Evaluation tool of Standard Operating Procedures (SOPs) for Mass Casualty Event (MCE)

Bruria Adini, PhD

No.	Category	Parameter
1	**General**	SOPs for MCE are updated to the last 12 months
2		The lists of equipment for MCE are updated according to the national doctrine (20% of total bed capacity)
3		SOPs for MCE include principles of medical reporting and registration
4		SOPs for MCE include principles of demographic reporting and registration
5		Regulation for discharging casualties from ED, include vaccination of each casualty from suicide bomber event against hepatitis B
6		Regulation for discharging casualties from ED, include psychological examination
7		Regulation for discharging casualties from ED, include letter of discharge
8		The hospital has a regulation for After Action Review and debriefing aimed at learning lessons from the MCE
9		The hospital has a regulation for After Action Review and debriefing aimed at learning lessons from drills
10	**Policies of MCE operation**	The hospital administration is knowledgeable and aligns with requirements of the Ministry of Health for admitting casualties in MCE
11		The hospital appointed directors and substitute directors to all task managers
12		The hospital defined the policy to activate MCE mode, in cases when there is no communication with representative from the Hospital Administration
13		The hospital defined the policy of treating expectant casualties
14		The hospital defined policy for damage control surgery
15		SOPs for MCE include operating "blood trustee" in the ED to monitor orders for blood units and their allocation to the casualties
16		The hospital defined policy to accompanying severe casualties from the ED to other sites
17		The hospital defined policy to validate complete treatment at the exit point from the ED ("exit supervisor")
18		The hospital defined policy for operating as

No.	Category	Parameter
		"triage hospital"
19	**Nursing director in Emergency department (ED)**	The hospital prepared checklists for MCE for the director of nursing in the ED
20		The checklist for MCE of the director of nursing in the ED include verification of notification of MCE (with first responders or other authorized agents)
21		The checklist for MCE of the director of nursing in the ED include evacuation of the ED from non-urgent patients
22		The checklist for MCE of the director of nursing in the ED include deployment of equipment
23		The checklist for MCE of the director of nursing in the ED include re-call of personnel
24		The checklist for MCE of the director of nursing in the ED include deployment of admitting sites
25		The checklist for MCE of the director of nursing in the ED is in accordance to the MCE SOPs
26	**Administration - command and control (operation center) & Head nurse**	The hospital prepared checklists for MCE for the head nurse
27		The checklist for MCE for the head nurse include verification of the notification of MCE
28		The checklist for MCE for the head nurse include regulation for activating MCE mode when the hospital directors cannot be reached
29		The checklist for MCE for the head nurse include re-call of personnel
30		The checklist for MCE for the head nurse include notification to all relevant admitting sites and support units
31		The checklist for MCE for the head nurse is in accordance to the MCE SOPs
32		The hospital prepared a checklist for the operations center which includes allocation of personnel and equipment
33		The checklist for the operation center for MCE includes passwords for activation of all relevant information systems
34		The SOPs for MCE for the operations center includes communication with external organizations
35	**Admitting sites**	The SOPs for operating "immediate admitting site" include allocation of physicians and other relevant personnel
36		The SOP for operating "immediate admitting

No.	Category	Parameter
		site" include plan for evacuation/transfer of patients from the ED to other hospital wards, to extend surge capacity
37		The SOPs for operating "immediate admitting site" include priorities for urgent surgeries
38		The SOPs for operating "immediate admitting site" include imaging and laboratory tests
39		The SOPs for operating "immediate admitting site" include regulation for discharge from the site (to hospital wards, OR, observatory site, etc)
40		The SOPs for operating "ambulatory admitting site" include allocation of personnel
41		The SOPs for operating "ambulatory admitting site" include treatment of patients whose medical status deteriorates
42		The SOPs for operating "ambulatory admitting site" include regulation for discharge from site
43		The SOPs for operating "ASR (acute stress reaction) site" include allocation of personnel
44		The SOPs for operating " ASR (acute stress reaction) site " include communication with ambulatory admitting site
45		The SOPs for operating " ASR (acute stress reaction) site " include treatment of patients whose medical status deteriorates
46		The SOPs for operating " ASR (acute stress reaction) site " include interaction with medical health professionals from interface agencies
47		The SOPs for operating " ASR (acute stress reaction) site " include regulation for discharge from site
48	Operating rooms	The SOPs for MCE include checklist for operating the surgical theatres (OR)
49		The checklist for the OR include re-call of personnel
50		The checklist for the OR include activating the surgical theatres
51		The hospital defined policy for operating the OR (number of surgical theatres which can be operated simultaneously)
52		The checklist for the OR includes communication with "immediate admitting site"
53		The checklist for the OR is aligned to the hospital SOP for MCE
54	Support systems (imaging, blood bank, etc)	The hospital defined a checklist to operate an observatory site for re-location of casualties to

No.	Category	Parameter
		other hospitals
55		The checklist for the observatory site includes re-call of personnel
56		The checklist for the observatory site includes deployment of equipment
57		The checklist for the observatory site includes regulation for discharge of casualties (discharge documents, equipment, medications, etc)
58		The hospital defined a checklist for the operation of the imaging rooms
59		The checklist for the imaging rooms is aligned to the hospitals' SOPs for MCE
60		There is a regulation for treating blood units, including replenishment of blood stocks
61		The hospital defined a regulation for operation of pathology site, including interaction with the police
62		Checklist for pathology site includes regulations for treating corpses (death certificates, care of valuables, identification papers)
63	Security and patient transport	The hospital prepared principles for calling stretcher-bearers, including sources for allocation of personnel
64		Principles for operating stretcher-bearers include plan for allocating personnel to the different admitting sites
65		The hospital prepared checklists for the security department
66		The checklist for the security department includes deployment of security officers
67		The checklist for the security department includes security regulations
68		The checklist for the security department includes deployment of blockades
69		The checklist for the security department includes interaction with the police
70		There are regulations for coordination and cooperation with the police including reinforcement of policemen to the hospital in MCE
71		The checklist for the security department is aligned to the SOPs for MCE
72	Logistics (equipment, infrastructure, etc)	The hospital prepared a checklist for operating the switchboard/information office of the hospital in MCE
73		The Checklist of the switchboard for is aligned

No.	Category	Parameter
		with the SOP of the hospital to MCE
74		The hospital has a plan which defines the vital infrastructure which necessitates generator coverage in case of electricity failure
75		SOPs for MCE include storage site for gurneys and wheelchairs
76		The checklists for the switchboard include updated lists for personnel re-call
77		The checklists for the switchboard include methodologies for re-call of personnel
78		The hospital prepared a plan for signposting for MCE
79		A report was transferred to the local council regarding the location of a helipad and the construction limitations around it
80		The hospital maintains continuous surveillance of construction plans surrounding the location and vicinity of the helipad
81	**Information center**	The hospital defined a checklist for operating an information center for the public
82		The checklist for the information center includes response model for answering telephone inquiries and face to face requests of the public
83		The checklist for the information center includes deployment of communication facilities
84		The checklist for the information center includes operation of computerized identification systems
85		The checklist for the information center includes identification of unidentified casualties
86		The checklist for the information center includes interaction with other information centers
87		The checklist for the information center includes communication systems with deaf people who seek information regarding casualties (e.g. designated facsimile)
88		The checklist for the information center includes interaction with the military regarding wounded soldiers
89		The checklist for the information center is aligned with the SOPs for MCE
90	**Spokesperson**	The hospital defined a checklist for the spokesperson for MCE
91		There is a spokesmanship regulation which

No.	Category	Parameter
		defines the agent authorized to disseminate information to the media
92		The spokesmanship regulation includes relevant telephone numbers to radio, TV and press agencies
93		The spokesmanship regulation includes location to assemble the media representatives
94		The spokesmanship regulation includes interaction between spokesperson and information center
95		The spokesmanship regulation is aligned with the SOPs for MCE