**Missouri Hospital Association**

**Hospital Emergency Exercise/Real Event Evaluation Guide**

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| Date | Time | Exercise Type(Tabletop, Functional, Full Scale) | Hazard | Location  |
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| --- | --- |
| Critical Area(Command, Communication, Safety and Security, Resources, Patient Care, Utilities) | Objective |
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**Instructions:**

Score performance indicators according to the effectiveness in implementation of the listed item. Timeliness, competency levels, and other relevant factors should be considered to objectively determine the correct score.

**Scoring range: 0-10 with 0 being not recognized as needed or attempted and 10 being completely implemented. N/A = Not Applicable**

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| **Hospital Incident Command System** | Score |
| Was the command center established in a timely manner (define goal)? |  |
| Was an Incident Commander designated? |  |
| Were HICS positions activated as appropriate to the scenario/event? |  |
| Was an initial Incident Action Plan (IAP) and Operational Briefing developed and shared with staff? |  |
| Was the HICS Organizational Structure adapted to the event? (positions activated and deactivated based on need) |  |
| Were new command members briefed on the situation? |  |
| Were activities logged/documented? |  |
| Were staging areas developed and staffed appropriately? |  |
| Were operational periods established for the IAP? |  |
| Were objectives established for the IAP? |  |
| Were job action sheets and other incident command system (ICS) forms utilized effectively? |  |
| Was the command center able to get an accurate accounting of event patients (numbers and levels of acuity)? |  |
| Was a safety analysis completed with the safety plan communicated to staff? |  |
| Comments:  |

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| --- | --- |
| **Communications** | **Score** |
| Were emergency communications established as needed? |  |
| Were backup communications needed? Did they function appropriately? |  |
| Was an announcement made for notification that the emergency plan was in effect? |  |
| Was the Incident Command Team notified in a timely manner? |  |
| Did the Incident Command Team respond promptly? |  |
| Were all managers informed in a timely manner? Did they respond promptly? |  |
| Was a Public Information Officer available for patient, staff, visitors, and the public to provide pertinent information? |  |
| Were staff members kept informed of the situation? |  |
| Were communications established with community emergency response agencies? |  |
| Was communication established with the regional healthcare coalition? |  |
| Was the all clear communicated appropriately? |  |
| Comments:  |

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| **Safety and Security** | **Score** |
| Was adequate security provided to the command center? |  |
| Was access control established and enforced? |  |
| Were unauthorized personnel restricted from incident/critical areas? |  |
| Was traffic control effectively implemented? |  |
| Were unsafe situations addressed quickly and effectively to prevent injury or additional damage? |  |
| Were additional security support sought from local law enforcement or private contract? |  |
| Was the process to manage hazardous materials and waste including containment and decontamination conducted according to defined procedures? |  |
| Comments:  |

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| **Resources and Assets** | **Score** |
| Did all support departments respond as appropriate for the activation? |  |
| Were there adequate supplies (clinical and non-clinical)? |  |
| Were resources distributed appropriately per need? |  |
| Were resources tracked? |  |
| Were resource requests made using SALTT (size, amount, location, type, time)? |  |
| Were resources purchased due to the event documented on HICS Form 256? |  |
| Were resources received from vendors and other facilities documented on HICS 257? |  |
| Was staffing adequate? |  |
| Was a Labor Pool established? |  |
| Was the management of staff support (housing, transportation, food, stress debriefings) adequate? |  |
| Comments:  |

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| **Patient Care** | **Score** |
| Was patient triage established, if needed? |  |
| Were patients triaged immediately upon arrival? |  |
| Were all patients properly triaged and identified as an event patient (triage tag)? |  |
| Was necessary medical treatment available and adequate? |  |
| Was patient transport equipment and staff adequate? |  |
| Were provisions for the management of patients, including scheduling, information, transfer, and discharge adequate? |  |
| Were vulnerable patient populations identified and appropriately managed? |  |
| Were patient psychosocial needs met? |  |
| Were fatality management services appropriately provided and managed? |  |
| Comments:  |

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| **Utilities** | **Score** |
| Did primary utility systems meet needs of the event? |  |
| Were redundant utility systems instituted? |  |
| Were Facility Systems Status Reports (HICS 251) completed initially and throughout the event as needed? |  |
| Were redundant utility systems adequate to maintain functioning of the facility? |  |
| Was facility evacuation conducted if needed? |  |
| Comments:  |