

## Hospital Command Center Checklist – Mass Casualty Incident (MCI)

Hospital: \_\_\_\_\_

Incident Name: \_\_\_\_\_

Date/Time Activated: \_\_\_\_\_

Incident Commander: \_\_\_\_\_

Operational Period: \_\_\_\_\_

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### 1. Command Center Activation

- ☐ Confirm notification from EMS, emergency management, or public safety
  - ☐ Determine level of Hospital Incident Command System (HICS) activation
  - ☐ Activate Hospital Command Center
  - ☐ Notify executive leadership
  - ☐ Assign Incident Commander
  - ☐ Activate command staff:
    - ☐ Public Information Officer
    - ☐ Safety Officer
    - ☐ Liaison Officer
  - ☐ Activate section chiefs:
    - ☐ Operations
    - ☐ Planning
    - ☐ Logistics
    - ☐ Finance/Administration
  - ☐ Record activation time
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### 2. Communications

- ☐ Establish communication with:
  - ☐ EMS

- ☐ Local Emergency Operations Center
- ☐ Public Health
- ☐ Regional Healthcare Coalition
- ☐ Neighboring hospitals

☐ Verify:

- ☐ Telephones
- ☐ Radios
- ☐ Backup communications
- ☐ Internet connectivity

☐ Begin command center event log

☐ Schedule situation updates every \_\_\_\_ minutes

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### **3. Incident Assessment**

Document:

- ☐ Incident type
  - ☐ Incident location
  - ☐ Estimated patient count
  - ☐ Expected arrival time
  - ☐ Injury patterns
  - ☐ Hazard information
  - ☐ Ongoing scene concerns
  - ☐ Decontamination requirements
  - ☐ Security concerns
- 

### **4. Hospital Capacity**

**Emergency Department**

- ☐ Available treatment rooms
  - ☐ Trauma bays
  - ☐ Hallway surge capacity
  - ☐ Fast-track conversion
- 

### **Operating Rooms**

- ☐ Available ORs
  - ☐ Surgical teams
  - ☐ PACU availability
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### **Intensive Care**

- ☐ ICU beds
  - ☐ Ventilators
  - ☐ Critical care staffing
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### **Inpatient Units**

- ☐ Available medical beds
  - ☐ Surgical beds
  - ☐ Pediatric beds
  - ☐ Observation beds
  - ☐ Potential early discharges
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### **Diagnostic Services**

- ☐ Radiology
- ☐ Laboratory
- ☐ Blood Bank

- ☐ Pharmacy
  - ☐ Respiratory Therapy
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## **5. Staffing**

Notify and mobilize:

- ☐ Emergency physicians
  - ☐ Trauma surgeons
  - ☐ Orthopedic surgery
  - ☐ General surgery
  - ☐ Neurosurgery (if applicable)
  - ☐ Anesthesia
  - ☐ Nursing
  - ☐ Respiratory Therapy
  - ☐ Pharmacy
  - ☐ Laboratory
  - ☐ Imaging
  - ☐ Environmental Services
  - ☐ Patient Transport
  - ☐ Registration
  - ☐ Social Work
  - ☐ Chaplain
  - ☐ Behavioral Health
  - ☐ Volunteers (per policy)
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## **6. Resource Status**

Assess availability of:

### **Medical Supplies**

- ☐ Airway equipment
  - ☐ Oxygen
  - ☐ IV fluids
  - ☐ Trauma kits
  - ☐ Splints
  - ☐ Dressings
  - ☐ Chest tubes
  - ☐ Medications
- 

### **Equipment**

- ☐ Stretchers
  - ☐ Wheelchairs
  - ☐ Portable monitors
  - ☐ Ventilators
  - ☐ Infusion pumps
  - ☐ Portable suction
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### **Blood Products**

- ☐ Massive Transfusion Protocol available
  - ☐ Blood inventory reviewed
  - ☐ Blood supplier notified (if needed)
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## **7. Patient Flow**

Establish:

- ☐ Ambulance entrance

- ☐ Walk-in entrance
  - ☐ Triage area
  - ☐ Immediate treatment area
  - ☐ Delayed treatment area
  - ☐ Minor injury treatment area
  - ☐ Holding area
  - ☐ Admission process
  - ☐ Transfer process
  - ☐ Morgue expansion plan (if required)
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## **8. Security**

- ☐ Secure hospital entrances
  - ☐ Control vehicle traffic
  - ☐ Protect ambulance access
  - ☐ Secure emergency department
  - ☐ Manage media access
  - ☐ Secure command center
  - ☐ Establish family reunification area
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## **9. Logistics**

- ☐ Food and water for staff
- ☐ Rest areas
- ☐ Additional PPE
- ☐ Linen supplies
- ☐ Environmental cleaning
- ☐ Waste management

- ☐ Fuel and generator status
  - ☐ IT support available
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## **10. Documentation**

- ☐ Incident Action Plan initiated
  - ☐ Patient tracking active
  - ☐ Resource tracking active
  - ☐ Staff assignments documented
  - ☐ Communications log maintained
  - ☐ Situation reports completed
  - ☐ Financial tracking initiated
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## **11. Public Information**

- ☐ Public Information Officer assigned
  - ☐ Media staging area established
  - ☐ Family Assistance Center activated
  - ☐ Public messaging coordinated
  - ☐ Internal staff updates provided
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## **12. Operational Review (Every 30–60 Minutes)**

Review:

- ☐ Patient arrivals
- ☐ Bed availability
- ☐ Staffing levels
- ☐ Resource consumption
- ☐ Blood inventory

- ☐ OR utilization
  - ☐ ICU capacity
  - ☐ Diagnostic delays
  - ☐ Safety concerns
  - ☐ Staff fatigue
  - ☐ Updated incident objectives
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### 13. Demobilization

- ☐ Incident stabilized
  - ☐ Command staff notified
  - ☐ Transition to routine operations
  - ☐ Restock supplies
  - ☐ Recover borrowed equipment
  - ☐ Complete patient reconciliation
  - ☐ Staff debrief (hot wash)
  - ☐ Schedule after-action review
  - ☐ Begin improvement plan
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### Command Center Status Board

| Category           | Current Status Notes |
|--------------------|----------------------|
| Patients Received  |                      |
| Critical Patients  |                      |
| Available ED Beds  |                      |
| Available ICU Beds |                      |
| Available ORs      |                      |

| Category | Current Status Notes |
|----------|----------------------|
|----------|----------------------|

|              |  |
|--------------|--|
| Blood Supply |  |
|--------------|--|

|             |  |
|-------------|--|
| Ventilators |  |
|-------------|--|

|                 |  |
|-----------------|--|
| Staffing Status |  |
|-----------------|--|

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|---------------------------|--|
| Hospital Diversion Status |  |
|---------------------------|--|

|                            |  |
|----------------------------|--|
| Current Operational Period |  |
|----------------------------|--|