

Hospital Command Center Checklist

Severe Weather Emergency Response

Incident Information

- Incident Type: _____
 - Date: _____
 - Time Activated: _____
 - Weather Hazard:
 - ☐ Tornado
 - ☐ Hurricane/Tropical Storm
 - ☐ Blizzard
 - ☐ Ice Storm
 - ☐ Flooding
 - ☐ Severe Thunderstorm
 - ☐ Extreme Heat
 - ☐ High Winds
 - ☐ Other: _____
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INITIAL ACTIVATION (0–15 Minutes)

Incident Command

- ☐ Activate Hospital Incident Command System (HICS)
- ☐ Establish Hospital Command Center
- ☐ Assign Incident Commander
- ☐ Assign Section Chiefs:
 - ☐ Operations
 - ☐ Planning
 - ☐ Logistics

- ☐ Finance/Administration
 - ☐ Notify Executive Leadership
 - ☐ Notify Department Directors
 - ☐ Begin Incident Action Log
 - ☐ Schedule command briefings (every 30–60 minutes)
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SITUATIONAL AWARENESS

- ☐ Monitor National Weather Service alerts
- ☐ Monitor local Emergency Management updates
- ☐ Confirm expected:
 - Weather type
 - Severity
 - Duration
 - Timing
 - Geographic impact
- ☐ Assess likelihood of:
 - Power outages
 - Flooding
 - Structural damage
 - Transportation disruption
 - Utility failures
 - Increased emergency department volume
- ☐ Maintain communications with:
 - EMS
 - Emergency Management
 - Public Health

- Regional Healthcare Coalition
- Utility providers

FACILITY SAFETY

- ☐ Inspect roof and exterior
- ☐ Secure outdoor equipment
- ☐ Secure construction areas
- ☐ Verify windows and doors
- ☐ Protect entrances from flooding
- ☐ Remove loose outdoor objects
- ☐ Verify storm drains are clear
- ☐ Inspect parking garages
- ☐ Inspect helipad status
- ☐ Restrict access to unsafe areas

UTILITIES & INFRASTRUCTURE

Electrical

- ☐ Test emergency generators
- ☐ Verify fuel levels
- ☐ Confirm automatic transfer switch operation
- ☐ Verify emergency lighting

Water

- ☐ Verify potable water supply
- ☐ Confirm emergency water reserves
- ☐ Inspect booster pumps

HVAC

- ☐ Verify heating/cooling systems
- ☐ Monitor indoor temperatures
- ☐ Prepare for manual operation if necessary

Medical Gas

- ☐ Verify oxygen supply
- ☐ Verify bulk oxygen system
- ☐ Check backup cylinders

Information Technology

- ☐ Verify network redundancy
- ☐ Confirm backup internet connectivity
- ☐ Protect server rooms
- ☐ Test downtime procedures

PATIENT CARE OPERATIONS

- ☐ Assess Emergency Department capacity
- ☐ Identify surge treatment areas
- ☐ Expedite appropriate discharges
- ☐ Review elective procedure schedule
- ☐ Evaluate postponement of elective surgeries
- ☐ Review ICU capacity
- ☐ Review inpatient bed availability
- ☐ Prepare overflow care areas

- ☐ Verify ventilator availability
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STAFFING

- ☐ Activate staffing contingency plan
 - ☐ Notify department leaders
 - ☐ Identify essential personnel
 - ☐ Arrange staff call-back if needed
 - ☐ Arrange sleeping accommodations
 - ☐ Arrange food and water for staff
 - ☐ Provide childcare resources if available
 - ☐ Identify transportation assistance
 - ☐ Plan for extended operational periods
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SUPPLIES

Verify adequate inventory of:

- ☐ IV fluids
- ☐ Medications
- ☐ Oxygen supplies
- ☐ PPE
- ☐ Batteries
- ☐ Flashlights
- ☐ Fuel
- ☐ Linen
- ☐ Food
- ☐ Drinking water
- ☐ Environmental cleaning supplies

- ☐ Portable radios
 - ☐ Extension cords
 - ☐ Blankets
 - ☐ Portable generators (if available)
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PHARMACY

- ☐ Verify medication inventory
 - ☐ Prepare emergency medication caches
 - ☐ Identify temperature-sensitive medications
 - ☐ Confirm refrigeration backup
 - ☐ Review controlled substance security
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LABORATORY

- ☐ Verify analyzer functionality
 - ☐ Confirm reagent inventory
 - ☐ Prepare manual downtime procedures
 - ☐ Verify specimen transport process
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RADIOLOGY

- ☐ Confirm CT/MRI operational status
 - ☐ Verify emergency power coverage
 - ☐ Prepare portable imaging equipment
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SECURITY

- ☐ Increase security staffing
- ☐ Secure entrances

- ☐ Monitor visitor access
 - ☐ Restrict access to damaged areas
 - ☐ Coordinate with local law enforcement
 - ☐ Prepare traffic management plan
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EVACUATION / SHELTER-IN-PLACE

- ☐ Determine operational status
 - ☐ Identify evacuation triggers
 - ☐ Prepare evacuation routes
 - ☐ Verify patient transportation resources
 - ☐ Prepare shelter-in-place procedures
 - ☐ Confirm internal refuge areas
 - ☐ Identify alternate care sites
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COMMUNICATIONS

- ☐ Test redundant communications
 - ☐ Verify radios
 - ☐ Verify satellite phones (if available)
 - ☐ Confirm emergency contact lists
 - ☐ Maintain communications with:
 - Local Emergency Management
 - EMS
 - Public Health
 - Utility companies
 - Regional hospitals
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FAMILY & VISITOR SERVICES

- ☐ Establish Family Information Center
 - ☐ Prepare visitor restrictions
 - ☐ Coordinate patient information updates
 - ☐ Provide behavioral health support
 - ☐ Coordinate chaplain services
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PUBLIC INFORMATION

- ☐ Activate Public Information Officer (PIO)
 - ☐ Prepare media statements
 - ☐ Monitor social media
 - ☐ Coordinate messaging with local agencies
 - ☐ Ensure HIPAA compliance
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CONTINUITY OF OPERATIONS

- ☐ Identify critical services
 - ☐ Prioritize essential clinical operations
 - ☐ Suspend non-essential activities if necessary
 - ☐ Protect medical records
 - ☐ Verify business continuity procedures
 - ☐ Prepare for prolonged utility outages
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RECOVERY

- ☐ Conduct facility damage assessment
- ☐ Restore affected services
- ☐ Restock emergency supplies

- ☐ Verify equipment functionality
 - ☐ Return departments to normal operations
 - ☐ Release additional staffing
 - ☐ Conduct hot wash
 - ☐ Schedule After Action Review (AAR)
 - ☐ Develop Improvement Plan
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COMMAND CENTER STATUS BOARD

Facility Status

- Power: ☐ Normal ☐ Generator ☐ Partial Outage
 - Water: ☐ Normal ☐ Limited ☐ Outage
 - HVAC: ☐ Operational ☐ Limited ☐ Failed
 - IT Systems: ☐ Operational ☐ Downtime
 - Communications: ☐ Normal ☐ Degraded
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Hospital Capacity

Emergency Department Census: _____

Available ED Beds: _____

Available ICU Beds: _____

Available Medical/Surgical Beds: _____

Operating Rooms Available: _____

Ventilators Available: _____

Staffing

Clinical Staff Available: _____

Support Staff Available: _____

Call-Back Staff Activated: ☐ Yes ☐ No

Resources Requested

Major Operational Priorities

1.

 2.

 3.

 4.

 5.

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Significant Events Log

Time	Event	Action Taken	Responsible Leader
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