Hospital Surge Plan Standard Content Elements

The below Standard Content Elements (SCEs) should be used when evaluating existing surge plans or developing new plans and / or annexes. The SCEs have been organized into four sections Command and Management; Creating Surge Capacity; Personnel, and Supplies, Pharmaceuticals and Equipment

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| **Standard Content Element** | Yes  | No |
| **Command and Management**  |
| Plan identifies triggers, and decision making process for activating the CEMP and surge plan in response to a surge event  |  |  |
| Plan addresses initial assessment of the event, type, scope, and magnitude, estimated influx of patients, real or potential impact on the hospital and special response needs |  |  |
| Plan addresses activation of the hospital incident command system, (HICS), and determination of appropriate positions to be activated.  |  |  |
| Plan supports activation of the hospital command center (HCC) |  |  |
| Plan describes internal / external communication plans  |  |  |
| **Creating Surge Capacity**  |
| Triage: The plan describes the activation of triage areas during a surge event  |  |  |
| The plan identifies primary and alternate triage areas  |  |  |
| The plan identifies staff responsibility for set up and operation of triage areas |  |  |
| The plan identifies communication between triage areas, ED, and other key areas.  |  |  |
| The plan addresses staffing of the alternate triage areas |  |  |
| The plan addresses the provision of equipment and supplies considering the scope and type of the event |  |  |
| The plan addresses the flow of patients to and from the triage areas |  |  |
| Holding areas: The plan addresses the activation and operation of patient holding areas including staff and supplies  |  |  |
| The plan addresses responsibility for set up and operation of the holding areas.  |  |  |
| Security: Facility Access: The plan addresses securing the ED and limiting access during a surge event including traffic control both inside and outside the facility  |  |  |
| The plan addresses how the ED and treatment areas will be utilized to expand capacity. |  |  |
| **Personnel**  |
| Staffing: The plan address the specific plans for staffing during a significant surge event |  |  |
| Plan identifies staffing needs by staff type, and needs  |  |  |
| Plan addresses * Staff disaster response roles that are pre-determined
* Protocols for requesting and receiving staff
* Cross training and reassignment of staff to support clinical and essential services
* Establish just in time training
 |  |  |
| **Supplies, Pharmaceuticals and Equipment**  |
| The plan addresses Supplies, Pharmaceuticals and Equipment for patients and staff for a significant surge event  |  |  |