



HOSPITAL CAPABILITY ASSESSMENT for READINESS

Version 1.10

<i>Reporting health care organization</i>	<i>County</i>
<i>Prepared by</i>	<i>Preparer's telephone number</i>
CERTIFICATION: I certify that this assessment is a true and complete representation of operational capabilities as defined in this document. <i>Chief Executive Officer or designate</i>	<i>Date completed</i>

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The *Hospital Capability Assessment for Readiness* (or HCAR) was developed by the Healthcare Association of Hawaii as an emergency operations reference and systems development tool. The HCAR is patterned after the *State Capability Assessment for Readiness*¹ and is designed to assess capabilities (as opposed to resources alone) known to be essential factors in the successful employment of hospital organizations in major emergencies. This document replaces the former *Health Care Facility Profile* (Parts I and II) in use since 1995.

There are twelve (12) emergency management functions assessed in the HCAR. They include:

1.0 Leadership and Governance	7.0 Resource Management
2.0 Hazard Identification, Analysis and Control	8.0 Logistics and Facilities
3.0 Planning and Plans	9.0 Public Information
4.0 Direction, Control and Coordination	10.0 Orientation and Training
5.0 Communications and Warning	11.0 Exercises
6.0 Operations and Procedures	12.0 Performance Improvement

Once prepared and certified, information on the HCAR is transcribed into a secure, computer-based information management system and used in decision support during emergency operations. This organization-specific information is handled as confidential and is available only to designated individuals supporting emergency operations and authorized government emergency response agencies.

¹ Developed by the Federal Emergency Management Agency (FEMA) and the National Emergency Management Association (NEMA), 1997

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The Healthcare Association of Hawaii, Emergency Management Committee also uses this information in aggregate form to identify opportunities for system enhancement; provide readiness reports to local, state and federal government; and to advise the HAH Board of Directors.

If you would like to complete this document using your word processor, this document is available in electronic form on our website in MS Word® format. You will find this file in the Public Library sector of our website.

<http://www.HAH-Emergency.net>

Hardcopy HCAR documents should be transmitted by facsimile to (808) 599-2879 or mailed to the Healthcare Association of Hawaii, 932 Ward Avenue, Suite 430, Honolulu, HI 96814-2126 Attn: Emergency Program Manager.

Electronically prepared HCAR documents should be transmitted as an e-mail attachment to eoc@HAH-Emergency.net

For information or assistance in completing this assessment, contact the HAH Emergency Program Manager (Toby L. Clairmont) at (808) 521-8961.

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GENERAL ORGANIZATION PROFILE

BASIC PROFILE

Formal name of organization and mailing address:		Physical address or description of location:	
Type of organization: <input type="checkbox"/> Hospital <input type="checkbox"/> Long Term Care <input type="checkbox"/> Other (pls indicate):	Accredited or licensed by (check all that apply): <input type="checkbox"/> Medicare certified <input type="checkbox"/> State of Hawaii license <input type="checkbox"/> JCAHO <input type="checkbox"/> NCQA <input type="checkbox"/> CAP (Laboratories) <input type="checkbox"/> Other (pls indicate):	Is this organization affiliated with a health care system or US Government? <input type="checkbox"/> No <input type="checkbox"/> Yes (pls indicate):	
NDMS ² -designated hospital facility? <input type="checkbox"/> Yes <input type="checkbox"/> No	Brief description of facility and organization non-emergency mission:		

² National Disaster Medical System program designated hospital facility

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PHYSICAL PLANT and OPERATIONS SUPPORT	<p>Does your facility have an on-site landing zone for Helicopters?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes (pls provide additional information)</p>	<p>Type and location:</p> <p><input type="checkbox"/> Surface (located on ground level) <input type="checkbox"/> Rooftop</p> <p>GPS Coordinates:</p>	
	<p>Water utility:</p> <p><input type="checkbox"/> Community water utility (BWS) <input type="checkbox"/> On-campus well <input type="checkbox"/> Catchment</p>	<p>On campus water storage:</p> <p><input type="checkbox"/> None <input type="checkbox"/> On-campus water tank _____ gallons</p>	
	<p>Emergency power generation:</p> <p><input type="checkbox"/> None <input type="checkbox"/> Partial load of facility and operations <input type="checkbox"/> Full load of facility and operations</p>	<p>How many days could your facility operate from on-campus fuel source (storage tanks) before replenishment would be necessary (assume continuous full-load demand)?</p> <p>_____ Days</p>	<p>Type and capacity of fuel?</p>
	<p>Medical gases used by the facility:</p> <p><input type="checkbox"/> Oxygen in gaseous form <input type="checkbox"/> Oxygen in liquid (LOX) form <input type="checkbox"/> Medical Air <input type="checkbox"/> Other (pls specify):</p>	<p>How many days could your facility operate from on-campus medical gases before replenishment would be necessary (assume routine patient care demand)?</p> <p>_____ Days</p>	

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PROGRAM LEADERSHIP PROFILE

ADMINISTRATION	Administrator/CEO name and title:	Cellular telephone number:	e-Mail address:
	Office telephone number: Home telephone number	Fax telephone number:	Pager number:
EMERGENCY PROGRAM	Name of Emergency Program Manager:	Cellular telephone number:	e-Mail address:
	Department:	<input type="checkbox"/> Nextel® phone on HAH fleet	
	Office telephone number: Home telephone number:	Fax telephone number:	Pager number:

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NOTIFICATION, WARNING and COORDINATION PROFILE

24-HOUR WARNING	Emergency notification telephone (voice):	<u>Alternate</u> notification telephone (voice):
	Emergency notification pager (alphanumeric): <input type="checkbox"/> Pager is a member of HAH Warning Network ³	<u>Alternate</u> notification pager (alphanumeric): <input type="checkbox"/> Pager is a member of HAH Warning Network

EMERGENCY OPERATING CENTER	Incident Commander telephone:	Planning Sector telephone:	Logistics Sector telephone:
	Who typically staffs this role?	Operations Sector telephone:	Finance Sector telephone:

³ Network of alphanumeric pagers linked to a common, statewide emergency notification backbone.

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BED PROFILE

Bed Type	A Licensed Bed capacity ⁴	B Beds that are staffed ⁵	C Beds with Negative Airflow ⁶	D Monitored Beds ⁷
EMERGENCY DEPARTMENT				
SPECIAL Holding or Observation				
BURN unit				
ADULT Critical Care (ICU, SICU, MICU, CCU, CVICU...)				
ADULT Medical-Surgical				

⁴ As authorized by the State of Hawaii under Section 11-186 of the Hawaii Administrative Rules (SHPDA).

⁵ Number of beds in column A that are actually in use and staffed by qualified personnel (average).

⁶ Number of beds in column A that are equipped as negative airflow and used for respiratory isolation

⁷ Number of beds in column A that are equipped with cardiac and vital signs monitors either hardwired or wireless

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OBSTETRIC (including Labor and Delivery)				
PEDIATRIC Medical-Surgical				
PEDIATRIC Critical Care (PICU, PSCU...)				
NEONATAL ICU (Bassinets)				
BEHAVIORIAL HEALTH (Closed and open psychiatric unit)				
SKILLED CARE				
AMBULATORY SERVICES (Outpatient offices, physician offices)				

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MORGUE (refrigerated)	NA			
OPERATING ROOMS	NA			
OTHER:				
TOTAL each column				

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CASUALTY MANAGEMENT PROFILE

CASUALTY MANAGEMENT RATE			
By Triage Category ⁸	Surge capacity Trauma only First 120 minutes	Surge capacity with HAZMAT or WMD First 120 minutes	Estimated Maximum Capacity In a 24-hour period
IMMEDIATE			
DELAYED			
MINOR (Ambulatory)			

⁸ Using Simple Triage And Rapid Treatment (START) criteria.

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1.0 – Leadership and Governance

<i>Capability description and scoring criteria</i>	<i>Score</i>
<p>1.1 Emergency Program Manager</p> <ul style="list-style-type: none">• Score 0 (zero) if the organization has not designated a specific individual as Emergency Program Manager.• Score 3 if the organization has designated a specific individual as Emergency Program Manager• Add 1 point if the Emergency Program Manager is a participating member of the HAH Emergency Management Committee.• Add 1 point if the Emergency Program Manager has completed at least one formal course of instruction in emergency management	<hr/>

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4.0 – Direction, Control and Coordination

<i>Capability description and scoring criteria</i>	<i>Score</i>
<p>4.1 Facility or Organization Emergency Operating Center (EOC)</p> <ul style="list-style-type: none"> • Score 0 (zero) if no EOC has been designated by the organization. • Score 1 if the EOC has been pre-designated (may be shared use) and located in a secure location resistant to the physical effects of a tropical cyclone or other major event. • Add 1 point if EOC staff has been oriented to their EOC-related duties and has conducted at least one tabletop exercise within the previous 12 months. • Add 1 point if the EOC is equipped with the capability to monitor local media (TV, broadcast radio). • Add 1 point if the EOC is equipped to sustain operations on a 24-hour, seven day a week basis for at least 5 days. • Add 1 point if the EOC is equipped with at least one (1) telephone for each designated sector chief position. 	<hr/>

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<p>5.3 Amateur Radio (Healthcomm network)</p> <ul style="list-style-type: none">• Score 0 (zero) if the organization does not have access to amateur radio technology.• Score 1 if the organization has access to amateur radio technology (VHF -FM 2 meter transceiver and antenna system) either organically (equipment on campus at all times) or through an agreement with a licensed radio amateur in the community• Add 2 points if the licensed radio amateur is a member of the organization staff.• Add 2 points if that amateur radio operator has been oriented to his/her duties during an emergency, has appropriate organization identification, and has participated in an emergency exercise or actual emergency event in the previous 12 months. <p>5.4 Staff Notification System</p> <ul style="list-style-type: none">• Score 0 (zero) if the organization does not have a formal, documented staff notification and recall process.• Score 3 if the organization has a process.• Add 2 points if the process is tested at least annually.	<hr/> <hr/>
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6.0 – Operations and Procedures

<i>Capability description and scoring criteria</i>	<i>Score</i>
<p>6.1 General management of disaster casualties</p> <ul style="list-style-type: none"> • Score 0 (zero) if the organization has not established a formal system for the management of trauma casualties generated either internally or externally (community). • Score 2 if the casualty management process includes a Triage Officer, defined triage protocols (such as START), and necessary equipment and supplies are immediately available. • Add 2 points if the casualty management process includes defined treatment areas or stations for immediate, delayed, minor (ambulatory) category casualties and care for the dead. • Add 1 point if the casualty management process includes a mechanism for casualty tracking 	<hr/>

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<p>6.2 Management of WMD casualties</p> <ul style="list-style-type: none">• Score 0 (zero) if the organization has not developed a system for the management of casualties generated by a Weapon of Mass Destruction.• Score 3 if the organization has the capability to receive, decontaminate, and provide emergency medical treatment for casualties exposed to a <u>chemical agent</u>.• Add 1 point if the capability includes the identification and management of suspected <u>biological</u> agents.• Add 1 point if the capability includes the management of <u>radiological</u> agents <p>6.3 Staff, facility and environmental protection</p> <ul style="list-style-type: none">• Score 0 (zero) if the organization does not have established procedures for protecting staff facilities from the effects of chemical, biological or radiological agents.• Score 3 if the organization has equipped key response staff with Personal Protective Equipment (PPE) appropriate for use in environments that include chemical, biological and radiological agents.• Add 1 point if the procedures include a defined mechanism for capturing wastewater used in casualty decontamination.• Add 1 point if the procedures include a specified and licensed vendor for site remediation and waste disposal.	<hr/> <hr/>
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7.0 – Resource Management

<i>Capability description and scoring criteria</i>	<i>Score</i>
<p>7.1 Operational resource inventory</p> <ul style="list-style-type: none"> • Score 0 (zero) if the organization does not maintain a current inventory of equipment, supplies, pharmaceuticals and other essential materiel required to effectively respond to a major emergency involving the influx of casualties. • Score 1 if essential equipment, supplies and pharmaceuticals have been identified. • Add 2 points if a current inventory has been developed and maintained. • Add 1 point if the inventory is immediately available to the Logistics Sector Chief in the organization Emergency Operating Center. • Add 1 point if the inventory is maintained real-time and a byproduct of an active medical materiel management system. 	<hr/>

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7.2 WMD-specific Pharmaceuticals

- Score 0 (zero) if the organization does not maintain an inventory of WMD-specific pharmaceuticals.
- Score 2 if the organization is capable of effectively managing an influx of casualties at least equal to the hospital's licensed bed capacity.
- Add 1 point if the capability exceeds 200% but less than 300%.
- Add 1 point if the capability exceeds 300%.

EXAMPLE:

To achieve a score of 3 points, a 250-bed hospital would need to be capable of managing the influx of 500 casualties using on-campus pharmaceuticals.

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8.0 – Logistics and Facilities

<i>Capability description and scoring criteria</i>	<i>Score</i>
<p>8.1 Emergency Lockdown</p> <ul style="list-style-type: none"> • Score 0 (zero) if the organization does not have an established system for protecting the facility perimeter (lockdown) within 10 minutes after notification of a community emergency. • Score 1 if the organization has a specific “lockdown” procedure. • Add 3 points if designated facility staff have been trained in the procedure. • Add 1 point if the procedure can be accomplished without augmentation by local police. <p>8.2 Alternative care site</p> <ul style="list-style-type: none"> • Score 0 (zero) if the organization has not designated an alternative care site for the hospital’s existing patient population. • Score 3 if an alternative care site has been designated. • Add 1 point if specific evacuation and relocation procedures have been incorporated into the Emergency Management Plan • Add 1 point if a written agreement exists between your organization and the care site. 	<hr style="width: 100%; margin-top: 50px;"/> <hr style="width: 100%; margin-top: 50px;"/>

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9.0 – Public Information

<i>Capability description and scoring criteria</i>	<i>Score</i>
<p>9.1 Public Information Officer (PAO)</p> <ul style="list-style-type: none">• Score 0 (zero) if no Public Information Officer has been designated by the organization.• Score 2 if a PAO has been designated.• Add 2 points if the PAO has been oriented to the Emergency Management Plan and related duties.• Add 1 point if the organization has designated a specific location for media within the facility.	<hr/>

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11.0 – Exercises

<i>Capability description and scoring criteria</i>	<i>Score</i>
<p>11.1 General emergency response exercises</p> <ul style="list-style-type: none"> • Score 0 (zero) if the organization has not conducted an emergency response exercise compliant with JCAHO standards within the previous 12 months. • Score 1 if an exercise or actual emergency event has occurred within the previous 12 months • Add 2 points of the exercise or event involved the actual influx of human casualties. • Add 2 points if that exercise or event involved casualties exposed to a hazardous material or WMD agent requiring decontamination. 	<hr/>

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12.0 – Performance Improvement

<i>Capability description and scoring criteria</i>	<i>Score</i>
<p>12.1 After-Action Reports (AAR)</p> <ul style="list-style-type: none">• Score 0 (zero) if the organization does not have a specific procedure or format for conducting After-Action Reviews of simulated or actual emergency events.• Score 5 if a procedure or format exists. <p>12.2 Performance improvement</p> <ul style="list-style-type: none">• Score 0 (zero) if the organization does not have a defined process for achieving enhanced performance based on AAR observations and findings.• Score 5 if the process exists.	<hr/> <hr/>

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