**N****o Notice MCI Exercise Facilitator Checklist**

**Date: \_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_\_\_\_ Facilitator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ED Charge RN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ED Supervisor/Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ED Physician: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The facilitator will enter the Emergency Department unannounced and identify the ED physician, charge nurse, and ED Unit clerk in the department at that time and walk through the initial steps of an MCI response. This exercise shall not exceed 10 minutes.

**Scenario:** EMS notifies your ER via radio that there is a MVC on hwy 41 with a bus involved…. They are in route and are expecting 40+ transported…. This is all you know at this time.

**Activating the MCI Protocol**

* ED Charge RN or ED Supervisor/Manager will notify the ED physician, PA, ED triage nurse, and URA/HUC- of the situation.
* {Simulate} ED URA/HUC or designee pages ED leadership/ House Supervisor
* {Simulate} Assign a person to monitor EMS radio.
* Charge RN should be thinking: Is my ER very likely to receive patients? Will the event significantly disrupt ED operations? Any security threats (call immediately)? Hazmat?

>> Decide if activating the MCI Protocol or waiting for more information?

**Each role states top priorities within the ED:**

* Hospital leadership should activate some type of Incident command structure.

1. **ED HUC:**

* {Simulate} EMResouce MCI notification, and call RMCC 1-800-236-2066
* {Simulate} Use SWN or other method to notify all ED staff and ED providers
* {Simulate} Use SWN to Surgeons and Hospitalists, report to ED

1. **ED Charge Nurse:**

* {Simulate / Name} Assign RN and medic to triage in EMS Garage and an RN to ED entrance
* {Simulate / Name} Assign registration person to Ambulance Bay and ED Main entrance for quick registration
* Communicate all needs to ED Manager or House Supervisor
* Assure someone is documenting what is occurring (timelines, challenges, resource needs)

1. **ED Physician:**

* {Simulate / Name} Appoint a provider to lead each below (in order):
  + Triage / EMS Garage (oversee Disaster Registration Protocol) ED MD
  + Acute Care Unit Leader (oversee Red pts) Surgeon
  + Urgent Unit Leader (oversee Yellow pts) ED PA
  + Minor Unit Leader (oversee Green pts) Hospitalist
* Talk through where Red and yellow patients would go immediately after triage(do not keep in ER)

*Optional Educational Opportunities:*

* Coordinated test call to switchboard operators to test overhead (Clearly state “THIS IS A DRILL”)
* Coordinated Send Word Now message to leadership, OR, House Supervisors, etc.
* Test EHR Disaster Registration in the test environment

Notes: