

**MEDICAL EMERGENCY PLAN
CHECKLIST FOR PLAN DEVELOPMENT**

(Restricted/Confidential/Exempt from Public Records Requirements)

Use this checklist as a guide in developing the institutional plan. The checklist is not intended as a prescribed format. While the checklist items provide a comprehensive review of the Medical Emergency Plan, some items will vary according to the Health Services staff, the facilities provided at the institution and the medical grades of inmates at the institution.

I. INTRODUCTION

Emergency Definition

_____ Identify what constitutes a medical emergency within your facility for each of the following:

_____ Natural disaster (hurricane, tornado, flood);

_____ Technological (hazardous materials, fire);

_____ Health services (epidemic, toxic exposure, see 401.001, *Movement Restrictions During Communicable Disease Outbreaks* for definition);

_____ Other

_____ Specify the relationship between the Medical Emergency Plan and the institutional Emergency Plan.

_____ Specify the relationship between the Medical Emergency Plan, the departmental Hurricane Plan and 401.001, *Movement Restrictions during Communicable Disease Outbreaks*.

Responsible Authority

_____ Identify, by titles, one staff person and one alternate responsible on each shift for the following:

_____ Declaring that a medical emergency exists within Health Services and communicating that information to on-duty staff, security and the Warden's Office;

_____ Serving as the primary contact for receipt of information from the Warden that the institution is under a state of emergency and communicating that information to on-duty medical staff, and on-call command staff.

Communication

_____ Define the primary means of communicating, under emergency conditions, among and between the following:

_____ On-duty Health Services staff,

_____ On-duty security staff,

_____ Warden's Office

_____ Define the secondary means of communicating, among and between the groups listed in the previous checklist item, within the context of potential loss of off-site power, and loss of conventional telephone lines. Potential alternatives to include:

Cellular communication,
Radio communication systems,
Pagers,
Radio/TV broadcasts,
Local law enforcement

_____ Define the primary means of communicating, under emergency conditions, with the following:

_____ Off-duty Health Services staff;

_____ Off-site emergency health care providers;

_____ Other DC institutions (Health Services staff);

_____ Emergency medical transportation providers

II. IMPLEMENTATION

Command and Coordination

_____ Identify, by title, the staff person in charge during a medical emergency.

_____ Identify, by title, an alternate for the staff person in charge during a medical emergency.

_____ Identify the chain of command structure for response to a medical emergency to ensure continuous leadership in key command positions during all shifts.

_____ Describe the emergency response and support staffing requirements for medical emergencies based upon emergency conditions lasting up to twenty-four hours.

_____ Describe the emergency response and support staffing requirements for medical emergencies based upon emergency conditions lasting from two to seven days.

_____ Identify the length of shifts for each staffing function in order to ensure twenty-four-hour response capability.

_____ Identify the function and makeup of the medical emergency response command post.

_____ Describe how the medical emergency command post relates to the overall emergency response command structure for the institution.

Notification

_____ Describe the process for timely notification, activation and staffing of the Health Services command post, triage area(s) and other emergency facilities within the institution (twenty-four hour basis).

_____ Identify through Medical Emergency Operating Procedures:

_____ A medical Emergency Alert Roster for staffing and notification of all emergency response and support staff;

_____ The staff notification and activation procedure, to include:

_____ Twenty-four hour contact numbers for all emergency response and support staff;

_____ On-call requirements for key command and response staff;

_____ Primary and secondary means of contacting response, support and key command staff (telephone, cellular, pager, TV/radio, etc.)

_____ Staff procedures and policies for reporting to work under emergency conditions

_____ Individual staff response and support responsibilities and roles for all Health Services staff in accordance with the response and support staffing requirements for medical emergencies.

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Outside Support

_____ Identify the departmental institutions in sufficient geographic proximity to be requested to provide assistance in the event of a medical emergency at your institution.

_____ Identify the resources and level of support readily available from other departmental institutions

_____ Define the process for notifying and activating assistance from other departmental facilities.

_____ Identify alternative departmental sources of assistance assuming those institutions in close geographic proximity are adversely impacted by the emergency.

_____ Identify a means of feeding and housing Health Services staff brought in to assist during an emergency.

_____ Identify those primary nondepartmental medical facilities which have the resources, and are in sufficient geographic proximity to your institution, to be requested to provide assistance, or to which your institution may transport casualties in the event of a medical emergency.

_____ Identify alternative off-site medical facilities, not in the immediate geographic area, which have the resources to provide assistance at your institution if your primary medical facilities are adversely impacted by the emergency.

_____ Describe the resources and level of support available from each outside medical facility for the various types of emergencies to which your institution is vulnerable.

_____ Identify the process for notification and alert of off-site facilities that a medical emergency exists at your institution and that mobilization of resources should begin.

_____ Identify the process for notification of off-site facilities that a medical emergency exists and that casualties will be transported.

_____ Identify the process for activation and movement of the needed resources from outside medical facilities to your institution.

_____ Identify the process for activation of extraordinary outside medical assistance in the event of a catastrophic event which immediately overwhelms the response capabilities of your institution and other nearby off-site medical facilities.

_____ Identify the primary off-site facilities which can provide ambulance or other medical transportation assistance (if different from facilities noted in the preceding checklist items).

_____ Identify the level of support available from each ambulance or transportation service.

_____ Describe the process for notification and activation of the ambulance or transportation service.

_____ Identify the circumstances under which public health officials should be notified concerning any medical emergency at the facility.

_____ Identify the process for notifying and briefing state and local public health officials of events that require their involvement.

Triage/Treatment

_____ Define the process for addressing inmate casualties to include:

_____ On-site movement of inmate casualties to receiving, triage and treatment areas;

_____ Receipt of injured inmates;

_____ Triage;

_____ Treatment priorities

_____ Define the role and responsibilities of the Medical Rapid Response Team during the initial stages of a medical emergency.

_____ Define the makeup of the Medical Rapid Response Team.

_____ Identify through Medical Emergency Operating Procedures:

_____ The makeup of each triage team, or teams, within the context of the emergencies to which your institution is vulnerable;

_____ The specific responsibilities of each triage team;

_____ Primary and alternate triage areas, keeping in mind the broad range of medical emergency conditions which may be faced (food poisoning, tornado damage to structures, riot, epidemic, etc.);

_____ The makeup of inmate casualty treatment teams;

- _____ Primary and alternate treatment areas, keeping in mind the broad range of medical emergencies which may be faced

- _____ Ensure that adequate security is available for all inmate casualty receiving, triage and treatment areas.

- _____ Define the process for transporting inmate casualties to off-site medical facilities.

- _____ Identify the process to ensure that inmates transported off site for medical treatment are accompanied by appropriate security.

- _____ Identify the process for ensuring that casualty inmates transported off site continue to receive medications and prescriptions issued prior to the emergency.

- _____ Define the process for treating staff casualties on site, to include Health Services staff as well as security staff, classification staff and any other staff likely to be inside the compound during an emergency.

- _____ Outline a contingency response to a medical emergency in the event that multiple Health Services staff casualties occur, to include:
 - _____ Command responsibilities;

 - _____ Communication of medical emergency status to security, Warden's Office, off-site Department of Corrections officials;

 - _____ Activation of off-site medical assistance

- _____ Evaluate the availability of emergency medical supplies and equipment to ensure that quantities are sufficient to address a range of disaster conditions.

- _____ Identify alternate sources of medical supplies in the event existing supplies are inadequate or are damaged in the course of the emergency.

- _____ Establish a process for determining the identity of inmate casualties and accessing the current medical record.

- _____ Identify the process for isolation of staff and inmates in the event of an epidemic. (Refer to the *Infection Control Manual*.)

- _____ Identify the process for isolation of triage and treatment areas in the event of an epidemic.

III. EVACUATION

Evacuation addresses the movement of an entire inmate population rather than the movement of mass casualties only. Within Health Services, evacuation should be addressed from two perspectives. The first is a precautionary evacuation, as would occur prior to a major hurricane, which would require the movement of inmates from infirmary, CSU, TCU, and MHTF facilities to other institutions. The second is evacuation following (or during) a major emergency, such as the aftermath of a tornado, or in the midst of a major hazardous materials incident. In such an event, there is the potential for having to treat mass casualties prior to and during the evacuation.

_____ Identify a Health Services staff person responsible for ensuring implementation of institutional precautionary evacuation procedures.

_____ Identify individual Health Services staff responsibilities for implementing a precautionary evacuation in accordance with institutional emergency plans, the departmental Hurricane Plan.

_____ Identify special transportation arrangements required to evacuate inmates.

_____ Describe any special arrangements required for movement of medical records, medications, or specialty treatment directions.

_____ In accordance with institutional plans, the departmental Hurricane Plan, identify locations to which inmates are likely to be moved.

_____ Determine if there are medical reasons requiring Health Services staff to accompany any inmates during the evacuation.

_____ Develop an estimate of the amount of time it will take to prepare inmates with medical problems for evacuation.

_____ Utilizing the plan components and procedures related to triage, treatment, and transportation of inmate casualties, and identifying potential extraordinary requirements necessary for evacuation during an on-going emergency.

_____ Establish a contingency procedure to activate rapid medical assistance from any nearby institutions or outside medical facilities in the event that a facility evacuation occurs in the midst of an on-going emergency.

Assistance To Other Institutions

_____ Identify the total staff available (all shifts), by discipline (LPN, RN, PA, MD, etc.), to assist another institution experiencing a medical emergency.

_____ Establish a schedule for notification, activation and transportation of available staff to the affected institution.

_____ Identify a means of assessing, packing and transporting medical supplies to assist another institution experiencing a medical emergency.

_____ Identify the number of casualties from another institution which could be accommodated at your institution under normal circumstances.

IV. TRAINING

_____ Identify how command staff and key medical staff will be instructed and evaluated in their emergency response roles.

_____ Identify training program and schedule for instructing all medical emergency response and support staff in their roles and responsibilities under the Medical Emergency Plan to include:

_____ A process and schedule for providing refresher training for all Health Services staff.

_____ A program and schedule for orienting and training new Health Services employees.

_____ A program and schedule for cross training staff in the roles played by other response staff.

_____ Identify a schedule for exercising the Medical Emergency Plan on a quarterly basis.

_____ Identify a process for evaluating all aspects of the exercise of the Medical Emergency Plan.

_____ Establish a program and schedule for correcting all deficiencies noted during training exercises.

V. REPORTS

_____ Establish a process and format to report findings and recommendations following all training exercises or drills involving the Medical Emergency Plan.

_____ Establish a process and format for an annual report on the status of the Medical Emergency Plan and staff training.

_____ Establish a format and process for reporting any medical emergency occurring at your facility to include information on staffing casualties, overall evaluation and recommendations for improvement.