

Hospital Command Center Checklist

Fire or Explosion Incident

Incident Information

- Date: _____
- Time Activated: _____
- Incident Type:
 - ☐ Internal Fire
 - ☐ External Fire Affecting Hospital
 - ☐ Explosion
 - ☐ Smoke Investigation
 - ☐ Utility-Related Fire
 - ☐ Vehicle Fire
 - ☐ Oxygen/Medical Gas Fire
 - ☐ Other: _____
- Incident Location:

-
- Alarm Zone/Area:
-
-

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

☐ Notify Security Director

☐ Notify Facilities/Engineering

☐ Begin Incident Action Log

☐ Establish operational briefing schedule (every 30–60 minutes)

INCIDENT ASSESSMENT

☐ Confirm fire or explosion location

☐ Determine incident status:

- ☐ Active Fire
- ☐ Fire Controlled
- ☐ Fire Extinguished
- ☐ Explosion Only
- ☐ Smoke Condition

☐ Determine areas affected

☐ Identify immediate life safety risks

☐ Assess smoke migration

☐ Assess structural damage

☐ Assess impact on clinical operations

☐ Coordinate with responding fire department

LIFE SAFETY

☐ Confirm alarm activation

- ☐ Verify fire department notification
 - ☐ Ensure implementation of facility fire response procedures
 - ☐ Protect patients, staff, and visitors
 - ☐ Account for occupants in affected areas
 - ☐ Restrict access to hazardous zones
 - ☐ Identify safe refuge areas
 - ☐ Determine need for:
 - ☐ Horizontal evacuation
 - ☐ Vertical evacuation
 - ☐ Partial evacuation
 - ☐ Full evacuation
 - ☐ Shelter-in-place
-

FIRE DEPARTMENT COORDINATION

- ☐ Establish Unified Command if appropriate
 - ☐ Provide facility maps
 - ☐ Identify fire alarm zones
 - ☐ Provide utility shutoff information
 - ☐ Provide hazardous material locations
 - ☐ Coordinate access routes
 - ☐ Designate fire department staging area
 - ☐ Document requests from responding agencies
-

FACILITY OPERATIONS

- ☐ Verify fire suppression system status
- ☐ Verify sprinkler system operation

- ☐ Verify fire alarm functionality
 - ☐ Assess smoke control systems
 - ☐ Assess HVAC operation
 - ☐ Assess emergency power
 - ☐ Assess elevators
 - ☐ Restrict access to damaged areas
 - ☐ Evaluate structural integrity with qualified personnel
-

CLINICAL OPERATIONS

- ☐ Assess Emergency Department status
 - ☐ Assess Operating Room operations
 - ☐ Assess ICU operations
 - ☐ Assess Labor & Delivery
 - ☐ Assess Imaging
 - ☐ Assess Laboratory
 - ☐ Assess Pharmacy
 - ☐ Protect critical patient care areas
 - ☐ Relocate patients if necessary
 - ☐ Delay elective procedures if indicated
 - ☐ Prepare for external patient surge if community incident
-

PATIENT MANAGEMENT

- ☐ Assign Patient Movement Officer
- ☐ Prioritize movement of
 - Critical Care Patients
 - Ventilator-Dependent Patients

- Neonatal/Pediatric Patients
- Surgical Patients
- Behavioral Health Patients
- Ambulatory Patients

- ☐ Track patient locations
- ☐ Maintain continuity of medications and treatments
- ☐ Coordinate transfers to receiving facilities if required

STAFFING

- ☐ Notify department directors
- ☐ Activate staffing recall if needed
- ☐ Assign evacuation teams
- ☐ Assign patient transport teams
- ☐ Assign facility damage assessment teams
- ☐ Arrange staff relief for prolonged operations
- ☐ Monitor staff accountability

UTILITIES

- ☐ Assess electrical systems
- ☐ Assess emergency generator status
- ☐ Assess water supply
- ☐ Assess medical gas systems
- ☐ Assess oxygen shutoff requirements
- ☐ Assess communications systems
- ☐ Assess IT/EHR functionality
- ☐ Coordinate utility restoration with Facilities

SECURITY

- ☐ Secure affected areas
 - ☐ Establish perimeter control
 - ☐ Restrict public access
 - ☐ Direct traffic for emergency responders
 - ☐ Protect pharmaceuticals and controlled areas
 - ☐ Assist with evacuation routes
 - ☐ Coordinate with law enforcement if required
-

COMMUNICATIONS

Maintain communication with:

- ☐ Fire Department
 - ☐ EMS
 - ☐ Law Enforcement
 - ☐ Emergency Management
 - ☐ Utility Providers
 - ☐ Hospital Leadership
 - ☐ Regional Healthcare Coalition
 - ☐ Receiving Hospitals (if transfers required)
-

FAMILY & VISITOR SERVICES

- ☐ Establish Family Information Center
- ☐ Coordinate patient reunification
- ☐ Restrict visitor access
- ☐ Provide behavioral health support

- ☐ Coordinate chaplain services
-

PUBLIC INFORMATION

- ☐ Activate Public Information Officer (PIO)
 - ☐ Coordinate public messaging with responding agencies
 - ☐ Prepare media statements
 - ☐ Monitor media and social media
 - ☐ Protect patient confidentiality
-

RESOURCE MANAGEMENT

Verify availability of

- ☐ Stretchers
 - ☐ Wheelchairs
 - ☐ Portable oxygen
 - ☐ Ventilators
 - ☐ Flashlights
 - ☐ Batteries
 - ☐ Portable lighting
 - ☐ PPE
 - ☐ Fire extinguishers
 - ☐ Emergency medical supplies
 - ☐ Blankets
 - ☐ Food and water for extended operations
-

DOCUMENTATION

- ☐ Incident Action Log

- ☐ Patient Movement Log
 - ☐ Staff Accountability Log
 - ☐ Facility Damage Assessment
 - ☐ Resource Request Log
 - ☐ Communications Log
 - ☐ Utility Restoration Log
 - ☐ Financial Tracking
-

RECOVERY

- ☐ Confirm fire department clearance before re-entry
 - ☐ Complete structural safety assessment
 - ☐ Restore utilities
 - ☐ Test fire protection systems
 - ☐ Test HVAC systems
 - ☐ Restore IT systems
 - ☐ Return patients to clinical areas when appropriate
 - ☐ Resume suspended services
 - ☐ Inventory damaged equipment and supplies
 - ☐ Conduct hot wash
 - ☐ Schedule After Action Review (AAR)
 - ☐ Develop Improvement Plan
-

COMMAND CENTER STATUS BOARD

Incident Status

Incident Type:

- ☐ Fire ☐ Explosion ☐ Smoke Investigation

Current Status:

☐ Active ☐ Contained ☐ Controlled ☐ Extinguished ☐ Recovery

Protective Action:

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

Facility Status

Emergency Department:

☐ Open ☐ Limited ☐ Closed

Operating Rooms:

☐ Operational ☐ Limited ☐ Suspended

ICU:

☐ Operational ☐ Limited ☐ Relocated

Power:

☐ Normal ☐ Generator ☐ Outage

HVAC:

☐ Operational ☐ Limited ☐ Shutdown

Fire Protection System:

☐ Operational ☐ Impaired

Communications:

☐ Operational ☐ Limited ☐ Failed

Patient Status

Patients Relocated: _____

Patients Transferred: _____

Critical Care Patients Affected: _____

Casualties:

Patients: _____

Staff: _____

Visitors: _____

Staffing Status

Staff Accounted For:

_____ / _____

Additional Staff Requested:

☐ Yes ☐ No

External Coordination

Lead Fire Agency: _____

Unified Command Established:

☐ Yes ☐ No

Receiving Hospitals Notified:

☐ Yes ☐ No

Resource Requests

Operational Priorities

1. _____

2. _____

3. _____

4. _____

5. _____

Significant Events Log

Time	Event	Action Taken	Responsible Leader
------	-------	--------------	--------------------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------