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 chose to:

EVACUATE

(see page 2)



SHELTER IN PLACE

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PREPARE FOR EVACUATION

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



OPERATIONS CHIEF

of the patients condition

with patients, as needed

before leaving facility

Assign staff to travel

INITIATE EVACUATION

PLANNING CHIEF

- Continue to triageOversee labeling/loggingContinue 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



TRANSFER OF PATIENT

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 neccessary supplies

LOGISTICS CHIEF

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



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

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