

OREGON DEPARTMENT OF CORRECTIONS
Operations Division
Health Services Section Policy and Procedure #P-A-07

SUBJECT: **EMERGENCY RESPONSE PLAN**

POLICY: Health Services staff and equipment are deployed to provide medical care in the event of an emergency in the facility or surrounding community according to a plan approved by the Health Services Medical Director. All emergency equipment inventories will be maintained in order to assure that appropriate medical equipment is readily available in an emergency to allow efficient initial treatment of both multiple and single injuries or illness.

REFERENCE: OAR 291-124-020(2h)
NCCHC Standard P-A-07
NCCHC Standard P-D-03, Clinic Space, Equipment & Supplies
ODOC Emergency Plan Vol. II
Health Services P&P P-C-03, Continuing Education for Qualified Health Care Professionals
P&P P-A-07.2, Medical Services Emergency Response Plan

PROCEDURE:

- A. An action plan for medical support services in a facility emergency is contained in the Department of Corrections' Emergency Preparedness Manual, Volume II.
- B. The Department of Corrections' Emergency Preparedness Manual is a confidential document maintained by the Facility Emergency Coordinator.
- C. The Medical Services Plan specifies that new employees will be oriented to the Emergency Preparedness Manual during Trial Service and annually thereafter.
- D. Health care employees receive orientation and annual training in emergency medical response, which includes: CPR, nursing protocols and emergency procedures.
- E. Each institution Health Service Program will conduct a drill of the Medical Services Plan portion of the Emergency Preparedness Manual at least annually. Each participant will complete a debriefing worksheet (Attachment 5).
- F. At least once over a three-year period, each shift will participate in one mass disaster drill simulating multiple casualties requiring triage by health staff.
- G. The Health Services Manager, Chief Medical Officer and staff involved in the drill shall identify opportunities for improvement and will evaluate the response drill.

Emergency Response Plan

The date of the drill and recommendations resulting from the review are noted in the narrative quarterly report submitted to the Medical Director by the Health Services Manager.

- H. HS training specific to Emergency Preparedness is to be reviewed annually by the H.S. Training Advisory Committee.
- I. At least annually, staff on all shifts will have the opportunity to participate in a man down drill. This may be accomplished in one of the following manners:
 - 1. Scheduled man-down drills for each shift
 - 2. Actual man-down emergencies are reported utilizing the *Incident Debrief Forms* (Attachment 6).
- J. The drills discussed in section I above will be critiqued and shared with all staff. A record will be kept of all staff participating in the review process. *Incident Debrief Forms* will be reviewed as part of the CQI process.
- K. Security representatives should participate with health staff in planning and implementing mass disaster and man down drills.

PROCEDURE II:

- A. The Health Services Manager will assign staff to visually inspect all emergency equipment and kits once each month to assure all equipment is in working order and the kit is complete. (Attachment 1a-1m)
- B. The assigned staff will verify that:
 - 1. The breakaway lock is intact and dated on all kits.
 - 2. All equipment is functioning properly.
 - 3. Most current expiration date on medications/equipment is within proper time frame.
- C. Assigned staff will certify verification of inventory by dating and signing monthly inventory checklist. (Attachment 2)
- D. It is the responsibility of staff that use a kit or equipment to restock any supplies used, to reseal broken compartment with a dated breakaway lock, date and sign the inventory checklist. The kit will be appropriately secured until all missing items are replaced. **IN NO INSTANCE WILL AN INCOMPLETE KIT BE LOCKED WITH A BREAKAWAY LOCK!** (Attachment 3a-3d)
- E. Activating Emergency Medical Response (See Attachment 4).

Effective Date: _____

Revision date: May 2007

Supersedes P&P dated: February 2007

EMERGENCY MEDICAL SUPPLY LOCATIONS

CCCF

DISASTER KIT LOCATIONS
<ul style="list-style-type: none"> 1 – Minimum 1 – Room behind the clinic nurse’s desk 1 – Clinic area Intake A/B 1 – Gatehouse 1 – Records building
MANDOWN KIT LOCATIONS
<ul style="list-style-type: none"> 1 – Minimum 1 – Room behind the clinic nurse’s desk 1 – Segregation 1 – Clinic area Intake Unit A/B 1 – Medium Medication Room
OB KIT LOCATIONS
<p>One with each Mandown Kit, i.e., Minimum, room behind the clinic nurse’s desk, segregation, clinic area intake unit A/B and medium medication room</p> <ul style="list-style-type: none"> 1 – Trauma Room 1 – Special Procedures Room 1 – Infirmary 1 – Gatehouse 1 – Medium Medication Room
MEDICATION KIT LOCATIONS
<ul style="list-style-type: none"> 1 – Minimum 1 – Room behind the clinic nurse’s desk 1 – Clinic area Intake Unit A/B 1 – Medium medication room
STRETCHER LOCATIONS
<ul style="list-style-type: none"> 1 – Minimum Clinic 2 – Medium Trauma Room
WHEELCHAIR LOCATIONS
<ul style="list-style-type: none"> 2 – Minimum 1 – Segregation 5 – Medium Clinic
AED LOCATIONS
<ul style="list-style-type: none"> 1 – Medium Clinic Nurse Station 1 – Minimum Medication Room 1 – Administration Control Sally Port 1 – Minimum Control Sally Port
O2 LOCATIONS
<ul style="list-style-type: none"> 1 – Minimum 1 – Room behind the clinic nurse’s desk 1 – Segregation 1 – Clinic area Intake Unit A/B

EMERGENCY MEDICAL SUPPLY LOCATIONS

CRCI

DISASTER KIT LOCATIONS
1 – Control Center 1 – Pole Barn
MANDOWN KIT LOCATIONS
1 – Medical Clinic – Lab Room
OB KIT LOCATIONS
1 – Medication Room
MEDICATION KIT LOCATIONS
1 – Medical Clinic – Exam Room 2 (under sink)
STRETCHER LOCATIONS
1 – Medical Clinic – Utility Closet 1 – Pole Barn
WHEELCHAIR LOCATIONS
2 – Medical Clinic
AED LOCATIONS
1 – Medical Clinic 1 – Control Center
O2 LOCATIONS
1 – Medical Clinic 1 – Medical Clinic Exam Room 1 1 – Medical Clinic Exam Room 2

EMERGENCY MEDICAL SUPPLY LOCATIONS

EOCI

DISASTER KIT LOCATIONS
2 – Pharmacy – D-270 (Pharmacy storage closet) 1 – Health Services – D3 (Utility room)
MANDOWN KIT LOCATIONS
1 – East Gate 1 – West Gate 1 – Segregation 1 – Physical Plant 2 – Health Services
OB KIT LOCATIONS
1 – Health Services
MEDICATION KIT LOCATIONS
2 – Health Services – D3
STRETCHER LOCATIONS
1 – East Gate 1 – Physical Plant
WHEELCHAIR LOCATIONS
1 – East Lieutenant’s Office 1 – West Lieutenant’s Office 1 – Health Services
AED LOCATIONS
1 – Health Services 1 – Control 1 – East Gate
O2 LOCATIONS
3 – Health Services

EMERGENCY MEDICAL SUPPLY LOCATIONS

OSP

DISASTER KIT LOCATIONS	
1 – IMU 1 – SMU 1 – DSU 1 – Medical Room 1 – Squad Room - Basement	
MANDOWN KIT LOCATIONS	
1 – Medical Room 1 – IMU 1 – SMU	
OB KIT LOCATIONS	
2 – Medical Room 1 – Control Room Floor	
MEDICATION KIT LOCATIONS	
1 – SMU 1 – IMU 1 – Medical Room	
STRETCHER LOCATIONS	
1 – Recreation Yard 1 – IMU (Medical Room) 1 – DSU (Ready Room) 1 – Upholstery Shop (Office) 1 – Health Services Area 1 – Vocational Training (Office hall)	1 – Metal Shop (front of office, shop floor) 1 – Laundry (near scales on shop floor) 1 – Furniture Factory (middle of shop, floor area) 1 – Industries Dormitory (Dorm 1, supply room) 1 – Control Room Floor (under stairwell leading to C-Block)
WHEELCHAIR LOCATIONS	
3 – Infirmary	
AED LOCATIONS	
1 – Health Services Area 1 – OIC's Office 1 – Minimum, Master Control	
O2 LOCATIONS	
20 – Infirmary	

EMERGENCY MEDICAL SUPPLY LOCATIONS

MCCF

DISASTER KIT LOCATIONS
1 – Control Center
MANDOWN KIT LOCATIONS
1 – Health Services
OB KIT LOCATIONS
1 – Health Services
MEDICATION KIT LOCATIONS
1 – Health Services
STRETCHER LOCATIONS
1 – Health Services
WHEELCHAIR LOCATIONS
1 – Health Services
AED LOCATIONS
1 – Health Services
O2 LOCATIONS
1 – Health Services

EMERGENCY MEDICAL SUPPLY LOCATIONS

OSCI

DISASTER KIT LOCATIONS
1 – Superintendent's Office 1 – Health Services – upstairs clinic 1 – TERT Room
MANDOWN KIT LOCATIONS
1 – Health Services
OB KIT LOCATIONS
1 – Health Services
MEDICATION KIT LOCATIONS
1 – Health Services
STRETCHER LOCATIONS
1 – Health Services
WHEELCHAIR LOCATIONS
1 – Health Services 1 – Unit 13
AED LOCATIONS
1 – Health Services 1 – Control 1 – Industries
O2 LOCATIONS
3 – Health Services

EMERGENCY MEDICAL SUPPLY LOCATIONS

PRCF

DISASTER KIT LOCATIONS
1 – R&D – Cabinet #13 1 – Health Services – Room 526 Storage Room
MANDOWN KIT LOCATIONS
1 – R&D – Cabinet #13 1 – Health Services – Room 520 in far left middle wooden cupboard
OB KIT LOCATIONS
1 – Health Services – Medication Room (#528) Bottom cupboard second from left
MEDICATION KIT LOCATIONS
1 – Health Services – Medication Room (#528) Bottom cupboard third from left
STRETCHER LOCATIONS
1 – Health Services – Medication Room (#528) Left of doorway as you enter
WHEELCHAIR LOCATIONS
1 – Health Services – Inmate bathroom Room #524 1 – Health Services – Staff bathroom Room #525
AED LOCATIONS
1 – Shift Commander's Office 1 – Exam Room 2 in Health Services Room #522
O2 LOCATIONS
1 – Health Services – Room 520, in far left middle wooden cupboard (next to mandown kit)

EMERGENCY MEDICAL SUPPLY LOCATIONS

SCCI

DISASTER KIT LOCATIONS
1 – Health Services, Records Room 1 – Health Services, Work Center
MANDOWN KIT LOCATIONS
1 – Health Services Clinic 1 – Health Services, Work Center
OB KIT LOCATIONS
1 – Health Services, Records Room 1 – Health Services, Work Center
MEDICATION KIT LOCATIONS
1 – Health Services Clinic 1 – Health Services, Work Center
STRETCHER LOCATIONS
2 – Dorm A-1 (Backboard) 1 – Dorm B-1 (Backboard) 1 – Courtney Hall (Backboard) 1 – Fire Crew Office (Backboard) 1 – Health Services Waiting Room
WHEELCHAIR LOCATIONS
1 – Health Services, Waiting Room
AED LOCATIONS
1 – Health Services Clinic 1 – Control Center
O2 LOCATIONS
2 – Health Services Clinic 1 – Health Services, Work Center 2 – Medical Records Room 1 – Control Center

EMERGENCY MEDICAL SUPPLY LOCATIONS

SCI

DISASTER KIT LOCATIONS
1 – Control Center
MANDOWN KIT LOCATIONS
1 – Health Services
OB KIT LOCATIONS
1 – Health Services
MEDICATION KIT LOCATIONS
1 – Health Services
STRETCHER LOCATIONS
1 – Health Services
WHEELCHAIR LOCATIONS
1 – Health Services
AED LOCATIONS
1 – Health Services
O2 LOCATIONS
2 – Health Services

EMERGENCY MEDICAL SUPPLY LOCATIONS

SRCI

DISASTER KIT LOCATIONS		
1 – Master Control	1 – Minimum Clinic	1 – Central Health Services
1 – Pharmacy	1 – 2/3 Control	1 – Transport Office
MANDOWN KIT LOCATIONS		
1 – Complex 1 Clinic	1 – Complex 2 Clinic	1 – Complex 3 Clinic
1 – Minimum Clinic	2 – Central Health Services	1 – Intake & Release
1 – Seg Clinic	1 – Pharmacy	
OB KIT LOCATIONS		
1 – Health Services		
MEDICATION KIT LOCATIONS		
1 – Complex 1 Clinic	1 – Complex 2 Clinic	1 – Complex 3 Clinic
1 – Minimum Clinic	1 – Central Health Services	1 – Pharmacy
1 – Seg Clinic		
STRETCHER LOCATIONS		
1 – Complex 1 Clinic (W)	1 – Complex 2 Clinic (W)	1 – Complex 3 Clinic (W)
1 – Seg Clinic (W)	1 – Central Health Services (W)	
1 – Scoop Central	1 – Backboard Central	(W = wheeled)
WHEELCHAIR LOCATIONS		
1 – Complex 1 Yard	1 – Complex 2 Yard	1 – Complex 3 Yard
1 – Seg Clinic	19 – Central Health Services	1 – Minimum Clinic
AED LOCATIONS		
1 – DSU	1 – Complex 2-3 Control	
1 – Central Medical	1 – Complex 1 Control	
1 – Minimum	1 – Master Control	
O2 LOCATIONS		
1 – Central Medical gurney	1 – Central Medical trauma room	
1 – DSU	1 – Minimum, Health Services	
12 – Infirmary		

EMERGENCY MEDICAL SUPPLY LOCATIONS

SFFC

DISASTER KIT LOCATIONS
1 – Control Center
MANDOWN KIT LOCATIONS
1 – Medical Clinic
OB KIT LOCATIONS
1 – Medical Clinic
MEDICATION KIT LOCATIONS
1 – Medical Clinic
STRETCHER LOCATIONS
1 – Main Control Area
WHEELCHAIR LOCATIONS
None
AED LOCATIONS
1 – Control Center
O2 LOCATIONS
1 – Medical Clinic

EMERGENCY MEDICAL SUPPLY LOCATIONS

TRCI

DISASTER KIT LOCATIONS
1 – Unit 26 Medical Clinic 1 – Unit 21 Central Medical 1 – Unit 15 Medical Clinic
MANDOWN KIT LOCATIONS
2 – Unit 21 Central Medical 1 – Unit 15 Medical Clinic 1 – Unit 26 Medical Clinic 1 – Complex 4 Medical Clinic
OB KIT LOCATIONS
1 – Unit 21 Central Medical
MEDICATION KIT LOCATIONS
1 – Unit 21 Central Medical 1 – Unit 26 Medical Clinic
STRETCHER LOCATIONS
2 – Unit 21 Central Medical 1 – Unit 26 Medical Clinic 1 – Unit 15 Medical Clinic 1 – Complex 1 Medical Clinic 1 – Complex 2 Medical Clinic 1 – Complex 4 Medical Clinic
WHEELCHAIR LOCATIONS
5 – Unit 21 Central Medical 1 – Unit 26 Medical Clinic
AED LOCATIONS
1 – Unit 26 Medical Clinic 1 – Unit 21 Central Medical, Room 21-39
O2 LOCATIONS
5 – Unit 21 Central Medical 1 – Unit 26 Medical Clinic 2 – Unit 15 Medical Clinic

EMERGENCY MEDICAL SUPPLY LOCATIONS

WCCF

DISASTER KIT LOCATIONS
1 – Master Control 1 – Clinic Med Room
MANDOWN KIT LOCATIONS
2 – Clinic Med Room
OB KIT LOCATIONS
1 – Master Control 1 – Clinic Med Room
MEDICATION KIT LOCATIONS
2 – Clinic Med Room
STRETCHER LOCATIONS
1 – Clinic East Hall
WHEELCHAIR LOCATIONS
1 – Clinic Exam Plus 1 – Clinic Nurse's Station
AED LOCATIONS
1 – Clinic Med Room
O2 LOCATIONS
1 – Clinic Exam Plus 1 – Clinic Med Room 1 – Clinic Storage Room

MANDOWN KIT

OUTSIDE POCKET

BURN SHEET STERILE 1 EA
 UNDERPADS BLUE 2 EA
 DISPOSABLE AMBU BAG 1 EA
 CPR MASK 1 EA

INSIDE POCKET

COMPARTMENT 1

SPLINTS AIR FULL ARM 1 EA
 SPLINTS AIR FULL LEG 1 EA

COMPARTMENT 2

*XEROFORM BURN DRESSING 5X9 2 PG
 COMBINE DRESSING 8X10/5x9 2 EA
 DRESSING 4X4 PADS STERILE 10 PG
 KERLIX DRESSING/GAUZE 4" 2 EA
 GAUZE ROLL 4" STERILE 2 EA

COMPARTMENT 3

* ALCOHOL PREP PADS 12 EA
 * GLUCOSTIX (BLOOD GLUCO TEST) 5 EA
 * BETADINE/PROVIDONE SWABS STICK 2 EA
 COBAN ADH. ROLL 4" 2 RL
 TAPE CLOTH 1" & 2" ROLL 1 RL EA
 TRIANGLER BANDAGE 1 EA
 ACE WRAP 4" 1 EA
 COTTON APPLICATORS 6" ST. 4 EA
 LANCETS 5 EA
 SMALL SHARPS CONTAINER 1 EA
 COLD PACK 1 EA
 RESCUE BLANKET 1 EA

COMPARTMENT 4

ANTIBICROBIAL WIPES 10 EA
 TEMPA-DOTS 2 EA
 UTILITY SCISSORS 1 EA
 AIRWAY SMALL 1 EA
 AIRWAY MED. 1 EA
 AIRWAY LRG. 1 EA
 FLASHLIGHT 1 EA
 PENLIGHT 1 EA
 FACE MASKS EAR LOOP 2 EA
 CPR MICROSHIELD MASK 1 EA
 TONGUE BLADES 4 EA

COMPARTMENT 5

YELLOW ZIPPER BAG

* IRR. SOL. NACL 500ML 1 EA
 * EYE WASH SOLUTION 4OZ. 1 EA
 GOGGLES PLASTIC CLEAR 2 EA
 EYE PADS COTTON ST. 4 EA

ORANGE ZIPPER BAG

EXAM GLOVES N/S SM. 5 PR
 EXAM GLOVES N/S MED. 5 PR
 EXAM GLOVES N/S LRG. 5 PR

BLUE ZIPPER BAG

BLOOD PRESSURE CUFF 1 EA
 BIO-HAZARD BAGS RED 2 EA
 STETHISCOPE 1 EA

ATTACHED TO OUTSIDE OF BAG

List Of items in Bag
 BLACK NOTE BOOK AND PEN 1 EA

UPDATE 11/21/01

Obstetrical Emergency Kit

Contents:

1 pair	Gloves sterile
1 each	Apron plastic disp.
1 each	Under pad
1 each	Receiving blanket
3 each	Towels disp.
4 each	Sponges, Sterile gauze
2 each	O.B. Toweletts
1 each	Scalpels St. Disp.
1 each	Bulb Syringe Sterile
2 each	Clamps, Umbilical cord Sterile
1 each	Plastic bag
2 each	Twist ties
1 each	O.B. pad Sterile

DISASTER PACK

CONTENTS:

CPR MASKS	2 EA		
N/S IV FLUIDS 500 MS	5 Bags*	CPR MICRO SHIELDS	4 EA
IV TUBING W/INJ. SITE	4 EA	RESCUE BLANKET	1 EA
TAPE, CLOTH 1", 2"	1 RL EA	EYE IRRIGATION SOL.	2 BTL/LG
TAPE, PAPER 1"	1 RL	BETASEPT 4%, 8OZ	1 BTL*
XEROFORM (BURN DRSG.)	4 EA	STERILE BURN SHEET	1 EA
ALCOHOL PREP PADS	20EA	COBAN WRAP 2", 4, 6	3 EA
STERILE 4X4 PADS 2/PKG	12PKG	ACE WRAP 4"	2 EA
ANTIBICROBIAL WIPES	12EA*	BIO-HAZARD BAGS RED	2 EA
BETADYNE WIPES	10EA*	STERILE GLOVES 7, 8, 9	2 PR EA
STERILE EYE PADS	4 EA	N/S GLOVES S, M, L	2 BG/10
N/S 4X4 SPONGES	1 PKG		
N/S 4" SPONGES (KERLIX)	1 PKG	AIR SPLINTS ARM/LEG	1 EA
CERVICAL COLLAR	2 EA	SHARPS CONTAINER SM.	1 EA
AMBU BAG	1 EA		

EXPIRES

N/S IV FLUIDS 500 MS, 5 EA	EXP.
ANTIBICROBIAL WIPES 12 EA	EXP.
BETADYNE WIPES 10 EA	EXP.
EYE IRRIGATION SOL. LARGE	EXP.
ANTIBICROBIAL SKIN CLEANSER 4%, 8 OZ, 1 EA	EXP.

FANNY PACKS/Ziplock bag
CONTENTS:

TOURNIQUETS	2 EA	IV TUBING W/INJ. ST	1 EA
		NEEDLE 18X1.5" GREEN	2 EA
PENLIGHT	1 EA	NEEDLE 25X5/8" RED	2 EA
FLASHLIGHT W/BATTERY	1 EA	NEEDLE 14X1.5" YELLOW	2 EA
BANDAGE SCISSORS	1 PR	NEEDLE 23X1" ORANGE	2 EA
POWER SNIP SCISSORS	1 PR	NEEDLE 22X1/5" BLUE	2 EA
STETHOSCOPE	1 EA	KELLY FORCEPS	1 EA
BLOOD PRESSURE CUFF	1 EA	SCALPELS #10	1 EA
AIRWAYS MED & LARGE	1 EA	BUTTERFLY 23 X 3/4"	2 EA
		IV CATH 18G X 1 3/4"	2 EA
		IV CATH 22G X 1 3/4"	2 EA
		IV CATH 20G X 1 3/4"	2 EA

POST ORDERS / VESTS / MET TAGS -10 EA

OUTSIDE OF BAG 1 PEN, 1 NOTE PAD, LIST OF CONTENTS

Updated 5/24/02

MEDICATION KIT SUPPLIES

1.	Syringes	20cc	1 ea
2.	Syringes	12cc	1 ea
3.	Syringes	6cc	2 ea
4.	Syringes	3cc	3 ea
5.	Trachea Needles	14gx 1 1/2	2 ea
6.	Needle Green	18gx 1 1/2	2 ea
7.	Needle Pink	20gx 1 1/2	2 ea
8.	Needle Purple	21gx 1 1/2	2 ea
9.	Needle Blue	22gx 1	2 ea
10.	Needle Orange	23gx 1	2 ea
11.	Needle Red	25gx 5/8	2 ea
12.	Needle Vacutainer	21gx 1	4 ea
13.	Needle Vac.Butterfly	23gx 3/4	1 ea
14.	IV Catheter	18gx 1 3/4	2 ea
15.	IV Catheter	20gx 1 3/4	2 ea
16.	IV Catheter	22gx 1 3/4	2 ea
17.	IV Tubing	15d/ml (V1417)	2 ea
18.	Scalpels	#11	1 ea
19.	Scalpels	#10	1 ea
20.	Tourniquets		2 ea
21.	Tube/Needle Holder		1 ea
22.	Alcohol Wipes		9 ea
23.	Betadyne Wipes		5 ea
24.	Hibistat Wipes		5 ea
25.	Tape, Cloth 1"		1 rl
26.	Tape, Cloth 2"		1 rl
27.	Tape, Paper 1"		1 rl
28.	Sharps Container Small		1 ea
29.	Band-aids Asst.		10 ea
30.	Gloves Sm.. Med., Lrg.	5pr/bag	3 bg
31.	Tubes Red		2 ea
32.	Tubes Gray		2 ea
33.	Tubes Purple		2 ea

Items that Exp.

Tubes Red

Tubes Gray

Tubes Purple

*Hibistat Wipes

*Betadyne/Providone Wipes

Updated 10/24/00

**ACTIVATING EMERGENCY MEDICAL RESPONSE
(At Individual Functional Units)**

FACILITY	COVERAGE	WHO RESPONDS	EMERGENCY NUMBERS	PROTOCOLS
CCCF	24 hours per day	Designated nurse of available staff. C.O. is first responder	6585 minimum & 6713 medium for Medical. 6501 minimum & 6421 medium for Control Center. 6488 for Admin Control.	Protocols specific to the emergency when licensed staff available
CRCI	During clinic hours of 6:00 AM to 11:00 PM Licensed staff	Staff available in the clinic during clinic hours. LT. Ro C.O. are the first responders	204 for security emergency 220 or 219 for a medical emergency.	Protocols specific to the emergency when licensed staff are available
EOCI	24 hours per day	Designated nurse of available staff.	261 or 623 medical emergency & 600 for security emergency	Protocols specific to the emergency
PRCF	RN M-F 6 AM to 9:00 PM	Staff available in the clinic during clinic hours. C.O. are the first responders.	250 or nurse on call for medical emergency, 249 for security assistance.	Protocols specific to the emergency when licensed staff are available
SCCI	RN 5:30 AM to 3:30 PM 7days wk	RN during clinic hours C.O.'s are the first responders when the clinic is closed.	241-245 for medical emergency 226 for security emergency, radio assist available.	Protocols specific to the emergency when licensed staff are available.
SFFC	No staff on premise, CRCI staff responds if needed.	CRCI coverage via telephone during regular clinic hours	911+ contact CRCI medical for directions during clinic hours.	Protocols specific to the emergency when licensed staff are available.

**ACTIVATING EMERGENCY MEDICAL RESPONSE
(At Individual Functional Units)**

FACILITY	COVERAGE	WHO RESPONDS	EMERGENCY NUMBERS	PROTOCOLS
SRCI	RN coverage 24 hours	RN staff during clinic hours C.O. are the first responders when the clinic is closed.	5003 for medical emergency radio assist for security emergency.	Protocols specific to the emergency
OSP	24 hours per day	Medication room nurse and second RN when available.	7207 for medical emergency & 7212 for security emergency	Protocols specific to the emergency
OSCI	Licensed staff 20 hours per day	Available RN, LPN, or Tech.	0167 or 0168 for medical emergency, 0101 Control center to call for ambulance services.	Protocols specific to the emergency when licensed staff are available.
SCI	Licensed staff 6:00 AM to 10:30 PM, 7 days	Licensed staff during clinic hours C.O. are the first responders when the clinic is closed.	Icom-322 for control ctr sec. emerg, 85804 ext 428/430 med emerg. 99-11 for amb. service. Radio assist is available.	Protocols specific to the emergency when licensed staff are available.
MCCF	Licensed staff Mon., Tue., and Thurs. 3:30 PM to 7:30 PM, Sat. 11:00 AM to 7:30 PM	Licensed staff during clinic hours C.O.'s are the first responders when the clinic is closed.	99-11 if emergent condition exists, Phone SCI for medical advice 378-5804 Ext. 428	Protocols specific to the emergency when licensed staff are available.
TRCI	24 hours per day	Available RN, LPN	6014 for Medical and 2100 for Master Control	Protocols specific to the emergency
WCCF	M-F 0600 to 1030; S&S & Holidays 1030-2030; On-call nurse 24 hours	RN staff during clinic hours. C.O.'s are first responders when the clinic is closed.	8268 & 8269 during clinic hours. Master Control 947-8383. 911 for emergency + nurse on-call.	Protocols specific to the emergency when licensed staff are available.

Participants Debriefing Worksheet
All Health Services Staff
Post Disaster Drill

Name: _____ Institution: _____

Notified by: _____ Date: _____ Time: _____

Arrival time: _____ Reporting Location: _____

Work Classification: _____

Describe the disaster:

Triage Area: _____ Emergency Assignment: _____

Personal feelings during the drill:

Identified areas of improvement:

Areas that you did well:

Overall, how do you think the drill went?

Comments:

EMERGENCY MEDICAL RESPONSE
INCIDENT DEBRIEF FORM

DATE: _____

WHO: (List name of C.O./staff initiating call) _____

WHAT: (State mechanism of injury or emergency) _____

WHERE: (Indicate specific site/location of incident)

Cell #: _____ Tier #: _____ Block #: _____

Other: _____

WHEN: _____ to _____

(Note precise time when call initiated; synchronize with caller)

Responding Staff present (Record ALL staff) _____

HOW/WHY: (Precipitating events; signs & symptoms; complaints) _____

EQUIPMENT: (Taken to area, and other equipment used during event) _____

FOLLOW-UP: (Disposition of victim; transfer, etc.) _____

RESPONDING TEAM REVIEW: (Analysis of Emergency Medical Response & Interventions)

RECOMMENDATIONS: _____

Signature: Health Services Personnel/E.M.R. Team Leader

Date

Date of Review: _____

Signature: Health Services Manager / Designee

The purpose of this tool is to support the staff involved; review the full situation; and to propose any modifications.

BLS (BASIC LIFE SUPPORT) CRITIQUE FORM

Responding Personnel _____
(from all Functional Units)

Date: _____ Time: _____

Site: _____
(Level, Tier, Cell; Other – specify)

Reason for Stopping:

Circulation restored _____
Respirations restored _____
Procedure unsuccessful (i.e., pt. expired) _____
Treatment Rendered _____

Adequate Personnel Available: Yes _____ No _____

Comments: _____

Performance of Personnel Responding:

Strengths: _____

Areas for Improvement: _____

Equipment and Supplies Available & Working Properly:

Yes _____ No _____

Comments: _____

Documentation Review:

Comments: _____

Suggestions/Recommendations:

Comments: _____

Date of Review: _____

Signature: _____

(Responding RN and/or Health Services Manager)

***The purpose of this tool is to support the staff involved; review the full situation; and to propose any modifications. ***