

OREGON DEPARTMENT OF CORRECTIONS
Operations Division
Health Services Section Policy and Procedure #P-A-07

SUBJECT: **EMERGENCY RESPONSE PLAN**

POLICY: Health Services staff and equipment are deployed to provide medical care in the event of an emergency in the facility or surrounding community according to a plan approved by the Health Services Administrator. All emergency equipment inventories will be maintained in order to assure that appropriate medical equipment is readily available in an emergency to allow efficient initial treatment of both multiple and single injuries or illness.

REFERENCE: OAR 291-124-020(2h)
NCCHC Standard P-A-07
NCCHC Standard P-D-03, Clinic Space, Equipment & Supplies
ODOC Emergency Plan Vol. II
Health Services P&P P-C-03, Professional Development
P&P P-A-07.2, Medical Services Emergency Response Plan

PROCEDURE:

- A. An action plan for medical support services in a facility emergency is contained in the Department of Corrections' Emergency Preparedness Manual, Volume II.
- B. The Department of Corrections' Emergency Preparedness Manual is a confidential document maintained by the Facility Emergency Coordinator.
- C. The Medical Services Plan specifies that new employees will be oriented to the Emergency Preparedness Manual during Trial Service and annually thereafter.
- D. Health care employees receive orientation and annual training in emergency medical response, which includes: CPR, nursing protocols and emergency procedures.
- E. Each institution Health Service Program will conduct a drill of the Medical Services Plan portion of the Emergency Preparedness Manual at least annually. Each participant will complete a debriefing worksheet (Attachment 5).
- F. At least once over a three-year period, each shift will participate in one mass disaster drill simulating multiple casualties requiring triage by health staff.
- G. The Medical Services Manager, Chief Medical Officer and staff involved in the drill shall identify opportunities for improvement and will evaluate the response drill.

Emergency Response Plan

- H. HS training specific to Emergency Preparedness is to be reviewed annually by the HS Training Advisory Committee.
- I. At least annually, staff on all shifts will have the opportunity to participate in a man down drill. This may be accomplished in one of the following manners:
 - 1. Scheduled man-down drills for each shift
 - 2. Actual man-down emergencies are reported utilizing the *Incident Debrief Forms* (Attachment 6).
- J. The drills discussed in section I above will be critiqued and shared with all staff. A record will be kept of all staff participating in the review process. *Incident Debrief Forms* will be reviewed as part of the CQI process.
- K. Security representatives should participate with health staff in planning and implementing mass disaster and man down drills.

PROCEDURE II:

- A. The Medical Services Manager will assign staff to visually inspect all emergency equipment and kits once each month to assure all equipment is in working order and the kit is complete. (Attachment 1a-1o)
- B. The assigned staff will verify that:
 - 1. The breakaway lock is intact and dated on all kits.
 - 2. All equipment is functioning properly.
 - 3. Most current expiration date on medications/equipment is within proper time frame.
- C. Assigned staff will certify verification of inventory by dating and signing monthly inventory checklist. (Attachment 2)
- D. It is the responsibility of staff that use a kit or equipment to restock any supplies used, to reseal broken compartment with a dated breakaway lock, date and sign the inventory checklist. The kit will be appropriately secured until all missing items are replaced. **IN NO INSTANCE WILL AN INCOMPLETE KIT BE LOCKED WITH A BREAKAWAY LOCK!** (Attachment 3a-3d)
- E. Activating Emergency Medical Response (See Attachment 4).

Effective Date: _____

Review date: October 2008

Supersedes P&P dated: March 2008

EMERGENCY MEDICAL SUPPLY LOCATIONS

CCCF

DISASTER KIT LOCATIONS	
1 – Minimum	
1 – Room behind the clinic nurse’s desk	
1 – Clinic area Intake A/B	
1 – Gatehouse	
1 – Records building	
MANDOWN KIT LOCATIONS	
1 – Minimum	
1 – Room behind the clinic nurse’s desk	
1 – Segregation	
1 – Clinic area Intake Unit A/B	
1 – Medium Medication Room	
OB KIT LOCATIONS	
One with each Mandown Kit, i.e., Minimum, room behind the clinic nurse’s desk, segregation, clinic area intake unit A/B and medium medication room	
1 – Trauma Room	1 – Gatehouse
1 – Special Procedures Room	1 – Medium Medication Room
1 – Infirmary	
MEDICATION KIT LOCATIONS	
1 – Minimum	
1 – Room behind the clinic nurse’s desk	
1 – Clinic area Intake Unit A/B	
1 – Medium medication room	
STRETCHER LOCATIONS	
1 – Minimum Clinic	
2 – Medium Trauma Room	
WHEELCHAIR LOCATIONS	
2 – Minimum	
1 – Segregation	
5 – Medium Clinic	
AED LOCATIONS	
1 – Medium Clinic Nurse Station	
1 – Minimum Medication Room	
1 – Administration Control Sally Port	
1 – Minimum Control Sally Port	
O2 LOCATIONS	
1 – Minimum	
1 – Room behind the clinic nurse’s desk	
1 – Segregation	
1 – Clinic area Intake Unit A/B	

EMERGENCY MEDICAL SUPPLY LOCATIONS

CRCI

DISASTER KIT LOCATIONS
1 – Control Center 1 – Pole Barn
MANDOWN KIT LOCATIONS
1 – Medical Records Office
OB KIT LOCATIONS
1 – Medication Room
MEDICATION KIT LOCATIONS
1 – Medical Records Office
STRETCHER LOCATIONS
1 – Medical Clinic – Utility Closet
WHEELCHAIR LOCATIONS
2 – Medical Clinic
AED LOCATIONS
1 – Medical Clinic 1 – Control Center
O2 LOCATIONS
1 – Medical Clinic 1 – Medical Clinic Exam Room 1 1 – Medical Clinic Exam Room 2

EMERGENCY MEDICAL SUPPLY LOCATIONS

DRCI Minimum

DISASTER KIT LOCATIONS
1 – Minimum Health Services 1 – Minimum Control
MANDOWN KIT LOCATIONS
1 – Minimum Health Services
OB KIT LOCATIONS
1 – Minimum Health Services
MEDICATION KIT LOCATIONS
1 – Minimum Health Services 1 – Minimum Medication Room
STRETCHER LOCATIONS
1 – Minimum Health Services
WHEELCHAIR LOCATIONS
2 – Minimum Health Services
AED LOCATIONS
1 – Minimum Health Services 1 – Minimum Control Center
O2 LOCATIONS
1 – Minimum Health Services

EMERGENCY MEDICAL SUPPLY LOCATIONS

EOCI

DISASTER KIT LOCATIONS
2 – Pharmacy – D-270 (Pharmacy storage closet) 1 – Health Services – D3 (Utility room)
MANDOWN KIT LOCATIONS
1 – East Gate 1 – West Gate 1 – Segregation 1 – Physical Plant 2 – Health Services
OB KIT LOCATIONS
1 – Health Services
MEDICATION KIT LOCATIONS
2 – Health Services – D3
STRETCHER LOCATIONS
1 – East Gate 1 – Physical Plant
WHEELCHAIR LOCATIONS
1 – East Lieutenant's Office 1 – West Lieutenant's Office 1 – Health Services
AED LOCATIONS
1 – Health Services 1 – Control 1 – East Gate
O2 LOCATIONS
3 – Health Services 1 – Segregation

EMERGENCY MEDICAL SUPPLY LOCATIONS

OSP

DISASTER KIT LOCATIONS
1 – SMHU (IMU-DSU) 1 – Mental Health Infirmary 1 – ASH (Ad Seg – Death Row) 1 – Medical Room 1 – Arsenal
MANDOWN KIT LOCATIONS
1 - ASH 1 – Medical Room 1 – SMHU 1 – Mental Health Infirmary 1 – Control Room Floor (Box on wall)
OB KIT LOCATIONS
2 – Medical Room 1 – Control Room Floor
MEDICATION KIT LOCATIONS
1 – Mental Health Infirmary 1 – SMHU 1 – Medical Room
STRETCHER LOCATIONS
1 – SMHU (Medical Room) 1 – Health Services Area 1 – Metal Shop (front of office, shop floor) 1 – Laundry (near scales on shop floor) 1 – Furniture Factory (middle of shop, floor area) 1 – Industries Dormitory (Dorm 1, supply room) 1 – Control Room Floor (under stairwell leading to C-Block)
WHEELCHAIR LOCATIONS
3+ – Infirmary 1 – Control Room Floor (under stairwell leading to C-Block)
AED LOCATIONS
1 – Health Services Area 1 – OIC's Office 1 – Minimum, Master Control
O2 LOCATIONS
1 – SMHU 4 – Infirmary 1 – Control Room Floor

EMERGENCY MEDICAL SUPPLY LOCATIONS

OSP – Minimum

DISASTER KIT LOCATIONS
1 – Under the desk in medical record room
MANDOWN KIT LOCATIONS
1 – Cabinet #14 in the clinic
OB KIT LOCATIONS
1 – Cabinet #3 in the clinic
MEDICATION KIT LOCATIONS
1 – Cabinet #14 in the clinic
STRETCHER LOCATIONS
1 – Military-type litter in the mailroom
WHEELCHAIR LOCATIONS
1 – North Hall (just next to Health Services)
AED LOCATIONS
1 – Minimum Control Center
O2 LOCATIONS
1 – Minimum Health Services

EMERGENCY MEDICAL SUPPLY LOCATIONS

MCCF

DISASTER KIT LOCATIONS
1 – Control Center
MANDOWN KIT LOCATIONS
1 – Health Services
OB KIT LOCATIONS
1 – Health Services
MEDICATION KIT LOCATIONS
1 – Health Services
STRETCHER LOCATIONS
1 – Health Services
WHEELCHAIR LOCATIONS
1 – Health Services
AED LOCATIONS
1 – Health Services 1 – Main floor entry
O2 LOCATIONS
1 – Health Services

EMERGENCY MEDICAL SUPPLY LOCATIONS

OSCI

DISASTER KIT LOCATIONS
1 – Superintendent's Office 1 – Health Services – upstairs clinic 1 – TERT Room
MANDOWN KIT LOCATIONS
1 – Health Services
OB KIT LOCATIONS
1 – Health Services
MEDICATION KIT LOCATIONS
1 – Health Services
STRETCHER LOCATIONS
1 – Health Services
WHEELCHAIR LOCATIONS
1 – Health Services 1 – Unit 13
AED LOCATIONS
1 – Health Services 1 – Control 1 – Industries
O2 LOCATIONS
3 – Health Services

EMERGENCY MEDICAL SUPPLY LOCATIONS

PRCF

DISASTER KIT LOCATIONS
1 – R&D – Cabinet #13 1 – Health Services – Room 526 Storage Room
MANDOWN KIT LOCATIONS
1 – R&D – Cabinet #13 1 – Health Services – Room 520 in far left middle wooden cupboard
OB KIT LOCATIONS
1 – Health Services – Medication Room (#528) Bottom cupboard second from left
MEDICATION KIT LOCATIONS
1 – Health Services – Medication Room (#528) Bottom cupboard third from left
STRETCHER LOCATIONS
1 – Health Services – Exam Room (Door #522)
WHEELCHAIR LOCATIONS
1 – Health Services – Inmate bathroom - Room #524
AED LOCATIONS
1 – Shift Commander's Office 1 – Exam Room 2 in Health Services - Room #522
O2 LOCATIONS
1 – Health Services – Room 520, in far left middle wooden cupboard (next to mandown kit)

EMERGENCY MEDICAL SUPPLY LOCATIONS

SCCI

DISASTER KIT LOCATIONS
1 – Health Services, Records Room 1 – C-Dorm bottom floor by elevator
MANDOWN KIT LOCATIONS
1 – Health Services Clinic 1 – C-Dorm bottom floor by elevator
OB KIT LOCATIONS
1 – Health Services, Records Room 1 – C-Dorm bottom floor by elevator
MEDICATION KIT LOCATIONS
1 – Health Services Clinic
STRETCHER LOCATIONS
1 – Dorm A-1 (Backboard) 1 – Dorm B-1 (Backboard) 1 – C-Dorm 1 st Floor 1 – Courtney Hall (Backboard) 1 – Fire Crew Office (Backboard) 1 – Health Services Waiting Room
WHEELCHAIR LOCATIONS
1 – Health Services, Bathroom
AED LOCATIONS
1 – Health Services Clinic 1 – Control Center
O2 LOCATIONS
2 – Health Services Clinic 2 – Medical Records Room 1 – Control Center

EMERGENCY MEDICAL SUPPLY LOCATIONS

SCI

DISASTER KIT LOCATIONS
1 – Health Services 1 – Control Center
MANDOWN KIT LOCATIONS
1 – Health Services
OB KIT LOCATIONS
1 – Health Services
MEDICATION KIT LOCATIONS
1 – Health Services 1 – Back up box in Health Services
STRETCHER LOCATIONS
1 – Health Services
WHEELCHAIR LOCATIONS
1 – Health Services
AED LOCATIONS
1 – Health Services 1 – OIC Office
O2 LOCATIONS
2 – Health Services

EMERGENCY MEDICAL SUPPLY LOCATIONS

SRCI

DISASTER KIT LOCATIONS		
1 – Master Control	1 – Minimum Clinic	1 – Central Health Services
1 – Pharmacy	1 – 2/3 Control	1 – Transport Office
MANDOWN KIT LOCATIONS		
1 – Complex 1 Clinic	1 – Complex 2 Clinic	1 – Complex 3 Clinic
1 – Minimum Clinic	2 – Central Health Services	1 – Intake & Release
1 – Seg Clinic	1 – Pharmacy	
OB KIT LOCATIONS		
1 – Health Services		
MEDICATION KIT LOCATIONS		
1 – Complex 1 Clinic	1 – Complex 2 Clinic	1 – Complex 3 Clinic
1 – Minimum Clinic	1 – Central Health Services	1 – Pharmacy
1 – Seg Clinic		
STRETCHER LOCATIONS		
1 – Complex 1 Clinic (W)	1 – Complex 2 Clinic (W)	1 – Complex 3 Clinic (W)
1 – Seg Clinic (W)	1 – Central Health Services (W)	
1 – Scoop Central	1 – Backboard Central	(W = wheeled)
WHEELCHAIR LOCATIONS		
1 – Complex 1 Yard	1 – Complex 2 Yard	1 – Complex 3 Yard
1 – Seg Clinic	19 – Central Health Services	1 – Minimum Clinic
AED LOCATIONS		
1 – DSU	1 – Complex 2-3 Control	
1 – Central Medical	1 – Complex 1 Control	
1 – Minimum	1 – Master Control	
O2 LOCATIONS		
1 – Central Medical gurney	1 – Central Medical trauma room	
1 – DSU	1 – Minimum, Health Services	
12 – Infirmary		

EMERGENCY MEDICAL SUPPLY LOCATIONS

SFFC

DISASTER KIT LOCATIONS
1 – Control Center
MANDOWN KIT LOCATIONS
1 – Medical Clinic
OB KIT LOCATIONS
1 – Medical Clinic
MEDICATION KIT LOCATIONS
1 – Medical Clinic
STRETCHER LOCATIONS
1 – Main Control Area
WHEELCHAIR LOCATIONS
None
AED LOCATIONS
1 – Control Center
O2 LOCATIONS
1 – Medical Clinic

EMERGENCY MEDICAL SUPPLY LOCATIONS

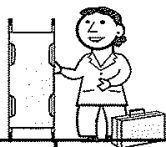
TRCI

DISASTER KIT LOCATIONS
<ul style="list-style-type: none"> 1 – Unit 26 Medical Clinic 1 – Unit 21 Central Medical 1 – Unit 15 Medical Clinic 1 – Unit 21 Store Room
MANDOWN KIT LOCATIONS
<ul style="list-style-type: none"> 2 – Unit 21 Central Medical 1 – Unit 15 Medical Clinic 1 – Unit 26 Medical Clinic 1 – Complex 4 Medical Clinic
OB KIT LOCATIONS
<ul style="list-style-type: none"> 1 – Unit 21 Central Medical
MEDICATION KIT LOCATIONS
<ul style="list-style-type: none"> 2 – Unit 21 Central Medical 1 – Unit 26 Medical Clinic
STRETCHER LOCATIONS
<ul style="list-style-type: none"> 2 – Unit 21 Central Medical 1 – Unit 26 Medical Clinic 1 – Unit 15 Medical Clinic 1 – Complex 1 Medical Clinic 1 – Complex 2 Medical Clinic 1 – Complex 4 Medical Clinic
WHEELCHAIR LOCATIONS
<ul style="list-style-type: none"> 5 – Unit 21 Central Medical 1 – Unit 26 Medical Clinic
AED LOCATIONS
<ul style="list-style-type: none"> 1 – Unit 26 Medical Clinic 1 – Unit 21 Central Medical, Room 21-39 1 – Key Distribution 1 – DSU Lieutenant's Office
O2 LOCATIONS
<ul style="list-style-type: none"> 5 – Unit 21 Central Medical 1 – Unit 26 Medical Clinic 2 – Unit 15 Medical Clinic

EMERGENCY MEDICAL SUPPLY LOCATIONS

WCCF

DISASTER KIT LOCATIONS
1 – Master Control 1 – Clinic Med Room
MANDOWN KIT LOCATIONS
2 – Clinic Med Room
OB KIT LOCATIONS
1 – Master Control 1 – Clinic Med Room
MEDICATION KIT LOCATIONS
2 – Clinic Med Room
STRETCHER LOCATIONS
1 – Clinic East Hall
WHEELCHAIR LOCATIONS
1 – Clinic Exam Plus 1 – Clinic Nurse's Station
AED LOCATIONS
1 – Clinic Med Room
O2 LOCATIONS
1 – Clinic Exam Plus 1 – Clinic Med Room 1 – Clinic Storage Room



ODOC - HEALTH SERVICES
MANDOWN KIT



QTY.	DESCRIPTION	EXP.DATES		QTY.	DESCRIPTION	EXP.DATES
	<u>OUTSIDE POCKET</u>				<u>COMPARTMENT 4</u>	
1 ea	Ace Perfit Cervical Collar			10 ea	Sanidex sanitizer wipes	exp.
1 ea	CPR Mask Laerdal (yellow)			1 ea	Digital Thermometer w/covers	exp.
1 ea	Ambu. Bag, Disposable			1 pr	Utility Scissors	
1 ea	Burn Sheet, sterile, 60x96, Disposable			1 ea	Airway small	
2 ea	Underpads (blue chux)			1 ea	Airway medium	
1 ea	Sharps Disp.Container, 1.5qt. BD#305487			1 ea	Airway large	
	<u>COMPARTMENT 1 / INSIDE POCKET</u>			4 ea	Tongue Blades	
1 ea	Splints, air, full arm			1 ea	Flashlight w/batteries	exp.
1 ea	Splints, air, full leg			1 ea	Penlight	
	<u>COMPARTMENT 2</u>			2 ea	Face Masks, Ear Loop	
2 pkg	Burn Dressing, 5x9, Xeroform	exp.			<u>COMPARTMENT 5</u>	
2 ea	Combine Dressing 8x10 / 5x9				ziplock bag/yellow zipper bag	
10 ea	Dressing 4x4 Pads, sterile			1 ea	Irrigation Solution Nacl. 500ml	exp.
2 ea	Kerlix Dressing / Gauze 4"			1 ea	Eye Wash Solution 4oz.	exp.
2 ea	Gauze Roll 4", sterile			2 ea	Safety goggles plastic,clear	
	<u>COMPARTMENT 3</u>			4 pkgs	Eye Pads sterile - 1 per package	
12 ea	Alcohol Prep Pads	exp.			ziplock bag/orange zipper bag	
1 ea	AssurePro Glucometer & test strips	exp.		5 pr	Exam Gloves N/S Small	
1 ea	AssurePro control solutions 1&2	#1 exp.	#2 exp.	5 pr	Exam Gloves N/S Medium	
2 ea	AAA batteries	exp.		5 pr	Exam Gloves N/S Large	
5 ea	Safety Lancets				ziplock bag/blue zipper bag	
2 ea	Betadine/Povidine Swab Sticks	exp.		1 ea	Blood Pressure Cuff	
2 rl	Coban self adhesive roll 4"			2 ea	Bio-Hazard Bags Red	
1 rl ea	Tape, cloth 1" & 2" roll			1 ea	Stethoscope	
1 ea	Triangular bandage				<u>ATTACH TO OUTSIDE OF BAG</u>	
1 ea	Ace Wrap bandage 4"			1 ea	List of items in Bag	
4 ea	Cotton Tip Applicators, 6" sterile			1 ea	Black notebook and pen	
1 ea	Cold Pack					
1 ea	Rescue Blanket					


**after using bag, circle what has been used or what is needed

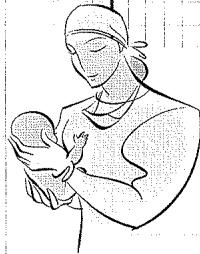
Bag Location: _____

Refilled by: _____

Date refilled/checked: _____

Oregon Dept. Of Corrections
Health Services

Obstetrical Emergency Kit			revised 10/04/05	
Qty.	Supplies & Misc. with expiration dates	Exp. Date	 Initial	Notes
1	PAIR	GLOVES, STERILE		
1	EACH	APRON PLASTIC DISPOSABLE		
1	EACH	UNDER PAD		
1	EACH	RECEIVING BLANKET		
3	EACH	TOWELS DISPOSABLE		
4	EACH	SPONGES, STERILE GAUZE		
2	EACH	O.B. TOWELETTES		
1	EACH	SCALPELS STERILE DISPOSABLE		
1	EACH	BULB SYRINGE STERILE		
2	EACH	CLAMPS, UMBILICAL CORD STERILE		
1	EACH	PLASTIC BAG		
2	EACH	TWIST TIES		
1	EACH	O.B. PAD STERILE		
First item to expire _____		date _____		
Refilled or checked by _____		date _____		







ODOC - HEALTH SERVICES
DISASTER PACK



Emergency

QTY.	DESCRIPTION	EXP.DATES	QTY.	DESCRIPTION	EXP.DATES
6 ea	CPR Mask Laerdal (yellow)		1 ea	Eye Irrigation Solution	EXP
2 ea	Cervical Collar		2 ea	Antiseptic Scrub 4% 8oz	EXP
1 ea	Ambu bag		5 ea	N/S IV Fluids 500 ML	EXP
20 ea	Alcohol prep pads		4 ea	Xeroform (Burn dressing)	EXP
12 ea	Antibicrobial Wipes	EXP	1 ea	Burn sheet Sterile	
10 ea	Povidone-Iodine Wipes	EXP	3 ea	Coban 2"	
4 ea	Eye pads Sterile		3 ea	Coban 4"	
12 pkg	Sponge 4x4 Sterile 2/pkg		3 ea	Coban 6"	
1 pkg	Sponge 4x4 Non Sterile		2 ea	Elastic bandage 4"	
1 ea	Kerlix Dressing / Gauze 4"		2 pr	Gloves Sterile 7	
1 ea	Tape Paper 1"		2 pr	Gloves Sterile 8	
1 ea	Tape Cloth 1"		2 pr	Gloves Sterile 9	
1 ea	Tape Cloth 2"		2 bg/10	Gloves non Sterile Sm	
4 ea	IV Tubing W/ inj. Site		2 bg/10	Gloves non Sterile Med	
1 ea	Rescue Blanket		2 bg/10	Gloves non Sterile Lg	
2 ea	Bio-Hazard bags Red		2 bg/10	Gloves non Sterile X Lg	
1 ea	Sharps container Sm BD #305487		1 ea	Air splint arm	
			1 ea	Air splint leg	
	<u>Fanny Pack</u>			<u>Fanny Pack</u>	
2 ea	Tourniquets		1 ea	IV Tubing w/Inj Site	
1 ea	Penlight		2 ea	Needle 14g x 1.5" Tan	
1 ea	Flash light w/battery	EXP	2 ea	Needle 18g x 1.5" Green	
1 ea	Bandage scissors		2 ea	Needle 21g x 1.5" Purple	
1 ea	Utility scissors		2 ea	Needle 22g x 1" Blue	
1 ea	Stethoscope		2 ea	Needle 25g x 1" Red	
1 ea	Blood Pressure cuff		1 ea	Scalpels #10 SAFETY	
1 ea	Air way LG		2 ea	Butterfly 23g x 3/4" SAFETY	
1 ea	Air way med		2 ea	IV Cath 18g x 1 3/4" SAFETY	
1 ea	Kelly Forceps		2 ea	IV Cath 20g x 1 3/4" SAFETY	
			2 ea	IV Cath 22g x 1 3/4" SAFETY	
				<u>OUT SIDE OF BAG</u>	
10 ea	Post orders		1 ea	pen	
10 ea	Vests		1 ea	Note pad	
50 ea	Met tags		1 ea	List of Contents	
	<u>Bag Location:</u>				
	<u>Expired Contents Checked or Refilled by:</u>			<u>Date refilled/checked:</u>	

Oregon Dept. Of Corrections
Health Services

		Emergency Medication Box				revised 07/29/08	
Qty.	Medication & Misc. with expiration dates	Exp. Date	Initial	Qty.	Sharps & Supplies	Sharps Sign-Out	
1	EA ALBUTEROL INHALER 17gm			1	EA SYRINGE, STANDARD 20CC		1
8	TAB ASPIRIN 81 mg Chewable U/D (4/dose)			1	EA SYRINGE, SAFETY 12CC		1
1	EA ATROPINE (0.1 mg/ml) 10ml INJ			2	EA SYRINGES, SAFETY 6CC		2
1	EA DEXTROSE 50% IV INJ 25gm			3	EA SYRINGES, SAFETY 3CC	3	2
1	EA DIAZEPAM INJ 5mg/ml 2ml (Valium)			2	EA NEEDLES green filter 18Gx1.5		2
4	caps DIPHENHYDRAMINE 50mg (Benadryl) U/D			2	EA NEEDLES green 18Gx1.5		2
1	EA DIPHENHYDRAMINE INJ (50mg/ml) 1ml (Benadryl)			8	EA NEEDLES purple 21Gx1.5	8	7
					(continued count) 21Gx1.5	4	3
4	EA EPI 1:1000 1mg/ml 1ml vial			4	EA NEEDLES red 25Gx1	4	3
3	EA FUROSEMIDE INJ 10mg/ml 40mg (Lasix)			4	EA NEEDLE, SAFETY VACUTAINER 21Gx1	4	3
2	EA GLUCAGON IM KIT			1	EA NEEDLE, SAFETY VAC. BUTTERFLY 23Gx3/4		1
2	bags LACTATED RINGERS 500ml IV SOLN			2	EA IV CATHETER, SAFETY 18Gx1.25		2
2	EA LIDOCAINE INJ 2% (20mg/ml) 5ml			2	EA IV CATHETER, SAFETY 20Gx1		2
1	EA NALOXONE INJ 1mg/ml 2mg (Narcan)			2	EA IV CATHETER, SAFETY 22Gx1		2
				2	EA IV TUBING, PRIMARY SET 15D/ML		2
1	BT NITROGLYCERIN Sublingual 0.4mg 25 tbs			1	EA SCALPELS, SAFETY #11		1
6	TAB ORAL GLUCOSE TABS			1	EA SCALPELS, SAFETY #10		1
1	EA ORAL GLUCOSE GEL 15gm			2	EA TRACHEA NEEDLES 14Gx1.5		2
9	EA ALCOHOL WIPES			1	RL TAPE, CLOTH 1"		
5	EA BETADYNE WIPES or SWABSTICKS			1	RL TAPE, CLOTH 2"		
5	EA SANIDEX WIPES (replaced hibistat wipes)			1	RL TAPE, PAPER 1"		
2	EA TUBES RED			2	EA TOURNIQUETS		
2	EA TUBES BLUE (changed from gray)			4	EA TUBE/NEEDLE HOLDER, STANDARD		
2	EA TUBES PURPLE			10	EA BAND AIDS ASSORTED		
1	EA CARPUJECT INJECTOR	N/A		1	BG GLOVES, 5 PAIR/1bag SMALL		
1	EA INSPIREASE SYSTEM	N/A		1	BG GLOVES, 5 PAIR/1bag MEDIUM		
1	EA TUBEX INJECTOR	N/A		1	BG GLOVES, 5 PAIR/1bag LARGE		

First Item to expire _____ date _____

Refilled or checked by _____ date _____

****Please note: Please account for sharps after emergency.**

**ACTIVATING EMERGENCY MEDICAL RESPONSE
(At Individual Functional Units)**

FACILITY	COVERAGE	WHO RESPONDS	EMERGENCY NUMBERS	PROTOCOLS
CCCF	24 hours per day	Designated nurse of available staff. C.O. is first responder	6585 minimum & 6713 medium for Medical. 6501 minimum & 6421 medium for Control Center. 6488 for Admin Control.	Protocols specific to the emergency when licensed staff is available
CRCI	During clinic hours of 6:00 AM to 11:00 PM Licensed staff	Staff available in the clinic during clinic hours. LT. Ro C.O. are the first responders	204 for security emergency 220 or 219 for a medical emergency.	Protocols specific to the emergency when licensed staff is available
DRCI	24 hours per day	Designated nurse of available staff. C.O. is first responder.	5195 minimum Medical. 5700 minimum medium for Control Center.	Protocols specific to the emergency when licensed staff is available.
EOCI	24 hours per day	Designated nurse of available staff.	261 or 623 medical emergency & 600 for security emergency	Protocols specific to the emergency
MCCF	Licensed staff Monday -Thursday, 5:30 AM to 4:00 PM No Holidays	Licensed staff during clinic hours C.O.'s are the first responders when the clinic is closed.	99-11 if emergent condition exists, Phone SCI for medical advice 378-5804 Ext. 428. After 11PM call OSCI at 503-373-0134 until 1AM	Protocols specific to the emergency when licensed staff is available.
OSCI	Licensed staff 20 hours per day	Available RN, LPN, or Tech.	0167 or 0168 for medical emergency, 0101 Control Center to call for ambulance services.	Protocols specific to the emergency when licensed staff is available.
OSP	24 hours per day	Medication room nurse and second RN when available.	7207 for medical emergency & 7212 for security emergency	Protocols specific to the emergency
OSP-M	Licensed staff available 8am-5pm No holidays	Licensed staff during clinic hours CO.'s are the first responders when the clinic is closed.	99-11 if emergent condition exists phone SCI at 503-378-5804 ext 428. After 11pm call OSCI at 503-373-0134 until 1am	Protocols specific to the emergency when licensed staff is available.

ACTIVATING EMERGENCY MEDICAL RESPONSE
(At Individual Functional Units)

FACILITY	COVERAGE	WHO RESPONDS	EMERGENCY NUMBERS	PROTOCOLS
PRCF	RN M-F 6:30 AM to 8:00 PM Sat. and Sun.: 6:30 AM to 5:00 PM	Staff available in the clinic during clinic hours. C.O.'s are the first responders.	Ext. 280, for medical emergency. Ext. 249 for security emergency.	Protocols specific to the emergency when licensed staff is available.
SCI	Licensed staff 5:00 AM to 10:30 PM, 7 days	Licensed staff during clinic hours C.O.'s are the first responders when the clinic is closed.	Icom-322 for Control Center Security emergency. 85804 ext 428/430 for Medical Emergency. 99-11 for ambulance service. Radio assist is available.	Protocols specific to the emergency when licensed staff is available.
SCCI	RN 5:30 AM to 3:30 PM 7days wk	RN during clinic hours C.O.'s are the first responders when the clinic is closed.	241-245 for medical emergency 226 for security emergency, radio assist available.	Protocols specific to the emergency when licensed staff is available.
SRCI	RN coverage 24 hours	RN staff during clinic hours C.O.'s are the first responders when the clinic is closed.	4834 for medical emergency radio assist for security emergency.	Protocols specific to the emergency
SFFC	No staff on premise, CRCI staff responds if needed.	CRCI coverage via telephone during regular clinic hours	911+ contact CRCI medical for directions during clinic hours.	Protocols specific to the emergency when licensed staff is available.
TRCI	24 hours per day	Available RN, LPN	6014 for Medical and 2100 for Master Control	Protocols specific to the emergency
WCCF	M-F 0600 to 1030; S&S & Holidays 1030-2030; On-call nurse 24 hours	RN staff during clinic hours. C.O.'s are first responders when the clinic is closed.	8268 & 8269 during clinic hours. Master Control 947-8383. 911 for emergency + nurse on-call.	Protocols specific to the emergency when licensed staff is available.

Participants Debriefing Worksheet
All Health Services Staff
Post Disaster Drill

Name: _____ Institution: _____

Notified by: _____ Date: _____ Time: _____

Arrival time: _____ Reporting Location: _____

Work Classification: _____

Describe the disaster:

Triage Area: _____ Emergency Assignment: _____

Personal feelings during the drill:

Identified areas of improvement:

Areas that you did well:

Overall, how do you think the drill went?

Comments:

EMERGENCY MEDICAL RESPONSE
INCIDENT DEBRIEF FORM

DATE: _____

WHO: (List name of C.O./staff initiating call) _____

WHAT: (State mechanism of injury or emergency) _____

WHERE: (Indicate specific site/location of incident)

Cell #: _____ Tier #: _____ Block #: _____

Other: _____

WHEN: _____ to _____

(Note precise time when call initiated; synchronize with caller)

Responding Staff present (Record ALL staff) _____

HOW/WHY: (Precipitating events; signs & symptoms; complaints) _____

EQUIPMENT: (Taken to area, and other equipment used during event) _____

FOLLOW-UP: (Disposition of victim; transfer, etc.) _____

RESPONDING TEAM REVIEW: (Analysis of Emergency Medical Response & Interventions)

RECOMMENDATIONS: _____

Signature: Health Services Personnel/E.M.R. Team Leader

Date

Date of Review: _____

Signature: Medical Services Manager / Designee

The purpose of this tool is to support the staff involved; review the full situation; and to propose any modifications.

BLS (BASIC LIFE SUPPORT) CRITIQUE FORM

Responding Personnel _____
(from all Functional Units)

Date: _____

Time: _____

Site: _____
(Level, Tier, Cell; Other – specify)

Reason for Stopping:

Circulation restored _____

Respirations restored _____

Procedure unsuccessful (i.e., pt. expired) _____

Treatment Rendered _____

Adequate Personnel Available: Yes _____ No _____

Comments: _____

Performance of Personnel Responding:

Strengths: _____

Areas for Improvement: _____

Equipment and Supplies Available & Working Properly:

Yes _____ No _____

Comments: _____

Documentation Review:

Comments: _____

Suggestions/Recommendations:

Comments: _____

Date of Review: _____

Signature: _____

(Responding RN and/or Medical Services Manager)

***The purpose of this tool is to support the staff involved; review the full situation; and to propose any modifications. ***