

MODEL COMMUNITY ALTERNATE CARE SITE PLAN

**DEVELOPED BY THE
ALASKA NATIVE TRIBAL HEALTH CONSORTIUM
EMERGENCY PREPAREDNESS PROGRAM**

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TABLE OF CONTENTS

TOPIC	PAGE
Section 1: General Considerations	3
I. Purpose	3
II. Assumptions	3
III. Essential Components of Establishing an Alternate Care Site	4
a. Site Selection and Design	4
b. Selection Matrix	4
b. Site Supplies	6
c. Site Staffing	6
d. References and Resources	8
Section 2: Estimating Potential Impact of a Pandemic in a Community	9
Section 3: Equipment Consideration for Alternate Care	10
Section 4: Medication Categories	13
Section 5: Job Action Sheets	15
Alternate Care Medical Director Job Action Sheet	15
Deputy Alternate Care Director Job Action Sheet	16
Safety Officer Job Action Sheet	17
Public Information/Communication Officer Job Action Sheet	17
Liaison Officer Job Action Sheet	18
Operations Officer Job Action Sheet	19
Administrative Director Job Action Sheet	20
Triage Officer Job Action Sheet	20
Behavioral Health/Pastoral Specialist Job Action Sheet	21
Logistics Chief Job Action Sheet	22
Housekeeping and Laundry Manager Job Action Sheet	23
Food Service Manager Job Action Sheet	23
Maintenance Manager Job Action Sheet	24
Transportation Manager Job Action Sheet	25
Finance Chief Job Action Sheet	26
Planning Chief Job Action Sheet	26

COMMUNITY ALTERNATE CARE SITE PLAN

SECTION 1: GENERAL CONSIDERATIONS

I. PURPOSE

The function of a Community Alternate Care Site is to reduce the morbidity, mortality, and the social and economic impact of a disaster or emergency. It would occur in a disaster or emergency that necessitated establishing an extended health care function within a community that would not have resources nor be equipped to provide care normally given in a hospital. An influenza pandemic in Alaska would be an example where a community might have to establish a Community Alternate Care Site.

This guide is intended to assist local communities in developing the plans and procedures necessary to establish sites that can house patients and provide a minimum level of “tertiary/comfort care.”

This guide can be used to develop an annex to the basic clinic disaster response plan.

Alternate care sites such as might be needed in a severe pandemic may need to operate 24/7 for an extended period of time. Communities, boroughs (if the community is in a borough), regional Tribal health corporations (for tribal; clinics) should be intimately involved in the planning process. But boroughs and, regional Tribal health corporations may not be able to assist in implementing, staffing or supplying the alternate care site.

II. ASSUMPTIONS

Alternate care sites may be in operation for a long period of time in the event of an influenza pandemic. Alternate Care Sites need to be selected based on the ability to operate for an extended time.

A pandemic may occur in two or more phases and alternate care sites may open, close, and re-open depending on the community needs.

Selecting and staffing of the alternate care site should be done in conjunction with local health care providers, but it should not be assumed that the local providers will be able to totally staff the site. Additional community members will have to be trained for this.

Assistance from outside the community, sub-regional level, state or the federal government may not be available.

Family members and well community members will be providing the care, and so plans need to include any specialized training the community might need in such an event.

III. ESSENTIAL COMPONENTS OF ESTABLISHING AN ALTERNATE CARE SITE

a. Site Selection and Design:

Communities should consider locations that can accommodate beds for up to 50% of the local population. If there is no facility that can accommodate 50% of the population, then a plan needs to address caring for people in their homes. Schools, community centers, hotels/motels, bed and breakfasts and armories might be suitable locations. An MOU should be developed in advance for use of alternate care facilities.

Patients can be cohorted and private room accommodations will be limited. In all cases, the building selected should be code compliant for its currently designated building type.

b. Selection Matrix:

Building requirements for Alternate Care Sites should include the following:

Features to Consider

- Patient care area/beds 3 feet part
- Accessible
- Security
- Food/feeding
- Laundry
- Toileting/showers
- Waste disposal to include bio-hazardous material
- Water and heat
- Telephone
- Transportation
- Ventilation
- Storage
- Lab specimen storage/processing
- Pharmacy
- Space for ancillary services, including case management, social workers and other mental health professionals
- Space for clerks/record keeping

Potential Sites

Aircraft Hangers
Churches
Community or Recreation Centers
Convalescent Care Facilities
Extended Care Facilities
Government Buildings
Hotels/Motels/Bed and breakfasts
Meeting Halls

National Guard Armories
Schools
Sports Facilities

Infrastructure

Doors/corridors adequate size for gurneys
Floors
Loading dock
Parking for staff and visitors
Roof
Toilet facilities/showers (#)
Ventilation
Walls

Total Space and Layout

Auxiliary spaces (treatment areas, counselors, chapel)
Equipment/supply storage area
Family area
Food supply and prep area
Lab specimen handling area
Mortuary holding area
Patient decontamination areas
Pharmacy area

Utilities

Air conditioning
Electrical power (backup?)
Heating
Lighting
Refrigeration
Water (hot?)

Communication

Communication
(# phones, satellite phones, local/long distance, intercom)
Wired for IT and internet access

Other Services

Ability to lock down facility
Accessibility/proximity to transportation
Biohazard and other waste disposal
Ownership/other uses during disaster

Rating System

5 Equal to or same as hospital.
4 Similar to that of a hospital, but has SOME limitations (I.e. quantity/condition).

- 3 Similar to that of a hospital, but has some MAJOR limitations (I.e. quantity/condition).
- 2 Not similar to that of a hospital, would take modifications to provide.
- 1 Not similar to that of a hospital, would take MAJOR modifications to provide.
- 0 Does not exist in this facility or is not applicable to this event.

b. Site Supplies

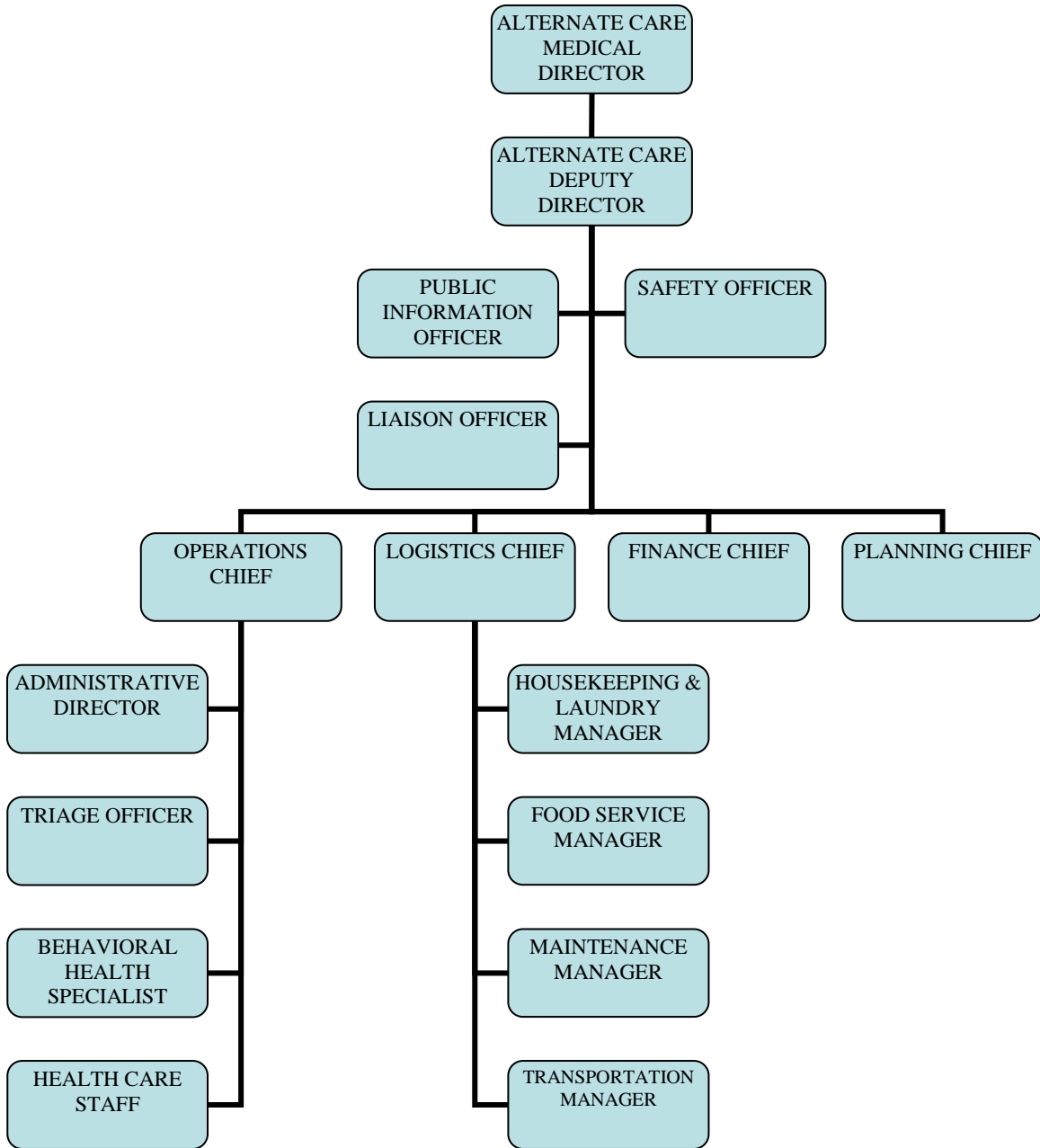
See Sections 3 & 4. Because of the widespread nature of a pandemic, the protocols, prioritization and use of ventilators need to be addressed by health care leaders and planners – there may not be enough and very few or none will be forthcoming from other states.

c. Site Staffing

Staffing considerations should be made using adjunct and non-professional care and comfort providers. In many rural communities, the care and comfort providers are going to be the family members themselves. Other communities should consider including dentists and unlicensed assistive persons. Emergency Medical staff should not be considered as first line staff as they will be busy providing emergency medical services and patient transportation for the hospitals.

In situations in which immunization or prophylaxis is available, consideration should be given to community volunteers that have been trained to provide care/comfort at the alternate care sites.

ORGANIZATIONAL CHART ALTERNATE CARE FACILITY



d. References and Resources

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US Department of Health and Humans Services, *HSS Pandemic Influenza Plan*, November 2005.

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SECTION 2: ESTIMATING POTENTIAL IMPACT OF A PANDEMIC IN COMMUNITY

CDC has developed attack/mortality rates to assist local pandemic planners in establishing estimated of the potential impact of the next pandemic in their community.

HEALTH AND SOCIAL SERVICES PANDEMIC FLU CASUALTY PROJECTIONS*

ATTACK RATE 50%

HHS Estimates	Number in Alaska	Number in community of 1,000	Number in community of 500	Number in community of 100
Number ill	325,000	500	250	50
25% require out-patient care	162,500	250	125	25
3% require hospitalization	19,500	30	15	3
2.5% will die	16,250	25	13	2-3

ATTACK RATE 30%

HHS Estimates	Number in Alaska	Number in community of 1,000	Number in community of 500	Number in community of 100
Number ill	195,000	300	250	50
15% require out-patient care	97,500	150	125	25
0.3% require hospitalization	1,950	30	3	> 1
0.1% will die	650	25	1	> 1

*<http://www.whitehouse.gov/homeland/pandemic-influenza.html>

SECTION 3: EQUIPMENT CONSIDERATION FOR ALTERNATE CARE

- Equipment
- Patient related consumables
- Administrative consumables
- Oxygen/respiratory equipment

Durable Equipment

Beds/Cots

Chairs correlation with staffing level

Desks correlation with staffing level

Fax Machine

Housekeeping Cart with supplies

Internet/email Access

Telemedicine Unit

IV Poles

Linens sheets/pillows/pillow cases/hand towels/bath towels)

Patient Commodes

Pharmacy Carts

Privacy Dividers

Refrigerators

Stretchers

Supply Carts

Telephones

Treatment Carts

Washing Machine

Dryer

Wheelchairs

Patient Care-Related Consumables:

Alcohol pads (multiple widespread use) 2-4 Boxes per 24 hours 14-28 Box 1 Box

Catheters, intraosseous module blue (pediatric use), standard size

Intermittent IV access device

IV catheters, 18g with protectocath guard 40% of pts req

IV catheters, 20g with protectocath guard 40% of pts req

IV catheters, 22g with protectocath guard 10% of pts req

IV catheters, 24g with protectocath guard 10% of pts req

IV fluid bags, NS, 1000cc

IV fluid bags, D5 1/2NS, 1000cc

IV start kits Same # as intermittent access device

IV tubing w/ Buretrol drip set for peds

IV tubing w/ standard macrodrip for adults

Needles, Butterfly, 23g

Needles, Butterfly, 25g

Needles, sterile 18g

Needles, sterile 21g
Needles, sterile 25g
Saline for injection 10cc bottle
ABD bandage pads, sterile
BandAids
Basins, bath
Bathing supply, prepackaged (e.g. Bath in a Bag (TM))
Bedpans – regular
Toilet Paper
Blankets
Carafes - 1 liter
Cart, supply 3/unit
Chux protective pads (many uses)
Cots (have extras available to replace broken equipment)
Curtains, privacy (wheeled)
Diapers – adult
Diapers – infant
Diapers – pediatric
Emesis basins
Facial tissue, individual patient box
Feeding tubes, pediatric - 5 French, -8 French
Foley Catheters
Gloves non-sterile, small/medium/large
Goggles / face shields, splash resistant, disposable
Gown, splash resistant, disposable
Mask, N95, for staff (particulate respirator)
Gown, patient
Mask, 3M 1800 for patients
Gauze pads, non-sterile
Hand cleaner, waterless alcohol-based 1 per handwash station
Paper Towels
Lubricant, Water soluble
Medicine cups, 30ml, plastic
Morgue Kits
Nasogastric tubes - 18F
Pen lights
Povidone-iodine bottles, 12 oz
Restraints, Extremity, soft - adult
Sanitary pads (OB pads)
Sharps disposal containers
Sheets, disposable, paper, for stretchers & cots
Syringes, 10cc, luer lock
Syringes, 3cc, luer lock, w/ 21g 1.5" needle
Syringes, catheter tip 60cc
Syringes, Insulin
Syringes, TB

Tape, silk - 1 inch
Tape, silk - 2 inch
Tongue depressors
Tubex [TM] pre-filled syringe holders
Urinals
Washcloths, disposable
Water, bottled 1 liter
Water container, 1 gallon potable
Drinking cups

Diagnostic Supplies:

Glucometer
Glucometer test strips
Probe covers for thermometers
Protocol unit (or other brand) monitor, thermometer, BP, HR
Protocol unit, disposable plastic BP covers
Single Use Shielded Lancets
Stethoscopes

Administrative Consumables

Pens – Black ballpoint
Pens – Red ballpoint
Stapler
Staples
Tape
Tape dispenser
Paper clips
Paper punch (3- or 5-hole based on chart holders)
Charholders/Clip boards
File Folders - letter size, variety of colors
Namebands for Identification and Allergies
Batteries – 9V
Batteries – AA
Batteries – C
Batteries – D
Clipboards
Chalk or white boards
Dry-erase markers
Chalk
Trashcans and liners
Flashlights
Plastic bags for patient valuables
Floor lamps
Table lamps
Lightbulbs
Plain paper

Filing cabinets – rolling
Black permanent markers
Yellow highlighter markers
Time cards
Generic sign-in, sign-out forms
Pre-printed admission Order forms
Blank provider order forms
Multidisciplinary progress notes
Nursing flowsheets
Admission history & physical forms (include area for Nrsg Hx)
Death certificates/Death packets

Oxygen and Respiratory-related Equipment

Bag-Valve-Mask w/adult and peds masks – adult 1600 ml reservoir 1
Cascade gauge for oxygen cylinders 14
Catheters, suction
Connector, 5 in
Cylinder holders for E Cylinder oxygen tanks
Mask, oxygen – nonrebreather, pediatric
Mask, oxygen – nonrebreather, adult
Nasal cannula, adult
Nasal cannula, pediatric
Regulator, Oxygen (Flow meter)
Suction unit – Collection System
Suction unit – Portable
Suction unit Battery
Tank, Oxygen "E" cylinder (700 L O₂)
Tank, Oxygen "H" cylinder (7000 L O₂)
Tubing, oxygen – with connector
Tubing – suction, connector
Tubing, suction, 10F
Wrench, Oxygen tank
Yankaur Suction Catheter
Intubation equipment with oral airways/ET tubes; adult & peds
Ventilators

SECTION 4: MEDICATION CATEGORIES

Purpose/Condition Medications

Anaphylactic reactions Epinephrine aqueous adrenalin chloride 1:1000 amps

Antibiotics Cephalosporins (3rd and 4th generation), floroquinolones

Antipyretics Tylenol (acet aminophen) 500mg tabs; Tylenol pediatric drops 80 mg/0.8 ml; syrup/elixir 160 mg/5ml, tabs 325 mg;

Ibuprofen 200mg tabs

Asthma

Albuterol- Metered Dose Inhaler, solution for inhalation, capsule for inhalation, syrup, tablets

Theophylline-capsules, tablets, elixir, oral solution, syrup

Beclomethasone-Metered Dose Inhaler, nasal spray

Blood pressure- high

Diuretics- furosemide-oral solution, tablets, IV, IM, potassium sparing diuretics, thiazide (HCTZ) – Oral solution, tablets

Adrenergic blockers- alpha and beta blockers- atenolol-tablets, IV, propranolol – tablets, oral solution, IV

ACE inhibitors- captopril, lisinopril –tablets,

Angiotensin II blockers

Calcium channel blockers- Nifedipine-capsule, extended release tablets, Verapamil-tablet, IV

Blood pressure- low

Dobutamine-IV, Dopamine-IV, Milrinone-IV

Diabetes Mellitus

Glucose tabs for insulin reactions, Glucagon- IM, IV, sub-cutaneous, Regular, NPH and Lente , and long acting (Ultra-Lente), insulins sub-cutaneous, Metformin –syrup, tablets

Glipizide-tablet, extended release tablet, Glucuride- tablets

General use

Isopropyl alcohol

Antibiotic ointment

Antiseptic/betadine scrub solution

Petroleum/A&D ointment

Desitin ointment

Antacid, low sodium tabs

Hydrocortisone, 0.5% ointment

Pedialyte

Heart disease

Nitro sub-lingual tabs

Digoxin-capsule, elixir, IV

Heparin- IV, sub-cutaneous

Coumadin-tablets, IV

Procardia- capsule, extended release tablets

Morphine-capsules, tablets, oral solution, syrup, IV, IM, suppositories

Thyroid Synthroid-tablets, IV, IM

Patients' own medications should be brought with them to the alternate care site, or acquired from their dispensing pharmacy. The medications listed above are for use in patient care protocols until patient's own medications arrive, or in emergency situations when the biophysiological reactions to influenza infection threaten the life of the patient.

SECTION 5: JOB ACTION SHEETS

ALTERNATE CARE MEDICAL DIRECTOR JOB ACTION SHEET
REPORT TO: Hospital CEO/Medical Director/Tribal Health Director or
Community Incident Commander
Role: Responsible for overall site operations

Shift Checklist:

Immediate: Initial actions to be done upon site activation or

- Implement the Alternate Care Site Plan
- Form an Incident Management Team, appoint team members
- Receive briefing from local EOC or joint Public Health EOC/local EOC, hospital CEO/Medical Director
- Establish an Alternate Care Medical Director's office
- Establish that site communications,
- Establish/implement medical/treatment protocol/safety plans
- Review Job Action Sheet
- Locate, review Alternate Site Operations Plan
- Establish admission and discharge criteria for Site
- Determine staffing needs, acquire appropriate resources
- Assures that site operations positions are assigned
- Confirm internal/external lines of communication and authority
- Establish internal communications (telephone, fax, cell phone, 2 way radio, runners)
- Establish procedure to verify staff/volunteer credentials and identification
- Review chain of command, decision making, problem solving processes
- Schedule staff, EOC, media reports and briefings

Ongoing: Responsibilities and actions to assure effective site operations

- Maintain briefing and communication schedule with site staff, EOC/ Hospital
- Update status reports/status board
- Monitor site care for treatment concerns
- Consult with Operations Chief for specific patient concerns
- Resolve staff/procedural concerns or conflicts
- Provide EOC/hospital with updates as to site activity
- Assure posting of staff assignments
- Assure posting of emergency phone/contact numbers
- Assure completion of forms as indicated
- Assure adherence to treatment protocols and medication security

- Insure completion of any incident reports relating to injury or property loss/damage

Shift Change/Deactivation (event contained, response completed):

- Participate in shift debriefing, EOC/ hospital and Public Health EOC debriefing, After Action process
- Conduct exit interviews with Section Chiefs. Assure that all section reports/forms are completed and turned in to the Planning Chief or appropriate entity
- Sign Out, turn in ID badge

Job Action Sheet Completion Date:

DEPUTY ALTERNATE CARE DIRECTOR JOB ACTION SHEET

REPORT TO: Alternate Care Medical Director

Role: Support the Alternate Care Medical Director

Shift Checklist:

Immediate: Initial actions to be done upon site activation

- Sign Personnel Log In Sheet, secure ID Badge
- Receive briefing from Alternate Care Medical Director
- Work for support the Alternate Care Medical Director
- Review unit/team Job Action Sheets
- Review Site plan, medical triage and treatment protocols
- Review procedures for personal protective equipment and infection control guidelines
- Locate, review triage, admission, treatment and discharge documents
- Set up patient care units, check supply levels
- Review patient care staffing schedules and ensure appropriate care providers are available
- Confirm briefing schedule with Alternate Care Medical Director

Ongoing: Responsibilities and actions to assure effective site operations

- Assure patient care needs are met for food, hydration, clean environment, and mental health
- Ensure personal protective equipment and infection control guidelines are in place when providing care to patients
- Ensure health care delivery by unlicensed staff is supervised by a health care provider
- Ensure patient care documents are complete
- Consult with Alternate Care Medical Director, Operations Chief as needed for patient care medical issues
- Maintain any required documentation logs
- Provide unit activity updates to Alternate Care Medical Director

Shift Change/Deactivation (event contained, response completed):

- Ensure all areas are re-supplied
- Report to Alternate Care Medical Director for debriefing
- Complete, turn any unit logs or forms to Alternate Care Medical Director
- Sign Out, turn in ID badge

Job Action Sheet Completion Date:

SAFETY OFFICER JOB ACTION SHEET

REPORT TO: Alternate Care Medical Director

Role: Monitor, identify and correct potential site hazards to insure patient and staff safety, maintain facility compliance with fire and other safety codes

Shift Checklist:

Immediate: Initial actions to be done upon site activation/ new operational period

- Sign Personnel Log In Sheet, Secure ID Badge,
- Review Job Action Sheet
- Report to Alternate Care Medical Director for briefing, briefing schedule
- Establish Safety Officer's office (on site)
- Review facility survey, site lay out, emergency evacuation plan for facility. Assure location of emergency equipment and first aid supplies
- Assure posting of emergency phone/contact numbers
- Assemble safety unit staff. Assure appropriate ID, sign in, personal gear as indicated.
- Review previous operational period's incident reports
- Conduct site walk through to assess safety level at patient care, staff work, and public areas
- Post exterior signs guiding traffic to and through site driveways/through and parking areas

Ongoing: Responsibilities and actions to assure effective site operations

- Continue site area surveillance, monitor sanitation and safety conditions
- Coordinate monitoring activity with Alternate Care Staff
- Investigate, report, correct potential hazards
- Assure completion of logs, reports and forms as indicated.

Shift Change/Deactivation (event contained, response completed):

- Obtain report from unit/team staff
- Report to Alternate Care Medical Director for debrief
- Assure completion of any incident reports relating to injury or property loss/damage
- Assure that all Safety reports forms are completed and turned in to the Alternate Care Medical Director
- Sign Out, turn in ID badge

Job Action Sheet Completion Date:

PUBLIC INFORMATION/COMUNICATION OFFICER JOB ACTION SHEET

REPORT TO: Alternate Care Medical Director

Role: Establish and maintain clear communication, public information link between Medical Director and local incident command center/hospital/liaison /local media. Assist with site briefings and status reports

Shift Checklist:

Immediate: Initial actions to be done upon site activation/ new operational period

- Sign Personnel Log In Sheet, secure ID Badge
- Report to Alternate Care Medical Director for briefing
- Review Job Action Sheet

- Locate work station and communications equipment within vicinity of Alternate Care Medical Director's Office, verify that communication equipment is in working order
- Review Site communication plan
- Review previous operational period's incident reports
- Locate status board, role relevant documentation forms
- Confirm Alternate Care Medical Director briefing schedule

Ongoing: Responsibilities and actions to assure effective site operations

- Conduct facility walk-through to review patient care area lay out and activity
- Monitor communications within site
- Attend staff briefings, prepare reports for Alternate Care Medical Director
- Assure completion of communication/information forms as indicated.
- Prepare information for IMT Staff, Alternate Care staff
- Provide information to patients and/or family members
- Prepare information for media briefings
- Coordinate approval for public releases by the Medical/Facility Director/Commander

Shift Change/Deactivation (event contained, response completed):

- Participate in shift debriefing or event after action meetings as requested
- Assure that all required communication reports forms are completed and turned in to the Alternate Care Medical Director
- Sign Out, turn in ID badge

Job Action Sheet Completion Date:

LIAISON OFFICER JOB ACTION SHEET

REPORT TO: Alternate Care Medical Director

Role: Establish and maintain coordination with the community EOC, Tribal Health Corporation and other entities involved in the response.

Shift Checklist:

Immediate: Initial actions to be done upon site activation/ new operational period

- Sign Personnel Log In Sheet, secure ID Badge
- Report to Alternate Care Medical Director for briefing
- Review Job Action Sheet
- Locate work station and communications equipment within vicinity of Alternate Care Medical Director's Office, verify that communication equipment is in working order
- Review Site plans
- Review previous operational period's incident reports
- Review status board, relevant documentation forms
- Confirm Alternate Care Director/section chief and unit leader briefing schedules

Ongoing: Responsibilities and actions to assure effective site operations

- Establish communication with community EOC, determine whom will be the EOC point of contact for Alternate Care Site Issues
- Establish communication with Borough, Regional Tribal Health Corporation others as appropriate.
- Monitor communications within site
- Attend staff briefings, prepare reports for Medical Director

- Attend community EOC meetings – represent alternate care site issues at community EOC meetings.
- Assist in preparing Situation Reports

Shift Change/Deactivation (event contained, response completed):

- Participate in shift debriefing or event after action meetings as requested
- Assure that all required communication reports forms are completed and turned in to the Alternate Care Medical Director
- Sign Out, turn in ID badge

Job Action Sheet Completion Date:

OPERATIONS OFFICER JOB ACTION SHEET

REPORT TO: Alternate Care Medical Director

Role: Direct medical care functions within the alternate care facility, direct patient care activities, supervise health care staffing, make routine rounds in the patient care area, and coordinate administrative and logistical support for patient care units.

Shift Checklist:

Immediate: Initial actions to be done upon site activation/ new operational period

- Sign Personnel Log In Sheet, secure ID Badge
- Receive briefing from Alternate Care Medical Director
- Review Job Action Sheet
- Appoint health care staff, make team assignments & team schedules
- Brief health care staff
- Review Site plan, medical triage and treatment protocols
- Locate, review triage, admission, treatment and discharge documents
- Ensure appropriate infection control, isolation protocols are established
- Ensure staff have PPE and are trained in proper use
- Set up stations, check supply levels
- Confirm site plan for transport of medical emergencies to appropriate facility
- Assign responsibilities set staff schedules

Ongoing: Responsibilities and actions to assure effective site operations

- Monitor patient care activities
- Make routine patient care rounds and consult with care staff
- Brief Health Care staff
- Participate in development of incident action plans
- Maintain any required documentation logs
- Provide unit activity updates to Alternate Care Site Commander

Shift Change/Deactivation (event contained, response completed):

- Participate in deactivation planning and procedures
- Contribute to the After Action Report
- Complete, turn any logs or forms to the Planning Chief
- Sign Out, turn in ID badge

Job Action Sheet Completion Date:

ADMINISTRATIVE DIRECTOR JOB ACTION SHEET

REPORT TO: Alternate Care Medical Director

Role: Manage administrative unit staff support for registration, patient care Documentation and staff scheduling and documentation

Shift Checklist:

Immediate: Initial actions to be done upon site activation/ new operational period

- Sign Personnel Log In Sheet, secure ID Badge
- Review Job Action Sheet
- Report to Operations Chief for briefing
- Review site layout and documentation forms
- Review job action sheet, meet with unit staff and assign to work stations, schedule unit briefings
- Establish communication schedule with staff
- Confirm briefing/meeting schedule

Ongoing: Responsibilities and actions to assure effective site operations

- Monitor, support staff at registration and patient care areas
- Monitor and support staff in financial documentation area
- Ensure staff use appropriate personal protective equipment and infection control procedures
- Make routine patient care rounds and consult with care staff
- Ensure patient care documents are complete
- Ensure staff scheduling documents are complete
- Monitor patient care staff for signs of stress
- Maintain any required documentation logs
- Assure that documents are complete, legible
- Ensure that administrative work stations are supplied as needed
- Maintain list of all patients in the alternate care site
- Assure that daily/weekly reporting documents are produced/maintained
- Maintain work station briefing schedule
- Provide activity updates to Operations Chief

Shift Change/Deactivation (event contained, response completed):

- Obtain report from unit/team staff
- Report to Operations Chief for debriefing or event after action meetings, identify any ongoing operational concerns
- Insure completion, collection, security of all documentation forms (Patient, staff and financial)
- Complete appropriate forms and turn in to the Operations Chief
- Sign Out, turn in ID badge

Job Action Sheet Completion Date:

TRIAGE OFFICER JOB ACTION SHEET

REPORT TO: Operations Officer

Role: Conduct triage of patients who present to the alternate care site

Shift Checklist:

Immediate: Initial actions to be done upon site activation/ new operational period

- Sign Personnel Log In Sheet, secure ID Badge
- Review Job Action Sheet
- Report to Operations Chief for briefing
- Review site plan layout and documentation forms
- Locate, review triage, admission procedures
- Confirm Alternate Care Medical Director briefing schedule

Ongoing: Responsibilities and actions to assure effective site operations

- Conduct triage of patients who report to the alternate care facility
- Confirm patient eligibility for admission
- Maintain any required documentation logs
- Provide unit activity updates to Operations Chief as needed

Shift Change/Deactivation (event contained, response completed):

- Report to Operations Chief for debriefing
- Complete, turn any logs or forms to the Operations Chief
- Sign Out, turn in ID badge

Job Action Sheet Completion Date:

BEHAVIORAL HEALTH/PASTORAL SPECIALIST JOB ACTION SHEET

REPORT TO: Operations Chief

Role: Provide critical incident stress management support to patients and staff. Assess emotional issues among staff and patients. Work with patients and staff to deal with stress and grief issues

Shift Checklist:

Immediate: Initial actions to be done upon site activation/ new operational period

- Sign Personnel Log In Sheet, secure ID Badge
- Review Job Action Sheet
- Report to Operations Chief for briefing
- Review site layout
- Meet with and brief unit staff, provide training on identification of common disaster stress reactions
- Confirm Alternate Care Medical Director briefing schedule

Ongoing: Responsibilities and actions to assure effective site operations

- Make routine patient care rounds and consult with care staff
- Evaluate staff for signs and symptoms of stress reaction and poor coping
- Evaluate patients for signs and symptoms of stress reaction and poor coping
- Assess current capability to provide mental health support to staff members and shelterees.
- Project immediate and prolonged capacities to provide mental health services based on current information and situation.
- Identify additional resources and individuals to assist with critical incident stress management
- Routinely visit work and shelter areas and evaluate mental health needs.
- Assist in developing an action plan to the when requested.

- Maintain any required documentation logs
- Provide unit activity updates to Operations Chief

Shift Change/Deactivation (event contained, response completed):

- Coordinate critical incident stress management briefings for patients and staff
- Report to Alternate Care Director for debriefing
- Complete, turn any unit logs or forms to the Operations Chief
- Sign Out, turn in ID badge

Job Action Sheet Completion Date:

LOGISTICS CHIEF JOB ACTION SHEET

REPORT TO: Alternate Care Medical Director

Role: Oversees logistics support to alternate care facility including supplies and equipment, maintenance, food service, housekeeping and laundry and transportation.

Shift Checklist:

Immediate: Initial actions to be done upon site activation/ new operational period

- Sign Personnel Log In Sheet, secure ID Badge
- Receive briefing from Alternate Care Medical Director
- Review Job Action Sheets
- Review Site plan, supply and equipment lists
- Ensure supplies and equipment are ordered, delivered and installed
- Confirm site plan for transportation of supplies and patients
- Establish contact with community EOC Logistics branch chief
- Establish communication plan with other logistics agencies, entities
- Confirm briefing schedule with Alternate Care Medical Director

Ongoing: Responsibilities and actions to assure effective site operations

- Maintain routine contact with other Section Chiefs to determine their supply and equipment needs
- Monitor supply and equipment levels and re-order as needed
- Maintain contact with community EOC Logistics staff
- Maintain any required documentation logs
- Provide unit activity updates to Medical Director as needed

Shift Change/Deactivation (event contained, response completed):

- Re-supply stations
- Secure any unused/sensitive supplies and equipment
- Ensure any billing information is turned over to the Finance Chief
- Report to Medical Director for debriefing
- Complete, turn any logs or forms to the Planning Chief
- Sign Out, turn in ID badge

Job Action Sheet Completion Date:

HOUSEKEEPING AND LAUNDRY MANAGER JOB ACTION SHEET

REPORT TO: Logistics Director

JOB ACTION SHEET ALTERNATE CARE SITE

Role: Ensure housekeeping, sanitation, laundry functions are established and maintained.

Shift Checklist:

Immediate: Initial actions to be done upon site activation

- Sign Personnel Log In Sheet, secure ID Badge
- Receive briefing from Medical/Deputy Director
- Review unit/team Job Action Sheets
- Review Site plan
- Assemble/brief staff, assign responsibilities
- Establish staff schedules
- Establish cleaning and maintenance schedules
- Conduct training/education for staff
- Ensure appropriate hand hygiene and protective equipment is available
- Maintain communication with the Logistics Chief
- Confirm briefing schedule

Ongoing: Responsibilities and actions to assure effective site operations

- Ensure staff use appropriate hand hygiene procedures and equipment
- Supervise Housekeeping and Laundry services staff
- Ensure staff use Personal Protective Equipment and Infection Control Procedures
- Ensure cleanliness of the facility to include patient care areas, staff areas, public areas of the facility
- Maintain any required documentation logs
- Maintain ongoing communication with Logistics Chief
- Provide unit activity updates to Logistics Chief as needed

Shift Change/Deactivation (event contained, response completed):

- Re-supply station
- Report to Logistics Chief for debriefing
- Complete, turn any unit logs or forms to the Logistics Chief
- Sign Out, turn in ID badge

Job Action Sheet Completion Date:

FOOD SERVICE MANAGER JOB ACTION SHEET

REPORT TO: Logistics Chief

Role: Ensure patients and staff have appropriate, nutritious food, water and supplements.

Shift Checklist:

Immediate: Initial actions to be done upon site activation

- Sign Personnel Log In Sheet, secure ID Badge
- Receive briefing from Medical/Deputy Director
- Review Job Action Sheet
- Review Site plan
- Assemble, brief staff, make team assignments, shift schedules

- Determine the number of meals needed
- Identify patients with special dietary needs
- Determine food levels required
- Initiate food procurement ordering procedures
- Establish work schedules
- Confirm briefing schedule with Medical/Deputy Director

Ongoing: Responsibilities and actions to assure effective site operations

- Supervise food service staff, food preparation and serving
- Monitor food inventories, order food and supplies as needed
- Ensure food sanitation standards are implemented and adhered to
- Maintain communications with Logistics Chief
- Maintain any required documentation logs
- Provide unit activity updates to Logistics Chief

Shift Change/Deactivation (event contained, response completed):

- Re-supply station
- Report to Logistics Chief for debriefing
- Complete, turn any logs or forms to the Logistics Chief
- Sign Out, turn in ID badge

Job Action Sheet Completion Date:

MAINTENANCE MANAGER JOB ACTION SHEET

REPORT TO: Logistics Chief

Role: Maintain medical equipment, communication resources and facility integrity

Shift Checklist:

Immediate: Initial actions to be done upon site activation

- Sign Personnel Log In Sheet, secure ID Badge
- Receive briefing from Logistics Chief
- Review Job Action Sheet
- Review Site plan
- Conduct a facility walk through and assessment with the Alternate Care Site Director and Logistics Chief. Note any problems, implement corrective actions
- Ensure communication resources have been established.
- Establish work schedule for staff
- Brief Maintenance staff
- Ensure staff have appropriate Personal Protective Equipment
- Ensure staff education on Infection Control Procedures
- Confirm briefing schedule with Logistics Chief
- Establish maintenance checks/procedures
- Establish contact with hospital bio-medical maintenance department/contractor

Ongoing: Responsibilities and actions to assure effective site operations

- Supervise staff
- Ensure staff use appropriate personal protective equipment and proper infection control Practices

- Direct all maintenance functions
- Maintain any required documentation logs
- Provide unit activity updates to Medical/Deputy Director as needed

Shift Change/Deactivation (event contained, response completed):

- Report to Logistics Chief for debriefing
- Complete, turn any logs or forms to the Logistics Chief
- Sign Out, turn in ID badge

Job Action Sheet Completion Date:

TRANSPORTATION MANAGER JOB ACTION SHEET

REPORT TO: Logistics Chief

Role: Establish and maintain transportation resources and procedures between alternate care site and other facilities in the community. Establish transportation plan for bringing patients to the alternate care site from their home. Establish transportation for medivaced patients.

Shift Checklist:

Immediate: Initial actions to be done upon site activation

- Sign Personnel Log In Sheet, secure ID Badge
- Receive briefing from Medical Director
- Review Job Action Sheet and subordinate Job Action Sheets
- Review Site plan
- Identify all transportation resources that are available
- Assemble transportation staff, brief staff, make team assignments
- Ensure appropriate infection control, isolation protocols are established
- Ensure staff have PPE and are trained in proper use
- Coordinate with Logistics, Operations Chief to determine transportation needs
- Establish office adjacent to the Logistics Chief
- Confirm site plan for transport of medical emergencies to appropriate facility
- Confirm briefing schedule with Logistics Chief
- Confirm site plan for transport of medical emergencies to appropriate facility

Ongoing: Responsibilities and actions to assure effective site operations

- Coordinate transportation resources
- Maintain any required documentation logs
- Provide unit activity updates to Medical Director as needed

Shift Change/Deactivation (event contained, response completed):

- Report to Logistics Chief for debriefing
- Complete, turn any logs or forms to the Logistics Chief
- Sign Out, turn in ID badge

Job Action Sheet Completion Date:

FINANCE CHIEF JOB ACTION SHEET

REPORT TO: Alternate Care Medical Director

Role: Track finances involved in running the Alternate Care Site. Manage financial documentation/accounting records. Receive invoices, authorize payments. Develop and submit reimbursement invoices.

Shift Checklist:

Immediate: Initial actions to be done upon site activation

- Sign Personnel Log In Sheet, secure ID Badge
- Receive briefing from Medical Director
- Review Job Action Sheet
- Ensure Alternate Care staff are familiar with finance requirements, tracking expenses, completing time cards
- Document all key activities, actions, and decisions.

Ongoing: Responsibilities and actions to assure effective site operations

- Participate in incident action planning meetings.
- Attend command briefings and meetings
- Compile cost data information
- Maintain completed timesheets
- Ensure that the Incident Action Plan is within financial limits
- Determine if any special contractual arrangements/agreements are needed
- Communicate frequently with the Alternate Care Medical Director; brief routinely on the status of the Finance Section.
- Develop a "cost-to-date" incident financial status report every 24 hours summarizing financial data relative to personnel, supplies and other expenditures and expenses
- Work with the Alternate Care Medical Director and other Section Chiefs to identify short and long term issues with financial implications; establish needed policies and procedures
- Ensure that required financial and administrative documentation is properly prepared
- Collate and process invoices received
- Coordinate emergency procurement requests
- Ensure processing and payment of invoiced costs
- Distribute the Time Sheets and ensure time is recorded appropriately

Shift Change/Deactivation (event contained, response completed):

- Report to Medical Director for debriefing
- Complete, turn any logs or forms to the Planning Chief
- Sign Out, turn in ID badge

Job Action Sheet Completion Date:

PLANNING CHIEF JOB ACTION SHEET

REPORT TO: Alternate Care Medical Director

Role: The Shelter Planning Chief documents activities, actions, and decisions, establishes objectives, and publishes incident action plans.

Shift Checklist:

Immediate: Initial actions to be done upon site activation/ new operational period

- Sign Personnel Log In Sheet, secure ID Badge
- Receive briefing from Alternate Care Medical Director
- Review Job Action Sheet and subordinate Job Action Sheets
- Document all key activities, actions, and decisions.

Ongoing: Responsibilities and actions to assure effective site operations

- In consultation with the Alternate Care Medical Director, establish the incident objectives and operational period
- Document all key activities, actions, and decisions
- Facilitate and conduct incident action planning meetings with Command Staff, Section Chiefs and other key individuals to plan for the next operational period
- Coordinate preparation and documentation of the Incident Action Plan and distribute copies to the Shelter Director and all Section Chiefs
- Meet regularly with the Alternate Care Medical Director to brief on the status of planning and the Incident Action Plan
- Attend command briefings and meetings
- Continue to receive projected activity reports from Section Chiefs at designated intervals to prepare status reports and update the Incident Action Plan
- Continue to meet with Command Staff, Section Chiefs to evaluate facility and personnel, review the demobilization plan and update the Incident Action Plan
- Coordinate final reporting to external agencies through Liaison Officer and Public Information Officer
- Work with the Finance Section to complete cost data information
- Compile all logs and forms turned in from Section Chiefs, Alternate care Medical Director
- Begin development of the Incident After-Action Report and Improvement Plan and assign staff to complete portions/sections of the report

Shift Change/Deactivation (event contained, response completed):

- Report to Medical Director for debriefing
- Complete, shift, final reports turn into Alternate Care Medical Director
- Sign Out, turn in ID badge

Job Action Sheet Completion Date: