

Hospital Command Center Checklist

Hazardous Materials (HazMat) & Decontamination Incident

Incident Information

- Date: _____
 - Time Activated: _____
 - Incident Location: _____
 - Type of Incident:
 - ☐ Chemical Spill
 - ☐ Transportation Accident
 - ☐ Industrial Accident
 - ☐ Agricultural Chemical Exposure
 - ☐ Unknown Substance
 - ☐ Toxic Gas Release
 - ☐ Other: _____
 - Estimated Number of Patients: _____
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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
 - ☐ Activate HazMat Response Plan
 - ☐ Begin Incident Action Log
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INCIDENT ASSESSMENT

- ☐ Obtain information from EMS/Fire/HazMat

Document:

- Chemical or suspected substance
- Route of exposure
- Number of victims
- Arrival times
- Decontamination completed in field?
- Ongoing scene hazards
- Environmental concerns

- ☐ Obtain Safety Data Sheet (SDS) if available
 - ☐ Contact Poison Center/Toxicology resources if appropriate
 - ☐ Maintain communication with Incident Command
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FACILITY PROTECTION

- ☐ Secure Emergency Department entrances
- ☐ Restrict public access
- ☐ Prevent contaminated patients from entering hospital before decontamination
- ☐ Establish controlled access points
- ☐ Secure HVAC intakes if indicated
- ☐ Monitor for secondary contamination
- ☐ Establish Hot, Warm, and Cold Zones

DECONTAMINATION OPERATIONS

- ☐ Activate Decontamination Team
 - ☐ Deploy decontamination tents/showers
 - ☐ Verify water supply
 - ☐ Verify warm water availability (if applicable)
 - ☐ Prepare patient privacy measures
 - ☐ Prepare gender-specific decontamination areas when feasible
 - ☐ Verify waste-water containment procedures
 - ☐ Prepare contaminated property collection area
 - ☐ Assign Decontamination Officer
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PERSONAL PROTECTIVE EQUIPMENT (PPE)

Verify availability of:

- ☐ Chemical-resistant suits
 - ☐ Gloves
 - ☐ Boots
 - ☐ Face shields
 - ☐ Respiratory protection
 - ☐ PAPRs (if available)
 - ☐ N95 respirators
 - ☐ Eye protection
 - ☐ Replacement PPE
 - ☐ Heat stress monitoring for staff
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CLINICAL OPERATIONS

- ☐ Prepare Emergency Department
 - ☐ Designate contaminated patient receiving area
 - ☐ Prepare post-decontamination treatment area
 - ☐ Prepare trauma/resuscitation rooms
 - ☐ Verify isolation capability if needed
 - ☐ Activate surge plan
 - ☐ Coordinate with specialty services
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PATIENT TRIAGE

- ☐ Assign Triage Officer
 - ☐ Perform rapid medical screening
 - ☐ Prioritize life-threatening conditions while minimizing contamination risk
 - ☐ Separate:
 - Immediate
 - Delayed
 - Minor
 - Expectant
 - ☐ Track patient movement
 - ☐ Document contamination status
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STAFFING

Notify:

- ☐ Emergency Medicine
- ☐ Trauma Team
- ☐ Nursing Leadership
- ☐ Environmental Services

- ☐ Respiratory Therapy
 - ☐ Laboratory
 - ☐ Pharmacy
 - ☐ Radiology
 - ☐ Security
 - ☐ Facilities Engineering
 - ☐ Infection Prevention
 - ☐ Occupational Health
 - ☐ Behavioral Health
 - ☐ Chaplain
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LABORATORY

- ☐ Prepare specimen handling procedures
 - ☐ Notify laboratory of potential contamination
 - ☐ Prepare toxicology testing
 - ☐ Ensure chain of custody if required
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PHARMACY

- ☐ Verify antidote inventory

Examples (as applicable):

- ☐ Atropine
- ☐ Pralidoxime (2-PAM)
- ☐ Hydroxocobalamin
- ☐ Calcium gluconate
- ☐ Sodium bicarbonate
- ☐ Activated charcoal (when clinically appropriate)

- ☐ Additional IV fluids
 - ☐ Emergency medications
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RADIOLOGY

- ☐ Verify imaging availability
 - ☐ Protect equipment from contamination
 - ☐ Establish cleaning procedures
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ENVIRONMENTAL SERVICES

- ☐ Prepare contaminated waste containers
 - ☐ Establish hazardous waste disposal process
 - ☐ Prepare terminal cleaning procedures
 - ☐ Coordinate with licensed hazardous waste contractor
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SAFETY

- ☐ Assign Safety Officer

Monitor:

- ☐ Staff PPE compliance
 - ☐ Heat illness
 - ☐ Fatigue
 - ☐ Contamination control
 - ☐ Air monitoring (if available)
 - ☐ Staff exposure documentation
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SECURITY

- ☐ Control facility access

- ☐ Secure decontamination perimeter
 - ☐ Control media access
 - ☐ Coordinate with law enforcement
 - ☐ Manage family access
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COMMUNICATIONS

Maintain communication with:

- ☐ EMS
 - ☐ Fire Department
 - ☐ HazMat Team
 - ☐ Emergency Management
 - ☐ Public Health
 - ☐ Poison Center
 - ☐ Regional hospitals
 - ☐ Healthcare Coalition
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PUBLIC INFORMATION

- ☐ Activate Public Information Officer
 - ☐ Coordinate public messaging
 - ☐ Prepare media statements
 - ☐ Monitor social media
 - ☐ Protect patient confidentiality
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DOCUMENTATION

- ☐ Patient tracking
- ☐ Exposure documentation

- ☐ Staff exposure log
 - ☐ PPE utilization
 - ☐ Resource requests
 - ☐ Operational decisions
 - ☐ Incident Action Log
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DEMOBILIZATION

- ☐ Confirm all contaminated patients processed
 - ☐ Decontaminate equipment
 - ☐ Decontaminate treatment areas
 - ☐ Dispose of hazardous waste appropriately
 - ☐ Inventory remaining supplies
 - ☐ Replace used PPE
 - ☐ Conduct staff exposure review
 - ☐ Complete documentation
 - ☐ Conduct hot wash
 - ☐ Schedule After Action Review (AAR)
 - ☐ Develop Improvement Plan
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COMMAND CENTER STATUS BOARD

Incident Status

Chemical Identified: ☐ Yes ☐ No

Field Decontamination Completed: ☐ Yes ☐ No ☐ Partial

Hospital Decontamination Active: ☐ Yes ☐ No

Patient Status

Patients Expected: _____

Patients Received: _____

Patients Decontaminated: _____

Patients Admitted: _____

Critical Patients: _____

Resource Status

Decontamination Showers:

☐ Available ☐ In Use ☐ Out of Service

PPE Supply:

☐ Adequate ☐ Limited ☐ Critical

Antidote Supply:

☐ Adequate ☐ Limited ☐ Critical

Isolation Rooms Available: _____

Staffing

Decontamination Team Active: ☐ Yes ☐ No

Additional Staff Requested: ☐ Yes ☐ No

Occupational Health Monitoring Active: ☐ Yes ☐ No

Resource Requests

Operational Priorities

1. _____

2. _____
3. _____
4. _____
5. _____

Significant Events Log

Time	Event	Action Taken	Responsible Leader
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____