**Hospital Command Center Course**

Pre-Course Checklist

Two – Four Months Prior to Course

1. Schedule course through RTC

One Month Prior to Course

1. Point of Contact (POC) for site is identified
2. Site, room, and time is established (3 hours minimum).
3. Provide map or directions for announcement.
4. Room choice:
	1. Capability to project presentation
	2. Need for sound amplification
	3. Area for breakout groups
5. There will be two parts to the course.
	1. Part 1 will be the overview and should include
		1. System/Agency leadership
		2. External partners (local EM, LHD, LE, Fire, EMS)
		3. Staff likely to report to the HCC during an event
	2. Part 2 will be the workshop to develop a tool or tools and should include
		1. BT/EP Coordinator
		2. Emergency Preparedness/Safety Committee members
		3. Representative of Adminstration
6. To tailor Part 1, POC will share:
	1. Recent events and/or activations of HCC
	2. Strengths of system/agency
	3. Outstanding EP needs and barriers
	4. Location of primary and secondary HCC
7. To tailor Part 2, POC will identify:
	1. Tool or tools to be developed
	2. Share existing versions
	3. Plan templates
8. Send invitations to internal and external invitees

Two Weeks Prior to Course

1. POC will receive sign in sheet and flyers
2. POC will send out reminders