

_____ (Operations Chief)

Command Center location _____ Phone number _____

MISSION: To ensure that the pediatric treatment and holding areas are properly assigned, equipped, and staffed during an emergency

Immediate

- _____ Read this entire job action sheet
- _____ Obtain briefing from Unit Leader
- _____ Gather external information from Treatment Area Sup/ED Charge Nurse regarding:
 - _____ Number of expected pediatric patients and their conditions
 - _____ Whether decontamination is indicated
 - _____ Expected time of patient arrival
 - _____ Current total number of ED patients
- _____ Determine number of available pediatric/crib beds [in-patient] and report to Operations Chief for planning purposes
- _____ Determine on-site pediatric qualified staff members
- _____ Designate triage Visual Inspection Officers (1 and 2 if decontamination is indicated)
- _____ Determine additional staff needed based on expected patient volume
- _____ Alert Discharge Unit Leader to institute early discharge/transfer of patients
- _____ Initiate Pediatric Response Team as per plan:
 - _____ Predetermined Physicians (Pediatric/Family Practice/ Staff/ Community)
 - _____ Predetermined Nurses (with pediatric experience and/or PALS/ENPC certification)
 - _____ Predetermined ancillary technicians with pediatric experience and others
- _____ Determine need for opening of a Pediatric Safe Area
- _____ Assign Pediatric Safe Area Coordinator
- _____ Communicate with Operations Chief to assure coordination of non-pediatric ancillary/support personnel as per the disaster plan
- _____ Assure preparation of pre-designated Pediatric Disaster Care Areas:
 - _____ Clear area and designate each specific area per plan and based on expected casualties
 - _____ Assure support personnel are assigned to each area
 - _____ Assure delivery of medical and non-medical pediatric equipment
 - _____ Assure set-up of pediatric equipment by clinical staff
- _____ Receive pediatric patients and determine pediatric patient status
- _____ Communicate to Treatment Area Supervisor for dissemination as per disaster plan

_____ After triage, move uninjured/unaffected children to designated Pediatric Safe Area

Intermediate

_____ Assess on-going staffing needs based on patient status report from:

_____ Pediatric healthcare personnel (emergency department, in-patient, and OR)

_____ Non-pediatric ancillary / support personnel

_____ Pediatric Safe Area Coordinator

_____ Assess additional medical and non-medical equipment / supply needs

_____ Communicate with Pediatric Logistics Unit Leader via Ops Chief to Logistics Chief

_____ Assure delivery of needed supplies to pediatric designated areas

_____ Assess Pediatric Response Team basic needs: Food , rest, psychological support

_____ Obtain status of pediatric casualties (discharges, admissions, transfers, and Pediatric Safe Area) and report to Operations Chief

_____ Hold information sessions with Public Information Officer as needed

_____ Obtain Child Survey Forms (See Security Section) from all pediatric patient areas

_____ Report any unidentified or unaccompanied pediatric patients to Operations Chief

Extended

_____ Debrief Pediatric Response Team and Pediatric Safe Area Coordinator regarding:

_____ Summary of Incident, review of areas of success and opportunities for success

Pediatric Logistics Unit Leader (Job Action Sheet)

Attachment 1-A

_____ (Logistics Chief)

Command Center location _____ Phone number _____

MISSION: To ensure that the pediatric needs are addressed by Procurement, Transportation, Materials Supply, and Nutritional Supply during an emergency

Immediate

_____ Read this entire job action sheet

_____ Obtain briefing from Logistics Chief

_____ Number of expected pediatric patients and their conditions

_____ Timeline for supply needs

_____ Meet with Logistics Chief and distribute tasks to the following Unit Leaders:

Procurement Unit Leader:

_____ Initiate Procurement Disaster Call list if warranted

_____ Work with vendors for pediatric supplies including hospital vendors and community resources (local pharmacies and grocery stores) for back-up resources

Transportation Unit Leader:

_____ Initiate Transportation Disaster Call list if warranted

_____ Count open stretchers, carts, cribs, and wheelchairs for pediatric transportation

_____ Ensure all adult equipment is appropriately modified and safe for pediatric transport

_____ Report transportation options to Logistics Chief

_____ Coordinate delivery of transportation options to designated pediatric area

_____ Designate transporters as needed from CS staff or Labor pool

_____ Ensure that all transporters are aware of pediatric safety issues and are not to leave pediatric patients unattended

Materials / Supplies Unit Leader:

_____ Initiate Materials / Supplies Disaster Call list if warranted

_____ Collect and coordinate essential pediatric medical equipment and supplies

_____ Assist in preparation of pre-designated Pediatric Disaster Care Areas with Pediatric Services Unit Leader

_____ Assist in preparation of pre-designated Pediatric Safe Area

Nutritional Supply Unit Leader:

_____ Initiate Nutritional Call list if warranted



Estimate number of pediatric meals needed for 48 hours

Estimate pediatric food/snacks/hydration needs for Pediatric Safe Area

Intermediate

Obtain regular updates from Logistics Chief

Assess additional equipment/supply needs for pediatrics

Address pediatric concerns, questions and issues as needed

Extended

Document actions and decisions, submit reports to Logistics Chief

Participate in debriefing, review areas of success and opportunities for improvement