

PATIENT EVACUATION PLANNING AND RESPONSE FORM FOR SENDING (EVACUATING) HOSPITALS

Instructions:

This form can be used to planning for and respond to hospital evacuations. Only PURPLE cells can be edited. Blue and Orange cells contain formulas and are locked.

Part 1 is for PLANNING purposes. It documents pre-arrangements your hospital has with other institutions to receive your patients, particularly those with highly specialized needs.

Part 2 is for RESPONSE purposes. It summarizes information from the other five tabs in the worksheet. These tabs correspond to the five patient groups below, and enable sending hospitals to detail the number of patients requiring evacuation within that patient group type, as well as transport and specialized services information.

- **Critical care group (Tab 2):** Adult critical care, Pediatric critical care
- **General medical surgical group (Tab 3):** Adult medical surgical, Pediatric medical surgical
- **Perinatal group (Tab 4):** Perinatal, Labor & Delivery, Postpartum, Healthy newborn, Neonatal ICU
- **Psychiatric group (Tab 5):** Adult psychiatry, Geriatric psychiatry, Pediatric psychiatry, Adult inpatient addiction treatment
- **Rehabilitation group (Tab 6):** Adult acute rehab, Pediatric acute rehab

For TABS 2-6:

Patients that meet the standard bed definition should be counted and recorded on each tab; patients that require augmented services not listed as part of the standard definition should be listed individually to facilitate matching them with an appropriate receiving facility.

As patient counts are entered on the tabs, the cover sheet will automatically populate with the total number of patients.

Do you plan to send staff with patients? Yes No

PART 1: HIGHLY SPECIALIZED PATIENTS

Note about highly specialized patients -- for hospitals that treat patients requiring highly specialized services or equipment such as transplant patients, traumatic brain injury, coma recovery, prison or forensic patients, high risk obstetrical patients, or other patients that may require services that are not routinely provided at all hospitals, pre-arrangements should be made with receiving facilities that can offer a comparable level of care. Clinical conversations will then take place at the time of an emergency event between the sending and receiving facility to manage each patient's transfer and ongoing care.

Please detail pre-arrangements you already have with other institutions to receive your specialized patients that do not fall into the categories below.

Receiving Institution:

Patient Type(s):

Patient Type(s):

Patient Type(s):

Receiving Institution:

Patient Type(s):

Patient Type(s):

Patient Type(s):

Please list other highly specialized patients for which you need assistance with making pre-arrangements:

Patient Type(s):

Patient Type(s):

Patient Type(s):

PART 2: SUMMARY OF INFORMATION FROM TABS 2-6

# Meeting standard definition	Patient Category	# Needing augmented services
0	Adult ICU (Patient aged 18 and older):	0
0	Pediatric ICU (Patient aged <18):	0
0	Adult Med/Surg (Patient aged 18 and older):	0
0	Pediatric Med/Surg (Patient aged <18):	0
0	Antepartum (pregnant women 24 weeks gestation and later hospitalized for management of complications of pregnancy or other medical conditions, but not requiring critical care services)	0
0	Labor and Delivery (women hospitalized for management of labor, delivery, and recovery from delivery)	0
0	Postpartum (women hospitalized during the immediate post-partum period - healthy rooming-in newborns will be counted separately)	0
0	Healthy newborn (In nursery or Rooming-In on postpartum unit)	0
0	NICU (Level 2 Nursery)	0
0	NICU (Level 3 Nursery)	0
0	NICU (Level 4 Nursery)	0
0	Geriatric psych	0
0	Adult psych	0
0	Child psych	0
0	Addiction medically managed	0
0	Addiction medically supervised	0
0	Adult Rehab	0
0	Pediatric Rehab	0

Guidelines for completing TALS: For patients in each bed type, please count the number of patients requiring each transportation assistance level (TAL) taking into account need for Advanced Life Support (ALS) or Basic Life Support (BLS). It is unlikely an ICU patient would be transported as BLS by definition (via stretcher or wheelchair. For TAL definitions please see attached decision tree.

Standard	TAL level	Augmented	Total
0	Level-1 ALS (stretcher)	0	0
0	Level-1 BLS (stretcher)	0	0
0	Level-1 ALS (bariatric stretcher)	0	0
0	Level-1 BLS (bariatric stretcher)	0	0
0	Level-2 wheelchair	0	0
0	Level-2 wheelchair (bariatric)	0	0
0	Level 3 ambulatory	0	0
0	Neonatal	0	0
0	Number of TALS that include co-transport of a Mother and Newborn	0	0

Group A: Critical Care

Critical care patients require sophisticated intervention to restore or maintain life processes.

Directions:

- Indicate with numbers the total number of patients your facility needs to evacuate to another facility for each group below, and then the total number within each sub-group.
 - For each sub-group, please divide the number as indicated -- those that need a standard bed within that sub-category and then those that require augmented services, describing those services in the box provided. Please carefully read the definitions provided for each patient type and ensure that patients listed in the totals **meet the definitions**. Be especially careful when evaluating patients in "step down" or intermediate care settings, to ensure that receiving facilities with the appropriate resources and care level can be identified.
- **Note that Neonatal ICU patients are categorized under the perinatal care group.*

Standard bed definition for all bed types in this group:

Patients requiring the following services should be counted in the standard definition column:

- Providing **immediate and continuous attention** (usually reflected in low nurse to patient staffing ratios);
- **Monitoring** (telemetry must be available to provide continuous monitoring; rapid POC testing should be available);
- **Specialized facilities** (such as an ICU, PACU, or other critical care setting);
- **Specialized equipment** (such as ventilators, dialysis equipment, and readily available imaging);
- **Specialized personnel** (such as critical care specialists, respiratory therapists).

Augmented services for all bed types in this group:

Patients who need additional services beyond those included in the standard definition should be counted in the "specialized services" column. Examples of specialized services include:

- CVVH
- ECMO
- Airborne isolation
- Enhanced equipment (ie, bariatric)
- Enhanced personnel (ie, unusual subspecialty)

# Meeting Standard Definition	Category	# Augmented Services
	Adult ICU Patients (Patient aged 18 and older):	
	Pediatric ICU Patients (Patient aged <18):	

Guidelines for completing TALS: For patients in each bed type, please count the number of patients requiring each transportation assistance level (TAL) taking into account need for Advanced Life Support (ALS) or Basic Life Support (BLS). It is unlikely an ICU patient would be transported as BLS by definition (via stretcher or wheelchair. For TAL definitions please see attached decision tree.

****If patients weigh greater than 300 pounds, count as bariatric.**

Standard	TAL level	Augmented
	Level-1 ALS (stretcher)	
	Level-1 BLS (stretcher)	
	Level-1 ALS (bariatric stretcher)	
	Level-1 BLS (bariatric stretcher)	
	Level-2 wheelchair	
	Level-2 wheelchair (bariatric)	
	Level 3 ambulatory	

Check: If OK, the total # of patients is equal to the total number of TALS. If Error, something doesn't add up.

Standard Bed /TAL Validatin Check: Adult + Peds Totals = TALS Total requested?

OK

Aubmented Validatin Check: Adult + Peds Totals = TALS Total requested?

OK

Any ICU patients able to be transported via BLS (stretcher, wheelchair, or ambulatory)?

Number:	0
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Required Augmented Services
Adult ICU Patients
(e.g. telemetry, CVVH, etc.):

Patient 1	
Patient 2	
Patient 3	
Patient 4	
Patient 5	
Patient 6	
Patient 7	
Patient 8	
Patient 9	
Patient 10	
Patient 11	
Patient 12	
Patient 13	
Patient 14	
Patient 15	
Patient 16	
Patient 17	
Patient 18	
Patient 19	
Patient 20	
Patient 21	
Patient 22	
Patient 23	
Patient 24	
Patient 25	
Patient 26	
Patient 27	
Patient 28	
Patient 29	
Patient 30	

Required Augmented Services
Adult ICU Patients
(e.g. telemetry, CVVH, etc.):

Patient 31	
Patient 32	
Patient 33	
Patient 34	
Patient 35	
Patient 36	
Patient 37	
Patient 38	
Patient 39	
Patient 40	
Patient 41	
Patient 42	
Patient 43	
Patient 44	
Patient 45	
Patient 46	
Patient 47	
Patient 48	
Patient 49	
Patient 50	
Patient 51	
Patient 52	
Patient 53	
Patient 54	
Patient 55	
Patient 56	
Patient 57	
Patient 58	
Patient 59	
Patient 60	

Group B: Medical/Surgery

Medical/surgery patients have medical illnesses or disorders, as well as diseases or injuries normally treated by surgery, who do not require critical care support

Directions:

- Indicate with numbers the total number of patients your facility needs to evacuate to another facility for each group below, and then the total number within each sub-group.
- For each sub-group, please divide the number as indicated -- those that need a standard bed within that sub-category and then those that require augmented services, describing those services in the box provided. Please carefully read the definitions provided for each patient type and ensure that patients listed in the totals meet the definitions. Be especially careful when evaluating patients in "step down" or intermediate care settings, to ensure that receiving facilities with the appropriate resources and care level can be identified.

Standard bed definition for all bed types in this group:

- General medical staff (including major medical and surgical subspecialists, and general medical/surgical floor nurses)
- General medical equipment, such as a standard hospital bed, medical air/oxygen, IV and medication administration supplies are sufficient for care.

***Patients in this category should not require telemetry during transport. If this is required, consider putting these patients into the Critical Care category.*

Augmented services for all bed types in this group:

Patients who need additional services beyond those included in the standard definition should be counted in the "augmented services" column.

Examples of augmented services include:

- dialysis
- airborne isolation
- enhanced equipment (ie, bariatric)
- enhanced personnel or treatments (ie, unusual subspecialty, specialized wound care)

# Meeting Standard Definition	Category	# Augmented Services
	Adult Med/Surg: (Patient aged 18 and older)	
	Pediatric Med/Surg (Patient aged <18):	

Guidelines for completing TALs: For patients in each bed type, please count the number of patients requiring each transportation assistance level (TAL) taking into account need for Advanced Life Support (ALS) or Basic Life Support (BLS). Very few rehab patients should be ALS. For TAL definitions please see attached decision tree.

***If patients weigh greater than 300 pounds, count as bariatric.*

Standard	TAL level	Augmented
	Level-1 ALS (stretcher)	
	Level-1 BLS (stretcher)	
	Level-1 ALS (bariatric stretcher)	
	Level-1 BLS (bariatric stretcher)	
	Level-2 wheelchair	
	Level-2 wheelchair	
	Level 3 ambulatory	

Check: If OK, the total # of patients is equal to the total number of TALs. If Error, something doesn't add up.

Standard Bed /TAL Validatin Check: Adult + Peds = TALs Total requested?

OK

Aubmented Validatin Check: Adult + Peds = TALs Total requested?

OK

	Required Med/Surg Augmented Services (e.g. dialysis, wound care, specialty care, rehabilitation, etc.):
Patient 1	
Patient 2	
Patient 3	
Patient 4	
Patient 5	
Patient 6	
Patient 7	
Patient 8	
Patient 9	
Patient 10	
Patient 11	
Patient 12	
Patient 13	
Patient 14	
Patient 15	
Patient 16	
Patient 17	
Patient 18	
Patient 19	
Patient 20	
Patient 21	
Patient 22	
Patient 23	
Patient 24	
Patient 25	

	Required Med/Surg Augmented Services (e.g. dialysis, wound care, specialty care, rehabilitation, etc.):
Patient 26	
Patient 27	
Patient 28	
Patient 29	
Patient 30	
Patient 31	
Patient 32	
Patient 33	
Patient 34	
Patient 35	
Patient 36	
Patient 37	
Patient 38	
Patient 39	
Patient 40	
Patient 41	
Patient 42	
Patient 43	
Patient 44	
Patient 45	
Patient 46	
Patient 47	
Patient 48	
Patient 49	
Patient 50	

Group C: Perinatal Care

UNIT:

Perinatal care patients require services related to management of pregnancy and complications of pregnancy, labor and delivery, and newborn care.

Directions:

- Indicate with numbers the total number of patients your facility needs to evacuate to another facility for each group below, and then the total number within each sub-group.
- For each sub-group, please divide the number as indicated – those that need a standard bed within that sub-category and then those that require augmented services, describing those services in the box provided. Please carefully read the definitions provided for each patient type and ensure that patients listed in the totals meet the definitions. Be especially careful when evaluating patients in "step down" or intermediate care settings, to ensure that receiving facilities with the appropriate resources and care level can be identified.

<p>Standard bed definition for all bed types in this group:</p> <ul style="list-style-type: none"> • Management of pregnancy and complications of pregnancy, labor and delivery, and newborn care, including neonatal intensive care. • Staff familiar with antepartum and postpartum care of mother and infant must be available. • Supplies required for fetal monitoring, vaginal and surgical delivery, and neonatal resuscitation must be available. <p><i>**For neonatal intensive care, use the American Academy of Pediatrics (AAP)-defined levels of NICU care.</i></p>	<p>Augmented services for all bed types in this group:</p> <p>Patients who need additional services beyond those included in the standard definition should be counted in the "augmented services" column.</p> <p>Examples of augmented services include:</p> <ul style="list-style-type: none"> • airborne isolation • enhanced equipment (ie, bariatric) • enhanced monitoring
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	# Meeting Standard Definition	Category	# Augmented Services
Mothers		Antepartum Pregnant women 24 weeks gestation and later hospitalized for management of complications of pregnancy or other medical conditions, but not requiring critical care services	
		Labor and Delivery Women hospitalized for management of labor, delivery, and recovery from delivery	
		Postpartum Women hospitalized during the immediate post-partum period (healthy rooming-in newborns will be counted separately)	
Babies		Healthy newborn In nursery <u>OR</u> Rooming-In (on postpartum unit)	
		NICU - Level 2	
		NICU - Level 3	
		NICU - Level 4	

Guidelines for completing TALS:

For patients in each bed type, please count the number of patients requiring each transportation assistance level (TAL) taking into account need for Advanced Life Support (ALS) or Basic Life Support (BLS). For TAL definitions please see attached decision tree.

* If infants require isolette, count as neonatal.

** If patients weigh greater than 300 pounds, count as bariatric.

*** If mother meeting Standard Definition is transported with baby meeting Augmented Definition, count as 1 pair in the Augmented "Mom AND Baby" column.

Standard		TAL level	Augmented	
Mom (Transport Alone)	Mom AND Baby (Transport Together)		Mom OR Baby (Transport Separate)	Mom AND Baby (Transport Together)
		Level-1 ALS (stretcher)		
		Level-1 BLS (stretcher)		
		Level-1 ALS (bariatric stretcher)		
		Level-1 BLS (bariatric stretcher)		
		Level-2 wheelchair		
		Level 3 ambulatory		
		Neonatal Transport		

Check: If OK, the total # of patients is equal to the total number of TALS. If Error, something doesn't add up.

NOTE: It is possible a mother meeting Standard Criteria could be transported with Babies requiring Augmented Services - therefore the error check will sum across all categories for a check to see if all patients are accounted for in TAL transport in some way

Standard + Augmented Bed / TAL Validatin Check: Total Patients (Moms and Babies) = Total TALS requested ?
 [Antenatal + L&D + Postpartum + Health Baby + NICU] = [(Sum of TALS Mom Alone) + ((Sum of TALS Mom & Baby)*2)] ?

OK

	Required Augmented Services Mother (e.g. telemetry, IV infusion, etc.):
Patient 1	
Patient 2	
Patient 3	
Patient 4	
Patient 5	
Patient 6	
Patient 7	
Patient 8	
Patient 9	
Patient 10	
Patient 11	
Patient 12	
Patient 13	
Patient 14	
Patient 15	
Patient 16	
Patient 17	
Patient 18	
Patient 19	
Patient 20	
Patient 21	
Patient 22	
Patient 23	
Patient 24	
Patient 25	
Patient 26	
Patient 27	
Patient 28	
Patient 29	

	Required Augmented Services Newborn (e.g. telemetry, isolette, etc.):
Newborn 1	
Newborn 2	
Newborn 3	
Newborn 4	
Newborn 5	
Newborn 6	
Newborn 7	
Newborn 8	
Newborn 9	
Newborn 10	
Newborn 11	
Newborn 12	
Newborn 13	
Newborn 14	
Newborn 15	
Newborn 16	
Newborn 17	
Newborn 18	
Newborn 19	
Newborn 20	
Newborn 21	
Newborn 22	
Newborn 23	
Newborn 24	
Newborn 25	
Newborn 26	
Newborn 27	
Newborn 28	
Newborn 29	

Patient 30	
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Newborn 30	
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Group D: Psychiatry

UNIT:

Psychiatric patients require specialized psychiatric care, including patients with severe mental illness.

Directions:

- Indicate with numbers the total number of patients your facility needs to evacuate to another facility for each group below, and then the total number within each sub-group

Standard bed definition for all bed types in this group:

- Require specialized psychiatric care, including patients with severe mental illness.
- Services included in a standard inpatient psychiatric care bed includes a restricted access medical unit with nursing and providers that specialize in management of DSM-5 diagnoses.

Augmented psychiatric services:

Patients who need additional services beyond those included in the standard definition should be counted in the "augmented services" column.

Examples of augmented services include patients who are: sedated; an elopement risk; require isolation, 1:1 supervision or other safety precautions; require a clinical or security escort.

# Meeting Standard Definition	Category	# Augmented Services
	Geriatric Psych (60+) (patients with frailty who may have more chronic medical conditions; includes dementia, early Alzheimers)	
	Adult psych (18+) (Patient aged 18 and older):	
	Child Psych (up to age 18; must be placed in pediatric unit unless permission obtained from OMH)	
	Adult Addiction Treatment (medically managed)	
	Adult Addiction Treatment (medically supervised)	

Guidelines for completing TALs: For patients in each bed type, please count the number of patients requiring each transportation assistance level (TAL) taking into account need for Advanced Life Support (ALS) or Basic Life Support (BLS). Very few rehab patients should be ALS. For TAL definitions please see attached decision tree.

**If patients weigh greater than 300 pounds, count as bariatric.

Standard	TAL level	Augmented
	Level-1 ALS (stretcher)	
	Level-1 BLS (stretcher)	
	Level-1 ALS (bariatric stretcher)	
	Level-1 BLS (bariatric stretcher)	
	Level-2 wheelchair	
	Level-2 wheelchair	
	Level 3 ambulatory	

Check: If OK, the total # of patients is equal to the total number of TALs. If Error, something doesn't add up.

Standard Bed /TAL Validatin Check: Geriatric + Adult + Peds + Addition Totals = TALs Total requested?

Aubmented Validatin Check: Geriatric + Adult + Peds + Addition Totals = TALs Total requested?

OK

OK

UNIT:	
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	Required Augmented Services (e.g. sedation, 1:1 observation, security escort, etc.):
Patient 1	
Patient 2	
Patient 3	
Patient 4	
Patient 5	
Patient 6	
Patient 7	
Patient 8	
Patient 9	
Patient 10	
Patient 11	
Patient 12	
Patient 13	
Patient 14	
Patient 15	
Patient 16	
Patient 17	
Patient 18	
Patient 19	
Patient 20	

	Required Augmented Services (e.g. sedation, 1:1 observation, security escort, etc.):
Patient 21	
Patient 22	
Patient 23	
Patient 24	
Patient 25	
Patient 26	
Patient 27	
Patient 28	
Patient 29	
Patient 30	
Patient 31	
Patient 32	
Patient 33	
Patient 34	
Patient 35	
Patient 36	
Patient 37	
Patient 38	
Patient 39	
Patient 40	

Group E: Rehabilitation Unit

UNIT:

Rehabilitation patients require comprehensive services deemed appropriate to the needs of a person with a disability, in a program designed to achieve objectives of improved health, welfare, and realization of one's maximum physical, social, psychological, and vocational potential for useful and productive activity.

Directions:

- Indicate with numbers the total number of patients your facility needs to evacuate to another facility for each group below, and then the total number within each sub-group.
- For each sub-group, please divide the number as indicated -- those that need a standard bed within that sub-category and then those that require augmented services, describing those services in the box provided. Please carefully read the definitions provided for each patient type and ensure that patients listed in the totals meet the definitions. Be especially careful when evaluating patients in "step down" or intermediate care settings or who require specialized care (e.g. spinal cord or traumatic brain injury), to ensure that receiving facilities with the appropriate resources and care level can be identified.

Standard bed definition for all bed types in this group:

- Rehabilitation patients require comprehensive services deemed appropriate to the needs of a person with a disability, in a program designed to achieve objectives of improved health, welfare, and realization of one's maximum physical, social, psychological, and vocational potential for useful and productive activity.
- Consider placement of rehab patients in the Medical/Surgical category if they have recently entered rehab or if decompensation during transport is likely.
- Consider placement of rehab patients into the Psych category if there are behavioral issues or limitations.

Augmented services for all bed types in this group:

Patients who need additional services beyond those included in the standard definition should be counted in the "augmented services" column.

Examples of augmented services include: ventilator; suction; medical air/oxygen; bariatric; monitoring; specialized equipment (mattress type - air alternating mattress, pressure relieving, etc); wound care services; burn rehab; hyperbaric; nursing issues: 1:1

# Meeting Standard Definition	Category	# Augmented Services
	Adult Rehab (Patient aged 18 and older):	
	Pediatric Rehab (Patient aged <18):	

Guidelines for completing TALS: For patients in each bed type, please count the number of patients requiring each transportation assistance level (TAL) taking into account need for Advanced Life Support (ALS) or Basic Life Support (BLS). Very few rehab patients should be ALS. For TAL definitions please see attached decision tree.

**If patients weigh greater than 300 pounds, count as bariatric.

Standard	TAL level	Augmented
	Level-1 ALS (stretcher)	
	Level-1 BLS (stretcher)	
	Level-1 ALS (bariatric stretcher)	
	Level-1 BLS (bariatric stretcher)	
	Level-2 wheelchair	
	Level 3 ambulatory	

Check: If OK, the total # of patients is equal to the total number of TALS. If Error, something doesn't

Validatin Check - Standard Adult + Peds Total = Standard TALS Total requested: OK

Validatin Check - Augmented Adult + Peds Total = Augmented TALS Total requested: OK

Rehabilitation Patients Required
Augmented Services (e.g. specialty service -
spinal cord injury or TBI, etc.)

Rehabilitation Patients Required
Augmented Services (e.g. specialty
service - spinal cord injury or TBI, etc.)

Patient 1	
Patient 2	
Patient 3	
Patient 4	
Patient 5	
Patient 6	
Patient 7	
Patient 8	
Patient 9	
Patient 10	
Patient 11	
Patient 12	
Patient 13	
Patient 14	
Patient 15	
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Patient 50	