Disaster Plan Flowchart

Establish Person in Charge
"Incident Commander"

Establish Central Location
"Incident Command Center" (ICC)

Incident Commander to:
- Designate Responsibilities to "Section Chiefs"
- Establish Number of Staff Present

OPERATIONS CHIEF
A) Set up Emergency Treatment Area
B) Direct nurses to triage patients

PLANNING CHIEF
A) Gather supplies and bring to ICC
B) Assist in setting up Emergency Treatment Area
C) Help Operations Chief triage guests

LOGISTICS CHIEF
A) Call employees to come in to work to assist
B) Call emergency responders
C) Call for additional emergency supplies

SAFETY CHIEF
A) Work with Emergency Responders to assess damage
B) Assess facility utilities and ability to maintain operations
C) Report damage & facility capability to Operations Chief/Incident Commander

TRIAGE
Incident Commander and Emergency Responders must choose to:

EVACUATE
(see page 2)

SHELTER IN PLACE
**OPERATIONS CHIEF**
- Start the process for triaging guests (Group guests based on need for care)
- Direct nurses/CNAs on triage process & properly labeling guests

**PLANNING CHIEF**
- Give/gather supplies to the nursing staff for treatment of patients
- Prepare "Go Kits" for patients
- Prepare medications for each guest

**LOGISTICS CHIEF**
- Call vendors for emergency supplies
- Call potential transfer sites for availability
- Call potential modes of transportation
- With help of Social Work, call families to notify them of potential transfers

**SAFETY CHIEF**
- Continue to work with Emergency Responders to monitor facility utilities to ensure safety
- Assist in setting up Emergency Treatment Area/Gather supplies
- Help coordinate transportation

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**OPERATIONS CHIEF**
- Continue to triage
- Oversee labeling/logging of the patients condition before leaving facility
- Assign staff to travel with patients, as needed

**PLANNING CHIEF**
- Continue to provide supplies for patients
- Prepare medication to accompany patients
- Help Operations Chief assign patients to location/transportation

**LOGISTICS CHIEF**
- Continue to make emergency transportation
- Continue to make calls to open emergency treatment sites
- Provide map/directions to transportation

**SAFETY CHIEF**
- Continue to work with Emergency Responders to monitor facility utilities to ensure safety
- Assist with transportation

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**OPERATIONS CHIEF**
- Track where patients were transferred
- Know the condition of each patient at time of transfer

**PLANNING CHIEF**
- Call transfer sites to confirm transfer arrival
- Work with transfer site to ensure necessary supplies

**LOGISTICS CHIEF**
- Communicate with transportation until all patients are evacuated
- Assist Operations Chief to confirm transfer arrivals

**SAFETY CHIEF**
- Shut down utilities until utility provider has been contacted
- Continue to assess facility, as needed
- Assist with transporting emergency supplies

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**LAST STEP: Final Assessment of Facility**