

Hospital Command Center Checklist

Hospital Evacuation or Shelter-in-Place Incident

Incident Information

- Date: _____
- Time Activated: _____
- Incident Type:
 - ☐ Fire
 - ☐ Structural Damage
 - ☐ Utility Failure
 - ☐ Hazardous Materials
 - ☐ Active Threat
 - ☐ Flooding
 - ☐ Severe Weather
 - ☐ External Community Emergency
 - ☐ Other: _____
- Operational Decision:
 - ☐ Shelter-in-Place
 - ☐ Horizontal Evacuation
 - ☐ Vertical Evacuation
 - ☐ Partial Facility Evacuation
 - ☐ Full Facility Evacuation

INITIAL ACTIVATION (0–15 Minutes)

Incident Command

- ☐ Activate Hospital Incident Command System (HICS)
- ☐ Open Hospital Command Center

- ☐ Assign Incident Commander
 - ☐ Assign Section Chiefs:
 - ☐ Operations
 - ☐ Planning
 - ☐ Logistics
 - ☐ Finance/Administration
 - ☐ Notify Executive Leadership
 - ☐ Begin Incident Action Log
 - ☐ Schedule Command Briefings (every 30–60 minutes)
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INCIDENT ASSESSMENT

- ☐ Confirm nature of emergency
 - ☐ Determine affected areas
 - ☐ Identify immediate life safety risks
 - ☐ Assess building integrity
 - ☐ Assess utility status
 - ☐ Estimate incident duration
 - ☐ Identify evacuation or shelter-in-place triggers
 - ☐ Coordinate with Fire, EMS, Law Enforcement, and Emergency Management
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DECISION SUPPORT

Shelter-in-Place

- ☐ Confirm building remains safe for occupancy
- ☐ Secure building entrances
- ☐ Restrict movement as appropriate
- ☐ Ensure adequate food, water, medications, and essential supplies

- ☐ Maintain patient care operations
 - ☐ Monitor changing conditions
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Evacuation

- ☐ Determine evacuation scope:
 - ☐ Unit
 - ☐ Floor
 - ☐ Building
 - ☐ Campus
 - ☐ Entire Hospital
 - ☐ Establish evacuation priorities
 - ☐ Identify receiving locations
 - ☐ Confirm transportation resources
 - ☐ Establish patient tracking process
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FACILITY OPERATIONS

- ☐ Assess elevators
 - ☐ Assess stairwell safety
 - ☐ Verify emergency lighting
 - ☐ Verify fire protection systems
 - ☐ Evaluate HVAC status
 - ☐ Monitor utility systems
 - ☐ Restrict access to unsafe areas
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PATIENT PRIORITIZATION

- ☐ Assign Patient Movement Officer

Categorize patients:

- ☐ Critical Care
- ☐ Ventilator Dependent
- ☐ Surgical
- ☐ Obstetric
- ☐ Neonatal
- ☐ Pediatric
- ☐ Behavioral Health
- ☐ Medical/Surgical
- ☐ Ambulatory
- ☐ Discharge Eligible
- ☐ Hospice/Palliative Care

Determine transportation needs for each patient.

PATIENT TRACKING

- ☐ Verify patient identification
 - ☐ Document destination
 - ☐ Track departure times
 - ☐ Track receiving facility
 - ☐ Ensure medical records accompany patients
 - ☐ Track medications and equipment
 - ☐ Maintain chain of custody for valuables
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STAFFING

- ☐ Notify Department Directors
- ☐ Activate staffing recall

- ☐ Assign evacuation teams
 - ☐ Assign transport teams
 - ☐ Assign stairwell teams
 - ☐ Assign patient tracking personnel
 - ☐ Arrange staff relief
 - ☐ Monitor staff accountability
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TRANSPORTATION

- ☐ Coordinate EMS resources
 - ☐ Coordinate wheelchair transport
 - ☐ Coordinate stretcher transport
 - ☐ Arrange buses (ambulatory patients)
 - ☐ Arrange specialty transport
 - ☐ Coordinate air medical (if appropriate)
 - ☐ Establish transportation staging area
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RECEIVING FACILITIES

- ☐ Notify regional hospitals
 - ☐ Confirm bed availability
 - ☐ Coordinate specialty transfers
 - ☐ Coordinate long-term care transfers
 - ☐ Coordinate dialysis patients
 - ☐ Coordinate behavioral health transfers
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MEDICAL EQUIPMENT

- ☐ Portable oxygen

- ☐ Ventilators
 - ☐ Cardiac monitors
 - ☐ Infusion pumps
 - ☐ Medication supply
 - ☐ Emergency airway equipment
 - ☐ Portable suction
 - ☐ Battery backup equipment
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PHARMACY

- ☐ Prepare patient medication packets
 - ☐ Verify controlled substance accountability
 - ☐ Transfer essential medications
 - ☐ Maintain cold-chain medications
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SECURITY

- ☐ Secure entrances
 - ☐ Control traffic flow
 - ☐ Protect evacuated areas
 - ☐ Assist with crowd management
 - ☐ Coordinate with law enforcement
 - ☐ Protect pharmaceuticals and controlled areas
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COMMUNICATIONS

Maintain communication with:

- ☐ EMS
- ☐ Fire Department

- ☐ Emergency Management
 - ☐ Public Health
 - ☐ Receiving Hospitals
 - ☐ Healthcare Coalition
 - ☐ Utility Providers
 - ☐ Hospital Leadership
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FAMILY ASSISTANCE

- ☐ Establish Family Information Center
 - ☐ Notify patient families
 - ☐ Provide reunification process
 - ☐ Behavioral health support
 - ☐ Chaplain services
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PUBLIC INFORMATION

- ☐ Activate Public Information Officer
 - ☐ Coordinate media messaging
 - ☐ Prepare public updates
 - ☐ Monitor social media
 - ☐ Protect patient privacy
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CONTINUITY OF OPERATIONS

- ☐ Identify essential clinical services
- ☐ Protect electronic health records
- ☐ Protect pharmacy operations
- ☐ Protect laboratory operations

- ☐ Protect imaging services
 - ☐ Maintain emergency department operations when possible
 - ☐ Establish alternate care areas if needed
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DOCUMENTATION

- ☐ Incident Action Log
 - ☐ Patient Movement Log
 - ☐ Staff Assignment Log
 - ☐ Resource Requests
 - ☐ Transportation Log
 - ☐ Communications Log
 - ☐ Facility Damage Assessment
 - ☐ Financial Documentation
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DEMOBILIZATION

- ☐ Account for all patients
 - ☐ Account for all staff
 - ☐ Verify receiving facility confirmations
 - ☐ Inspect facility before reoccupation
 - ☐ Restore utilities
 - ☐ Restock supplies
 - ☐ Return departments to service
 - ☐ Conduct hot wash
 - ☐ Schedule After Action Review (AAR)
 - ☐ Develop Improvement Plan
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COMMAND CENTER STATUS BOARD

Operational Status

Current Strategy:

- ☐ Shelter-in-Place
 - ☐ Horizontal Evacuation
 - ☐ Vertical Evacuation
 - ☐ Partial Evacuation
 - ☐ Full Evacuation
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Facility Status

Power:

- ☐ Normal ☐ Generator ☐ Outage

Water:

- ☐ Normal ☐ Limited ☐ Outage

HVAC:

- ☐ Operational ☐ Limited ☐ Failed

Fire Protection:

- ☐ Operational ☐ Impaired

Communications:

- ☐ Operational ☐ Limited ☐ Failed
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Patient Status

Current Census: _____

Patients Evacuated: _____

Patients Remaining: _____

Critical Care Patients: _____

Ambulatory Patients: _____

Receiving Facilities Confirmed: _____

Transportation Status

ALS Ambulances: _____

BLS Ambulances: _____

Wheelchair Vans: _____

Buses: _____

Air Medical: _____

Staffing

Available Staff: _____

Additional Staff Requested: ☐ Yes ☐ No

Staff Accountability Complete: ☐ Yes ☐ No

Resource Requests

Operational Priorities

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
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Significant Events Log

Time	Event	Action Taken	Responsible Leader