



## Hospital Medical Surge Exercise Evaluation Guide

### Exercise Evaluation Guide Submittal

As the evaluator you will need to submit your Observations, Recommendations and Performance Ratings into the ONX System following the completion of the exercise.

Following the exercise access [www.onxsystem.com](http://www.onxsystem.com) then login using your USER NAME and PASSWORD. Once you have logged in click on the name of the exercise you are evaluating listed under the header "Your Exercises" in the upper left hand corner. You will then be able to access the electronic version of this Exercise Evaluation Guide to submit your observations, recommendations and performance ratings.

# Hospital Medical Surge

**Capability Description:** Hospital Medical Surge is the capability to rapidly expand existing capacity to provide triage and subsequent medical care in a disaster or emergency response. This includes providing definitive care to individuals at the appropriate clinical level of care, within sufficient time to achieve recovery and minimize medical complications. The capability applies to an event resulting in a number or type of patients that overwhelm the day-to-day acute-care medical capacity.

Medical Surge is defined as the rapid expansion of the capacity of the existing healthcare system in response to an event that results in increased need of personnel (clinical and non-clinical), support functions (laboratories and radiological), physical space (beds, alternate care facilities) and logistical support (clinical and non-clinical equipment and supplies).

**This Target Capability is related to Joint Commission Standards EM.02.02.11, EM.02.02.13, and EM.02.02.15**

**Capability Outcome:** Injured or ill from the event are rapidly and appropriately cared for. Continuity of care is maintained for non-incident related illness or injury.

## Activity 1: Incident Management

**Activity Description:** In response to notification of a mass casualty incident, activate the Hospital Emergency Operations Plan.

	<b>Task / Observation Keys</b>	<b>Performance</b>
1.1	<p>Activate the health care organization's Emergency Operations Plan (EOP).</p> <ul style="list-style-type: none"><li><i>Implement notification procedures for hospital incident command system (HICS) staff and other key administrative and support staff</i></li><li><i>Incident Commander (IC) assign roles and responsibilities to the incident management team and general staff</i></li><li><i>Manage incident response in accordance with HICs organization, doctrine, and procedures, as defined in NIMS</i></li></ul>	<p>Strong <input type="checkbox"/> Adequate <input type="checkbox"/> Weak <input type="checkbox"/> Unsure <input type="checkbox"/> Non-Existent <input type="checkbox"/> Not Applicable <input type="checkbox"/></p>

Observations:

Improvement Recommendations:

1.2	<p>Conduct incident action planning.</p> <ul style="list-style-type: none"> <li>• Establish and document an incident action plan (IAP)</li> <li>• Develop and document support plans (e.g., safety plans, contingency plans) as needed</li> <li>• Coordinate with other response entities, if appropriate, to define an operational period for response</li> <li>• Develop an situation report for each operational period</li> </ul>	<p>Strong <input type="checkbox"/> Adequate <input type="checkbox"/> Weak <input type="checkbox"/>          Unsure <input type="checkbox"/> Non-Existent <input type="checkbox"/>          Not Applicable <input type="checkbox"/></p>
Observations:		
Improvement Recommendations:		

## Activity 2: Increase Bed Surge Capacity

**Activity Description:** Increase as many staffed and resourced hospital beds as clinically appropriate.

	Task / Observation Keys	Performance
2.1	<p>Implement bed surge capacity plans, procedures, and protocols.</p> <ul style="list-style-type: none"> <li>• <i>Activate plans to cancel outpatient or elective procedures (if necessary)</i></li> <li>• <i>Activate plans, procedures, and protocols to maximize bed surge capacity (e.g., utilize non-traditional patient care spaces such as hallways, waiting areas, etc.)</i></li> </ul>	<p>Strong <input type="checkbox"/> Adequate <input type="checkbox"/> Weak <input type="checkbox"/>          Unsure <input type="checkbox"/> Non-Existent <input type="checkbox"/>          Not Applicable <input type="checkbox"/></p>
<p>Observations:</p> <hr/> <p>Improvement Recommendations:</p> <hr/>		
2.2	<p>Maximize utilization of available beds.</p> <ul style="list-style-type: none"> <li>• Coordinate patient distribution with other medical and health care facilities, EMS and private patient transport partners</li> </ul>	<p>Strong <input type="checkbox"/> Adequate <input type="checkbox"/> Weak <input type="checkbox"/>          Unsure <input type="checkbox"/> Non-Existent <input type="checkbox"/>          Not Applicable <input type="checkbox"/></p>
<p>Observations:</p> <hr/> <p>Improvement Recommendations:</p> <hr/>		

## Activity 3: Medical Surge Staffing Procedure

**Activity Description:** Maximize staffing levels through recall of off-duty personnel, part-time staff, and retired clinical and non-clinical associates.

	Task / Observation Keys	Performance
3.1	<p>Recall clinical personnel in support of surge capacity requirements.</p> <ul style="list-style-type: none"> <li>• <i>Implement health care organization's staff call-back procedures (including "part-time" staff)</i></li> <li>• <i>Activate procedures to receive, process, and manage staff throughout the incident</i></li> </ul>	<p>Strong <input type="checkbox"/> Adequate <input type="checkbox"/> Weak <input type="checkbox"/>          Unsure <input type="checkbox"/> Non-Existent <input type="checkbox"/>          Not Applicable <input type="checkbox"/></p>

Observations:

Improvement Recommendations:

	<p>Augment clinical staffing.</p> <ul style="list-style-type: none"> <li>• <i>Activate roster and initiate call-back procedures for qualified and licensed volunteer clinicians</i></li> </ul>	<p>Strong <input type="checkbox"/> Adequate <input type="checkbox"/> Weak <input type="checkbox"/>          Unsure <input type="checkbox"/> Non-Existent <input type="checkbox"/>          Not Applicable <input type="checkbox"/></p>
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Observations:

Improvement Recommendations:

	<p>Augment non-clinical staffing.</p> <ul style="list-style-type: none"> <li>• <i>Initiate call-back procedures for non-clinical staff (e.g. custodians, security, cooks, etc.)</i></li> <li>• <i>Activate MOUs for non-clinical staff (if applicable)</i></li> <li>• <i>Activate processes to receive, process, and manage non-clinical staff throughout the incident</i></li> </ul>	<p>Strong <input type="checkbox"/> Adequate <input type="checkbox"/> Weak <input type="checkbox"/>          Unsure <input type="checkbox"/> Non-Existent <input type="checkbox"/>          Not Applicable <input type="checkbox"/></p>
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Observations:

Improvement Recommendations: