="checkbox"/>	T	Triage-in-charge moves to triage point	<input type="checkbox"/>	T	Triage-in-charge moves to triage point	<input type="checkbox"/>	T	Triage-in-charge moves to triage point
<input type="checkbox"/>	I	Incident Command Team briefing + Notify Hospital Administration & All Departments (OT/ICU/...)	<input type="checkbox"/>	I	Incident Command Team briefing + Notify Hospital Administration & All Departments (OT/ICU/...)	<input type="checkbox"/>	I	Incident Command Team briefing + Notify Hospital Administration & All Departments (OT/ICU/...)
<input type="checkbox"/>	C	Resource Lead mobilizes Kits and HR	<input type="checkbox"/>	C	Resource Lead mobilizes Kits and HR	<input type="checkbox"/>	C	Resource Lead mobilizes Kits and HR
<input type="checkbox"/>	T	Clinical Lead assists EU evacuation	<input type="checkbox"/>	T	Clinical Lead assists EU evacuation	<input type="checkbox"/>	T	Clinical Lead assists EU evacuation
<input type="checkbox"/>	Z	Open MCM kit	<input type="checkbox"/>	Z	Open MCM kit	<input type="checkbox"/>	Z	Open MCM kit
<input type="checkbox"/>	O	Prepare Red Zone	<input type="checkbox"/>	O	Prepare Red Zone	<input type="checkbox"/>	O	Prepare Red Zone
<input type="checkbox"/>	N	Open & Prepare Green Zone	<input type="checkbox"/>	N	Open & Prepare Green Zone	<input type="checkbox"/>	N	Open & Prepare Green Zone
<input type="checkbox"/>	E	Open & prepare Family area	<input type="checkbox"/>	E	Open & prepare Family area	<input type="checkbox"/>	E	Open & prepare Family area
<input type="checkbox"/>	S	Open & prepare Media area	<input type="checkbox"/>	S	Open & prepare Media area	<input type="checkbox"/>	S	Open & prepare Media area
QUICK REFERENCE - MCM PLAN ACTIVATION			QUICK REFERENCE - MCM PLAN ACTIVATION			QUICK REFERENCE - MCM PLAN ACTIVATION		
FIRST – GIVE ALERT !!!			FIRST – GIVE ALERT !!!			FIRST – GIVE ALERT !!!		
<input type="checkbox"/>	S	Security personnel ensures crowd control at key locations	<input type="checkbox"/>	S	Security personnel ensures crowd control at key locations	<input type="checkbox"/>	S	Security personnel ensures crowd control at key locations
<input type="checkbox"/>	E	Evacuate the Emergency Unit	<input type="checkbox"/>	E	Evacuate the Emergency Unit	<input type="checkbox"/>	E	Evacuate the Emergency Unit
<input type="checkbox"/>	T	Triage-in-charge moves to triage point	<input type="checkbox"/>	T	Triage-in-charge moves to triage point	<input type="checkbox"/>	T	Triage-in-charge moves to triage point
<input type="checkbox"/>	I	Incident Command Team briefing + Notify Hospital Administration & All Departments (OT/ICU/...)	<input type="checkbox"/>	I	Incident Command Team briefing + Notify Hospital Administration & All Departments (OT/ICU/...)	<input type="checkbox"/>	I	Incident Command Team briefing + Notify Hospital Administration & All Departments (OT/ICU/...)
<input type="checkbox"/>	C	Resource Lead mobilizes Kits and HR	<input type="checkbox"/>	C	Resource Lead mobilizes Kits and HR	<input type="checkbox"/>	C	Resource Lead mobilizes Kits and HR
<input type="checkbox"/>	T	Clinical Lead assists EU evacuation	<input type="checkbox"/>	T	Clinical Lead assists EU evacuation	<input type="checkbox"/>	T	Clinical Lead assists EU evacuation
<input type="checkbox"/>	Z	Open MCM kit	<input type="checkbox"/>	Z	Open MCM kit	<input type="checkbox"/>	Z	Open MCM kit
<input type="checkbox"/>	O	Prepare Red Zone	<input type="checkbox"/>	O	Prepare Red Zone	<input type="checkbox"/>	O	Prepare Red Zone
<input type="checkbox"/>	N	Open & Prepare Green Zone	<input type="checkbox"/>	N	Open & Prepare Green Zone	<input type="checkbox"/>	N	Open & Prepare Green Zone
<input type="checkbox"/>	E	Open & prepare Family area	<input type="checkbox"/>	E	Open & prepare Family area	<input type="checkbox"/>	E	Open & prepare Family area
<input type="checkbox"/>	S	Open & prepare Media area	<input type="checkbox"/>	S	Open & prepare Media area	<input type="checkbox"/>	S	Open & prepare Media area