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| **CHARGE RN** | Activation Check List |
| * Immediately notify House Supervisor of event. * House Supervisor to activate Code Triage - External. * Team huddle to assign Role Cards (in Disaster Binder at Charge Desk) and distribute communication devices. * Assign yourself a Role (MICN, external or internal charge) * PPEs – Standard for all responses (Gloves, Mask, Gown) * Determine need for decon PPEs |

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| **Internal** | ED Internal Charge  Location: Northside Charge Desk | Report to: External Charge/Command Center |
| Team Members: Internal Staff |
| First 15 Minutes:   * Close Lobby/Triage * Rapid Discharge of Lobby Patients * Rapid Eval and Release Roomed patients * Assign inpatient backflow RNs   + Assign to existing ED patients and/or to facilitate admits to respective units * Facilitate immediate admission of ED patients to inpatient units * Monitor Walkie Talkie and ReddiNet Traffic * Create mini units with ED as needed (i.e. PICU, NICU, Med/Surg, etc) | |
| As patients arrive:   * Manage overflow from external treatment areas * Coordinate inpatient nursing staff * Notify Hospital Command of internal admit needs * Continual monitoring of Walkie Talkie and ReddiNet Traffic * Patient Tracking | |
| Notes:   * Primary Concerns:   + Patient flow   + Staff and Equipment * PPEs (standard for all responses) | |

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| **External** | External Charge  Location: External Treatment Area | Reports to: Command Center |
| Team Members: Scribe, Float/Runner, Triage, All Treatment Areas (Immediate, Delayed, Minor, Expected) |
| First 15 Minutes:   * + Determine need for patient decon   + Initiate ED Team meeting to assign roles, distribute communication device and treatment area boxes   + Ensure treatment area teams are present   + Ensure treatment area supplies are set up   + Walkie-Talkie radio check   + Report to Command Center when set up complete and ready to receive patients | |
| As patients arrive:   * Assign staff to treatment areas * Coordinate patient flow with Triage RN * Coordinate patient flow into ED with Internal Charge Nurse   + Immediate patients = priority * Request labor pool staff as needed from Command Center | |
| Notes:   * Primary Concerns:   + Patient flow   + Staff and Equipment * PPEs (standard for all responses) | |

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| **EXTERNAL** | Role: External SCRIBE | Reports to: External Charge |
| Team Members: Roles within treatment area |
| First 15 Minutes:   * Prepare communication log | |
| As patients arrive:   * Record all requested by External Charge * Record all communication between External Charge and any other roles * Record all communication between External Charge and Command Center | |
| Notes:   * Collect all communication log pages and give to External Charge | |

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| **INTERNAL** | MICN | Reports to: External Charge |
| Team Members: Internal/External Charge |
| First 15 Minutes:   * + Ensure ReddiNet is updated   + Listen to radio traffic   + Communicate info to External Charge (i.e. scene info, number of pts, etc.)   + Provide online Medical Control | |
| As patients arrive:   * Keep patients logs * Arrive/enter patients on ReddiNet * Update ReddiNet with available beds | |
| Notes: Communication with OCEMS, May need second person to help run ReddiNet | |

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| **TRIAGE** | ROLE: Triage | Report to: External Charge |
| Team Members: Triage Roles |
| First 15 Minutes:   * Establish triage zone * Ensure 10 wheelchairs and 5 gurneys are at triage * Walkie Talkie radio check with External Charge * If Decon is needed; ensure patient decon supply cart is available. * Utilize Decon Trailer (Shower) if deployed | |
| As patients arrive:   * Utilize START and jumpSTART triage protocols * Confirm field triage and apply colored wrist ribbon * Direct EMS to offload patients into immediate, delayed or minor treatment areas | |
| Notes:   * Keep field tag on patient * PPEs (standard for all responses) | |

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| **IMMEDIATE** | ROLE: Immediate Team  ED RN, ED MD, RT, Runners, Registrars | | | Report to: External Charge | |
| Team Members: RN1, RN2, EDT1, EDT2, Registration | |
| First 15 Minutes   * **RN**   + Set up treatment area   + Get IV Supplies ready   + Ensure pharmacy has arrived   + Radio Check with External Charge | First 15 Minutes   * **RTs**   + 4 intubation trays ready   + O2 Tanks available   + Vents ready | | | First 15 Minutes   * **Registrars**   + Registration packets ready   + Tracking Logs (color coded) ready |
| As patients arrive:   * RNs   + Secondary Triage   + Prioritize Patients to ED, OR and ICU   + Update External Charge every 10 minutes with: # of patients, # of monitored beds needed, # of OR patients, # of staff needed, supplies needed   + Patient tracking | | * Registrars   + Band patients   + Give Treatment Area Log to External Charge every 10 minutes | | |
| Notes   * Move patients to main ED ASAP * PPEs (standard for all responses) | | | | |

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| **Disaster 101** |  | What resources can I ask for?   * Staff (MDs, RNs, CAs, etc) * Equipment |
| * **Adult START Algorithm**: *RPM 30-2 Can-do* (Respirations over 30, Delayed Cap refill over 2 sec, Can’t Follow Directions= **Immediate**), (Respirations under 30, Normal Cap refill under 2, Follows Directions= **Delayed**), (Walking Wounded= **Minor**) * No Respirations perform Head Tilt Chin Lift * No Respirations after Head Tilt Chin Lift= **Deceased** | |
| * **Pediatric JumpSTART Algorithm**: *RPM 30-2 Can-do 15-45* (Respirations less than 15 or above 45, Delayed Cap Refill over 2 sec, AVPU inappropriate= **Immediate**) * Apneic and no pulse after head tilt chin lift = **Deceased** * Apneic with pulse after 5 rescue breaths= **Deceased** * Respirations after head tilt chin lift and 5 rescue breaths= **Immediate** | |
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| **DELAYED** | ROLE: Delayed Team | | | Report to: External Charge | |
| Team Members: RN1, RN2, EDT1, EDT2, Registration | |
| First 15 Minutes   * **RN**   + Set up treatment area   + Get IV Supplies ready   + Ensure pharmacy has arrived   + Radio Check with External Charge | First 15 Minutes   * **RTs**   + 4 intubation trays ready   + O2 Tanks available   + Vents ready | | | First 15 Minutes   * **Registrars**   + Registration packets ready   + Tracking Logs (color coded) ready |
| As patients arrive:   * RNs   + Secondary Triage   + Prioritize Patients to ED, OR and ICU   + Update External Charge every 10 minutes with: # of patients, # of monitored beds needed, # of OR patients, # of staff needed, supplies needed | | * Registrars   + Band patients   + Give Treatment Area Log to External Charge every 10 minutes | | |
| Notes   * Move patients to main ED as available (immediate patients get priority) * PPEs (standard for all responses) | | | | |

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| **MINOR** | ROLE: Minor Team | Report to: External Charge |
| Team Members: RN, MD/PA, EMT, Radiology, Registrar, Pharmacy |
| First 15 Minutes   * + Establish treatment area   + Gather minor treatment supplies   + Set up chairs   + Set up tables   + Set up Pack ‘n Plays   + Set up cots (PRN) | |
| As Patients arrive:   * Secondary Triage * Order x-ray/CT * Patient tracking | |
| Notes   * Follow treatment plan * PPEs (standard for all responses) | |

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| **Expected** | ROLE: Expectant Team | Report to: External Charge |
| Team Members: RN, EMT, Security, Registrar |
| Responsibilities:   * Ensure patients receive armband * Tracking of patients | |
| Notes:   * Document identifying characteristics | |
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| **Disaster 101** |  | What resources can I ask for?   * Staff (MDs, RNs, CAs, etc) * Equipment |
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| **TRIAGE** | ROLE: Triage | Report to: External Charge |
| Team Members: Triage Roles |
| First 15 Minutes:   * Establish triage zone * Ensure 10 wheelchairs and 5 gurneys are at triage * Walkie Talkie radio check with External Charge * If Decon is needed; ensure patient decon supply cart is available. * Utilize Decon Trailer (Shower) if deployed | |
| As patients arrive:   * Utilize START and jumpSTART triage protocols * Confirm field triage and apply colored wrist ribbon * Direct EMS to offload patients into immediate, delayed or minor treatment areas | |
| Notes:   * Keep field tag on patient * PPEs (standard for all responses) | |

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| **IMMEDIATE** | ROLE: Immediate Team  ED RN, ED MD, RT, Runners, Registrars | | | Report to: External Charge | |
| Team Members: RN1, RN2, EDT1, EDT2, Registration | |
| First 15 Minutes   * **RN**   + Set up treatment area   + Get IV Supplies ready   + Ensure pharmacy has arrived   + Radio Check with External Charge | First 15 Minutes   * **RTs**   + 4 intubation trays ready   + O2 Tanks available   + Vents ready | | | First 15 Minutes   * **Registrars**   + Registration packets ready   + Tracking Logs (color coded) ready |
| As patients arrive:   * RNs   + Secondary Triage   + Prioritize Patients to ED, OR and ICU   + Update External Charge every 10 minutes with: # of patients, # of monitored beds needed, # of OR patients, # of staff needed, supplies needed   + Patient tracking | | * Registrars   + Band patients   + Give Treatment Area Log to External Charge every 10 minutes | | |
| Notes   * Move patients to main ED ASAP * PPEs (standard for all responses) | | | | |

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| **Disaster 101** |  | What resources can I ask for?   * Staff (MDs, RNs, CAs, etc) * Equipment |
| * **Adult START Algorithm**: *RPM 30-2 Can-do* (Respirations over 30, Delayed Cap refill over 2 sec, Can’t Follow Directions= **Immediate**), (Respirations under 30, Normal Cap refill under 2, Follows Directions= **Delayed**), (Walking Wounded= **Minor**) * No Respirations perform Head Tilt Chin Lift * No Respirations after Head Tilt Chin Lift= **Deceased** | |
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| **IMMEDIATE** | ROLE: Immediate Team  ED RN, ED MD, RT, Runners, Registrars | | | Report to: External Charge | |
| Team Members: RN1, RN2, EDT1, EDT2, Registration | |
| First 15 Minutes   * **RN**   + Set up treatment area   + Get IV Supplies ready   + Ensure pharmacy has arrived   + Radio Check with External Charge | First 15 Minutes   * **RTs**   + 4 intubation trays ready   + O2 Tanks available   + Vents ready | | | First 15 Minutes   * **Registrars**   + Registration packets ready   + Tracking Logs (color coded) ready |
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| Notes   * Move patients to main ED ASAP * PPEs (standard for all responses) | | | | |

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| **MINOR** | ROLE: Minor Team | Report to: External Charge |
| Team Members: RN, MD/PA, EMT, Radiology, Registrar, Pharmacy |
| First 15 Minutes   * + Establish treatment area   + Gather minor treatment supplies   + Set up chairs   + Set up tables   + Set up Pack ‘n Plays   + Set up cots (PRN) | |
| As Patients arrive:   * Secondary Triage * Order x-ray/CT * Patient tracking | |
| Notes   * Follow treatment plan * PPEs (standard for all responses) | |

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| **MINOR** | ROLE: Minor Team | Report to: External Charge |
| Team Members: RN, MD/PA, EMT, Radiology, Registrar, Pharmacy |
| First 15 Minutes   * + Establish treatment area   + Gather minor treatment supplies   + Set up chairs   + Set up tables   + Set up Pack ‘n Plays   + Set up cots (PRN) | |
| As Patients arrive:   * Secondary Triage * Order x-ray/CT * Patient tracking | |
| Notes   * Follow treatment plan * PPEs (standard for all responses) | |

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| **IMMEDIATE** | ROLE: Immediate Team  ED RN, ED MD, RT, Runners, Registrars | | | Report to: External Charge | |
| Team Members: RN1, RN2, EDT1, EDT2, Registration | |
| First 15 Minutes   * **RN**   + Set up treatment area   + Get IV Supplies ready   + Ensure pharmacy has arrived   + Radio Check with External Charge | First 15 Minutes   * **RTs**   + 4 intubation trays ready   + O2 Tanks available   + Vents ready | | | First 15 Minutes   * **Registrars**   + Registration packets ready   + Tracking Logs (color coded) ready |
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| Notes   * Move patients to main ED ASAP * PPEs (standard for all responses) | | | | |

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| Team Members: RN, MD/PA, EMT, Radiology, Registrar, Pharmacy |
| First 15 Minutes   * + Establish treatment area   + Gather minor treatment supplies   + Set up chairs   + Set up tables   + Set up Pack ‘n Plays   + Set up cots (PRN) | |
| As Patients arrive:   * Secondary Triage * Order x-ray/CT * Patient tracking | |
| Notes   * Follow treatment plan * PPEs (standard for all responses) | |

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| **IMMEDIATE** | ROLE: Immediate Team  ED RN, ED MD, RT, Runners, Registrars | | | Report to: External Charge | |
| Team Members: RN1, RN2, EDT1, EDT2, Registration | |
| First 15 Minutes   * **RN**   + Set up treatment area   + Get IV Supplies ready   + Ensure pharmacy has arrived   + Radio Check with External Charge | First 15 Minutes   * **RTs**   + 4 intubation trays ready   + O2 Tanks available   + Vents ready | | | First 15 Minutes   * **Registrars**   + Registration packets ready   + Tracking Logs (color coded) ready |
| As patients arrive:   * RNs   + Secondary Triage   + Prioritize Patients to ED, OR and ICU   + Update External Charge every 10 minutes with: # of patients, # of monitored beds needed, # of OR patients, # of staff needed, supplies needed   + Patient tracking | | * Registrars   + Band patients   + Give Treatment Area Log to External Charge every 10 minutes | | |
| Notes   * Move patients to main ED ASAP * PPEs (standard for all responses) | | | | |

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| **MINOR** | ROLE: Minor Team | Report to: External Charge |
| Team Members: RN, MD/PA, EMT, Radiology, Registrar, Pharmacy |
| First 15 Minutes   * + Establish treatment area   + Gather minor treatment supplies   + Set up chairs   + Set up tables   + Set up Pack ‘n Plays   + Set up cots (PRN) | |
| As Patients arrive:   * Secondary Triage * Order x-ray/CT * Patient tracking | |
| Notes   * Follow treatment plan * PPEs (standard for all responses) | |

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| **IMMEDIATE** | ROLE: Immediate Team  ED RN, ED MD, RT, Runners, Registrars | | | Report to: External Charge | |
| Team Members: RN1, RN2, EDT1, EDT2, Registration | |
| First 15 Minutes   * **RN**   + Set up treatment area   + Get IV Supplies ready   + Ensure pharmacy has arrived   + Radio Check with External Charge | First 15 Minutes   * **RTs**   + 4 intubation trays ready   + O2 Tanks available   + Vents ready | | | First 15 Minutes   * **Registrars**   + Registration packets ready   + Tracking Logs (color coded) ready |
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| **MINOR** | ROLE: Minor Team | Report to: External Charge |
| Team Members: RN, MD/PA, EMT, Radiology, Registrar, Pharmacy |
| First 15 Minutes   * + Establish treatment area   + Gather minor treatment supplies   + Set up chairs   + Set up tables   + Set up Pack ‘n Plays   + Set up cots (PRN) | |
| As Patients arrive:   * Secondary Triage * Order x-ray/CT * Patient tracking | |
| Notes   * Follow treatment plan * PPEs (standard for all responses) | |

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| **DELAYED** | ROLE: Delayed Team | | | Report to: External Charge | |
| Team Members: RN1, RN2, EDT1, EDT2, Registration | |
| First 15 Minutes   * **RN**   + Set up treatment area   + Get IV Supplies ready   + Ensure pharmacy has arrived   + Radio Check with External Charge | First 15 Minutes   * **RTs**   + 4 intubation trays ready   + O2 Tanks available   + Vents ready | | | First 15 Minutes   * **Registrars**   + Registration packets ready   + Tracking Logs (color coded) ready |
| As patients arrive:   * RNs   + Secondary Triage   + Prioritize Patients to ED, OR and ICU   + Update External Charge every 10 minutes with: # of patients, # of monitored beds needed, # of OR patients, # of staff needed, supplies needed | | * Registrars   + Band patients   + Give Treatment Area Log to External Charge every 10 minutes | | |
| Notes   * Move patients to main ED as available (immediate patients get priority) * PPEs (standard for all responses) | | | | |

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| **DELAYED** | ROLE: Delayed Team | | | Report to: External Charge | |
| Team Members: RN1, RN2, EDT1, EDT2, Registration | |
| First 15 Minutes   * **RN**   + Set up treatment area   + Get IV Supplies ready   + Ensure pharmacy has arrived   + Radio Check with External Charge | First 15 Minutes   * **RTs**   + 4 intubation trays ready   + O2 Tanks available   + Vents ready | | | First 15 Minutes   * **Registrars**   + Registration packets ready   + Tracking Logs (color coded) ready |
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| **Disaster 101** |  | What resources can I ask for?   * Staff (MDs, RNs, CAs, etc) * Equipment |
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| **DELAYED** | ROLE: Delayed Team | | | Report to: External Charge | |
| Team Members: RN1, RN2, EDT1, EDT2, Registration | |
| First 15 Minutes   * **RN**   + Set up treatment area   + Get IV Supplies ready   + Ensure pharmacy has arrived   + Radio Check with External Charge | First 15 Minutes   * **RTs**   + 4 intubation trays ready   + O2 Tanks available   + Vents ready | | | First 15 Minutes   * **Registrars**   + Registration packets ready   + Tracking Logs (color coded) ready |
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| **DELAYED** | ROLE: Delayed Team | | | Report to: External Charge | |
| Team Members: RN1, RN2, EDT1, EDT2, Registration | |
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| **Expected** | ROLE: Expectant Team | Report to: External Charge |
| Team Members: RN, EMT, Security, Registrar |
| Responsibilities:   * Ensure patients receive armband * Tracking of patients | |
| Notes:   * Document identifying characteristics | |
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| **Expected** | ROLE: Expectant Team | Report to: External Charge |
| Team Members: RN, EMT, Security, Registrar |
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