**PP Unit Leaders (UL): 1 OB MD and 1 RSN per unit**

* **F2: Chief Resident and F2 RSN**
* **F1: OB resident/Available MD on call and RSN**

**Mission:**  **Coordinate Initial activities for Disaster Response**

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| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_   Start: \_\_\_\_\_\_\_\_  End: \_\_\_\_\_\_\_\_  Position Assigned to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Position Reports to:**  Administrative Nursing SupervisorHospital Command Center (HCC) Location if other than H3210:  \_\_\_\_\_\_\_\_\_\_      Telephone: (H3210: 725-3210) \_\_\_\_\_\_\_\_\_\_\_\_Fax:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other Contact Info: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Radio Channel: \_\_\_\_\_\_\_\_**\*\*Equipment needed: ID Badge, Stethoscope, Pen, Flashlight \*\*\*** |

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|  **Immediate  (Operational Period 0-2 Hours)** | **Done?** |
| **Getting started:**1. Get disaster box from under RSN desk.
2. Assign disaster roles using assignment sheet in disaster binder
3. Distribute job folders
4. Phone emergent/life-threatening conditions to the Hospital Command Center (phone number above).
5. Hang assignment sheet next to white board
6. Meet with all available on-site MDs, Nursing staff at nursing station.
7. Set a predetermined meeting place and set a time schedule of when Assistant Unit Leaders will return for updates (i.e.: every 30 minutes).
8. Determine best form of on going communication (phone, texting, or runners).
9. Designate a runner if there are communications issues or if the pneumatic tube system is down
10. Notify Hospital Command Center (Operations Section Chief) of Unit Leader Designations (phone number above).
11. Obtain Omnicell key from pharmacy. Assign RN to Omnicell.
12. Assess the conditions of the unit, the actions being taken, and the needs of the unit.
13. Obtain completed Department Status Report from AUL and give to Command Center. This report is found in the Disaster Plan Binder.
14. Obtain census forms from AUL and report unit status to Administrative Nursing Supervisor (ANS).
15. If notified by Command Center to evacuate: Instruct AUL to activate Rapid Discharge via **TRAIN**.
16. Consider how to cohort patients. Designate family lounge as holding area for discharged families waiting for transportation home.
17. If evacuation planned ensure that all newborns have NBS done.
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**PP Assistant Unit Leaders (AUL): 1 RN for each floor**

* **F2: F2 Nursing TL**
* **F1: F1 Nursing TL**

**Mission: ensure the safety and coordination of the unit**

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| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_   Start: \_\_\_\_\_\_\_  End: \_\_\_\_\_\_\_\_  Position Assigned to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position Reports to:  Unit Leader:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\*\*Equipment needed: ID Badge, Stethoscope, Pen, Flashlight \*\*\*** |

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| **Immediate  (Operational Period 0-2 Hours)** | **Done?** |
| **Getting Started**1. Report any urgent patient or room needs to the Unit Leader.
2. Fill out Department Status Report based on Damage Map from Disaster Float RN and give to Unit Leader.
3. Turn off gas valves if instructed to by the command center.
4. Meet with Unit Leader as instructed (i.e. q 30 min).
5. Continue to round on unit to ensure patient care, staff and family needs are met.
6. Begin rapid discharge assessment as directed by Command center and distribute paper copies of order sets/transfer notes.
7. Prepare for potential emergent admissions of overflow Emergency Department patients.
8. Identify and send one RN to ED Support Pool with Vacant Bed/Bed Availability List if requested.
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**PP Disaster Float RN**

**Mission:  Ensure that safe patient care continues in the event of the disaster.**

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|  Date: \_\_\_\_\_\_\_\_\_\_\_   Start:   \_\_\_\_\_\_\_\_\_ End: \_\_\_\_\_\_\_\_\_\_    Position assigned to:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Position Reports to:**  **OB Assistant Unit Leader \_\_\_\_\_\_\_\_\_\_** **\*\*Equipment needed: ID Badge, Stethoscope, Pen, Flashlight \*\*\*** |

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|  **Immediate  (Operational Period 0-2 Hours)** | **Done?** |
| **Getting Started**1. Give report on current patient assignment.
2. Check rooms for damage/patient/family members and note this on Department Damage Map and report to Assistant Unit Leader (AUL).
3. Identify and communicate any immediate patient needs to AUL.
4. Be sure to check stairwells/bathrooms/sleeping rooms for injured.
5. Write on door: “OK to enter” or “Damage Do not enter” with Sharpie
6. Assist AUL in filling out the Department Status Report, using information from your map.
7. Refer to AUL for further instructions.
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**PP Bedside RN**

**Mission:  Ensure that safe patient care continues in the event of the disaster.**

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|  Date: \_\_\_\_\_\_\_\_\_\_\_   Start:   \_\_\_\_\_\_\_\_\_ End: \_\_\_\_\_\_\_\_\_\_    Your name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Patient assignment:  \_\_\_\_\_\_\_\_\_\_\_      \_\_\_\_\_\_\_\_\_\_\_\_      \_\_\_\_\_\_\_\_\_\_\_\_      \_\_\_\_\_\_\_\_\_\_\_\_      \_\_\_\_\_\_\_\_\_\_\_\_**Position Reports to:**  **OB Assistant Unit Leader** **\*\*Equipment needed: ID Badge, Stethoscope, Pen, Flashlight \*\*\*** |

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|  **Immediate  (Operational Period 0-2 Hours)** | **Done?** |
| **Getting Started**1. Assess assigned patients and identify immediate needs based on disaster impact
2. Ensure that all life sustaining equipment is plugged into a RED EMERGENCY PLUG.
3. Reassure the patient and visitors that an emergency plan is in place and that for their safety they should not leave the premises until instructed to do so.
4. Instruct patients/visitors to inform RN before they leave the unit.
5. Report room status/pt. condition and # of visitors to the Disaster Float RN completing the department damage map.
6. Complete patient acuity assessment for possible Rapid Discharge Planning / TRAIN and Well Baby discharge by OB.
7. Fill out “Disaster Transfer Summary” Form.
8. Be prepared to evacuate patients. **Do not evacuate unless directed by Nursing Supervisor/Hospital Command Center unless immediate danger is present**.
9. Report additional needs to AUL.
10. If evacuation planned, perform NBS test regardless of hours since birth. If lab technician is unavailable, RN must collect specimen.
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**PP Nursing Assistant (NA)**

**Mission:  Ensure that safe patient care continues in the event of the disaster.**

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|  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start: \_\_\_\_\_\_\_\_\_\_    End: \_\_\_\_\_\_\_\_\_\_  Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Position Reports to:**  **Asst. Unit Leader** **\*\*Equipment needed: ID Badge, Pen, Flashlight \*\*\*** |

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|  **Immediate  (Operational Period 0-2 Hours)** | **Done?** |
| **Getting started:**1. Retrieve Disaster Preparedness Vests from Disaster box and distribute to staff.
2. Distribute flashlights/headlamps if needed.
3. Escalate patient/visitor concerns to AUL.
4. Be prepared to act as a runner if needed.
5. If instructed, prepare Postpartum Grab and Go bags and bring to designated area.
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**PP Unit Clerk**

**Mission:  Assist Nursing staff in the provision of safe care during a disaster.**

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|  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start: \_\_\_\_\_\_\_\_\_    End: \_\_\_\_\_\_\_\_\_\_  Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Report to Asst. Unit Leader**\*\*Equipment needed: ID Badge, Pen, Flashlight \*\*\*** |

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| **Immediate/Intermediate Response to Disaster** | **Done?** |
| **Getting Started**1. Determine if computers and phone lines are functional and update Unit Leader with status.
2. Make additional copies of Job Action Sheets if needed.
3. Account for all patients/visitors using the Department damage map completed by the Disaster Float RN to complete the census list and give to Asst. Unit Leader.
4. If instructed by Unit leader, print patient records and face sheets for each patient in case of transfer/power outage.
5. Keep track of all patients entering or exiting the unit.(Use the Evacuation Triage TRAIN Log in the Department Disaster Plan to log where patients are being sent out)
6. Keep track of all visitors/staff entering/exiting the unit on \_\_\_\_\_\_?
7. Pull Rapid Discharge Packets from Forms Cabinet in breezeway when asked by Unit leader.
8. Maintain manual Admission/Transfer/Discharge forms (A/T/D Board).
9. Monitor unit entrance activities for security concerns.
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