

TRIAGE OFFICER

MISSION

Triage of patients in Emergency Centre according to protocol

IMMEDIATE ACTIONS

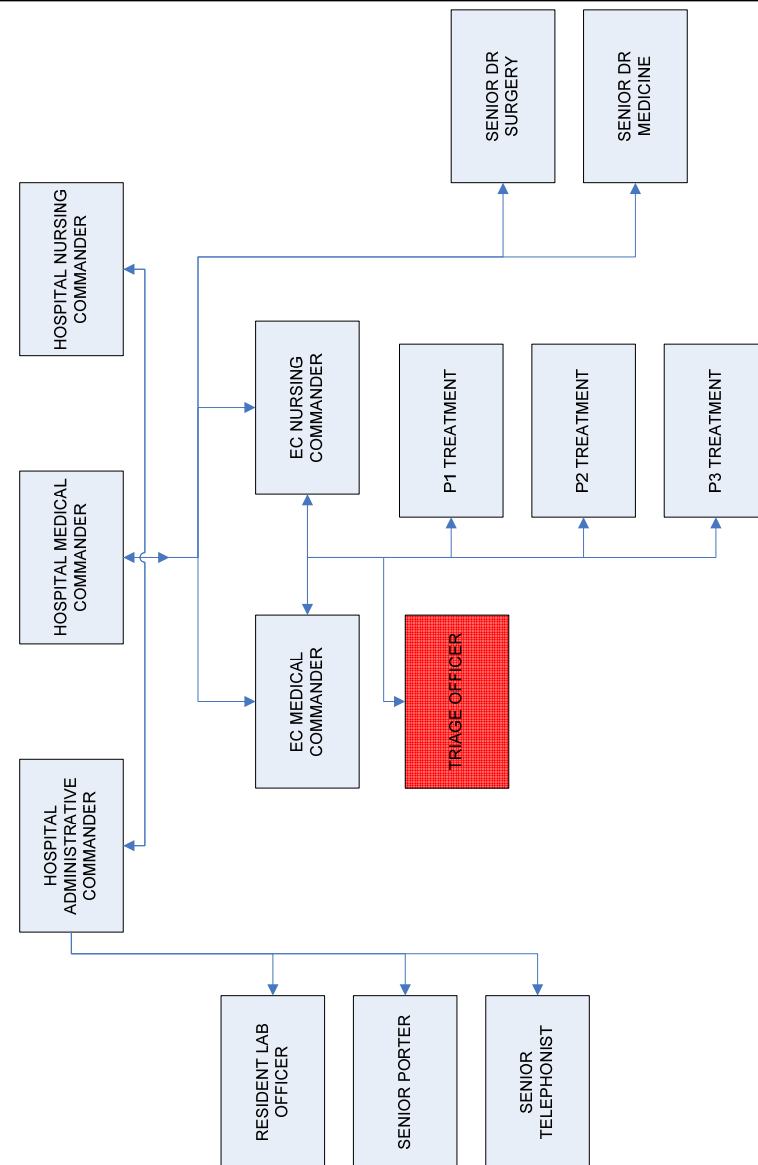
- Read action card
- Wear ID Vest
- Get briefing from Emergency Centre Medical Commander
- Triage patients as they arrive, according to protocol

RESPONSIBILITIES

- Preparation of areas to triage patients
- Overall control of Emergency Centre triage
- Liaise with Emergency Centre Medical Commander and Emergency Centre Nursing Commander

WHEN YOU HAVE FINISHED YOUR TASKING, REPORT TO YOUR IMMEDIATE SUPERIOR

ORGANOGRAM



SENIOR DOCTOR MEDICINE

MISSION

Triage of non-surgical patients following initial Emergency Centre triage; ongoing care of non-surgical patients

IMMEDIATE ACTIONS

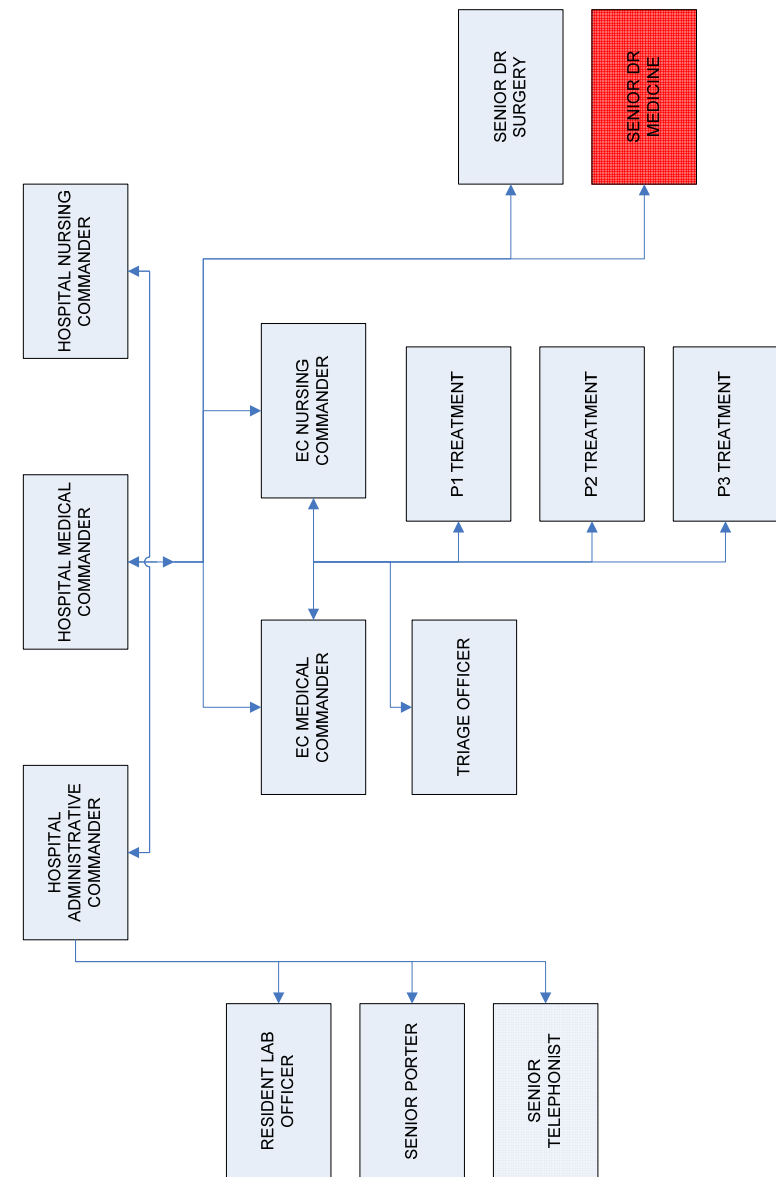
- Read action card
- Wear ID Vest
- Triage non-surgical patients
- Oversee treatment of non-surgical Priority 1 and 2 patients in Emergency Centre

RESPONSIBILITIES

- Co-ordinate non-surgical patient care
- Liaise with Emergency Centre Medical Commander
- Liaise with Senior doctor ICU

WHEN YOU HAVE FINISHED YOUR TASKING, REPORT TO YOUR IMMEDIATE SUPERIOR

ORGANOGRAM



SENIOR DOCTOR SURGERY

MISSION

Triage of surgical patients following initial Emergency Centre triage; ongoing care of surgical patients

IMMEDIATE ACTIONS

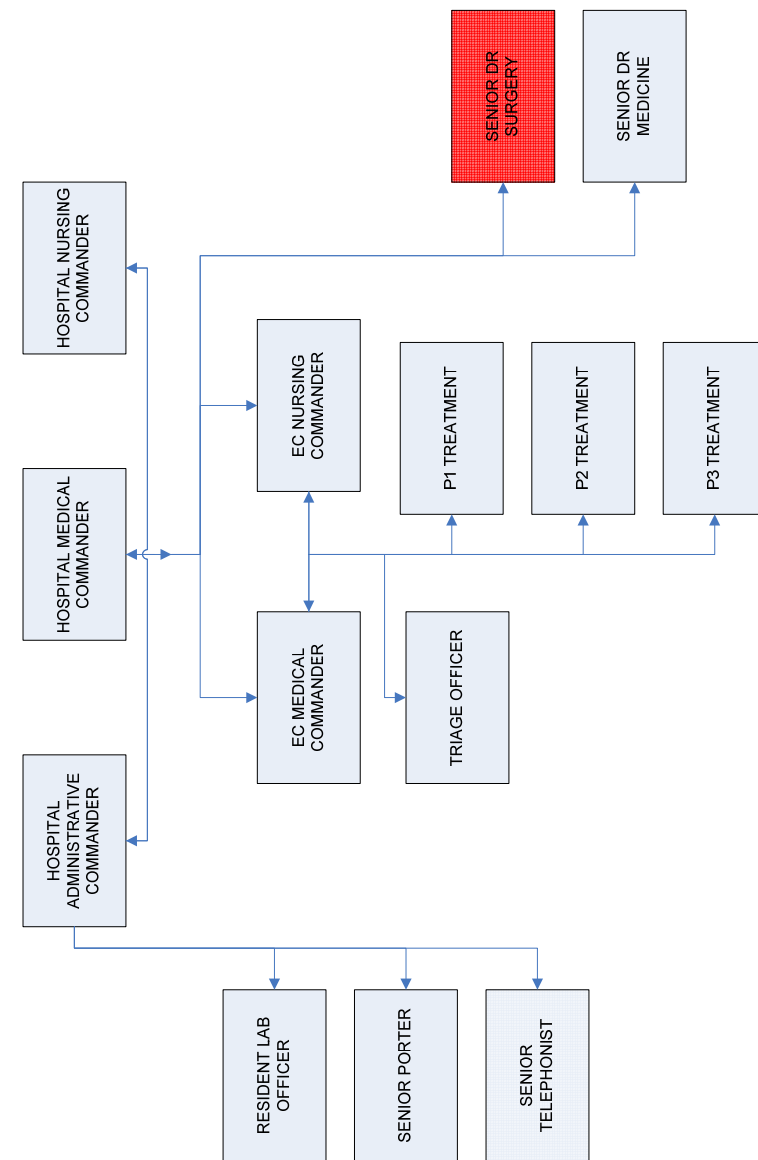
- Read action card
- Wear ID Vest
- Triage surgical patients
- Oversee treatment of surgical Priority 1 and 2 patients in Emergency Centre

RESPONSIBILITIES

- Co-ordinate surgical patient care
- Liaise with Emergency Centre Medical Commander
- Liaise with Senior Surgeon: Theatres
- Liaise with Senior Nurse: Anaesthetics

WHEN YOU HAVE FINISHED YOUR TASKING, REPORT TO YOUR IMMEDIATE SUPERIOR

ORGANOGRAM



SENIOR TELEPHONIST

MISSION

Ensure communications are as effective as possible in order to mobilise resources effectively

IMMEDIATE ACTIONS

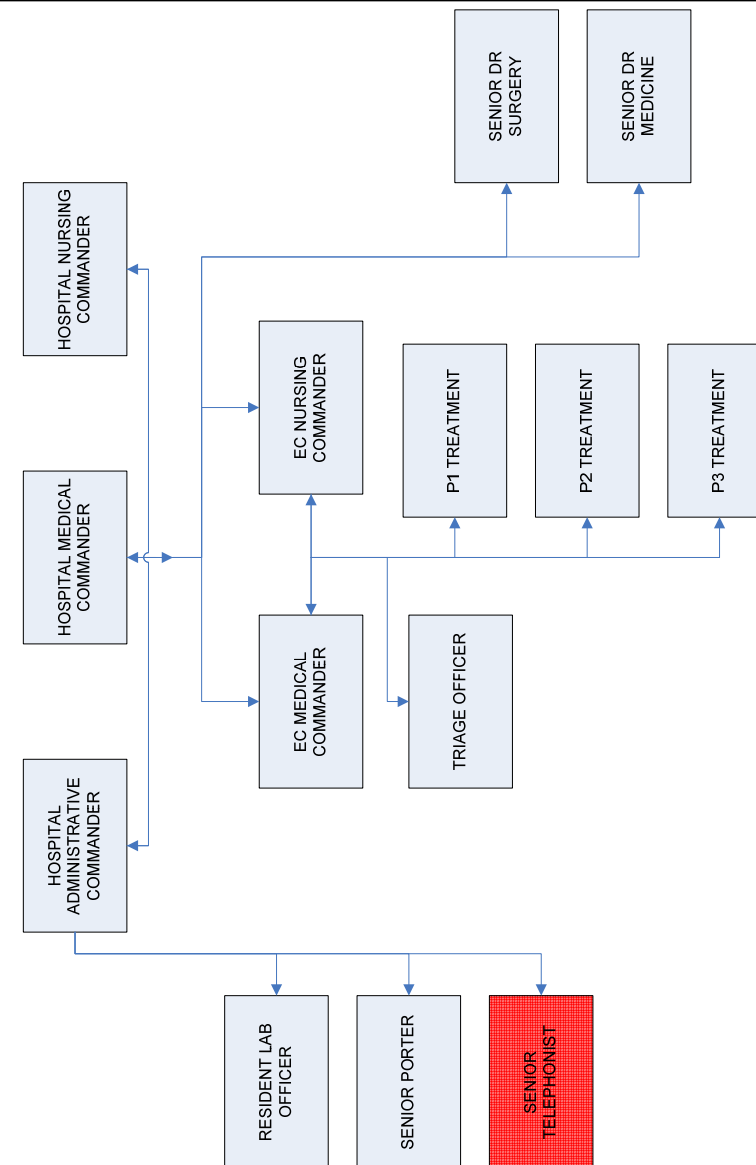
- Inform key staff of disaster plan activation
- Commence call in of staff
- Man hospital switchboard effectively

RESPONSIBILITIES

- Effective communication to help mobilise resources effectively
- Screen calls to hospital
- Liaise with Hospital Administrative Commander

WHEN YOU HAVE FINISHED YOUR TASKING, REPORT TO YOUR IMMEDIATE SUPERIOR

ORGANOGRAM



P2 TREATMENT TEAM

MISSION

Treatment of Priority 2 patients

IMMEDIATE ACTIONS

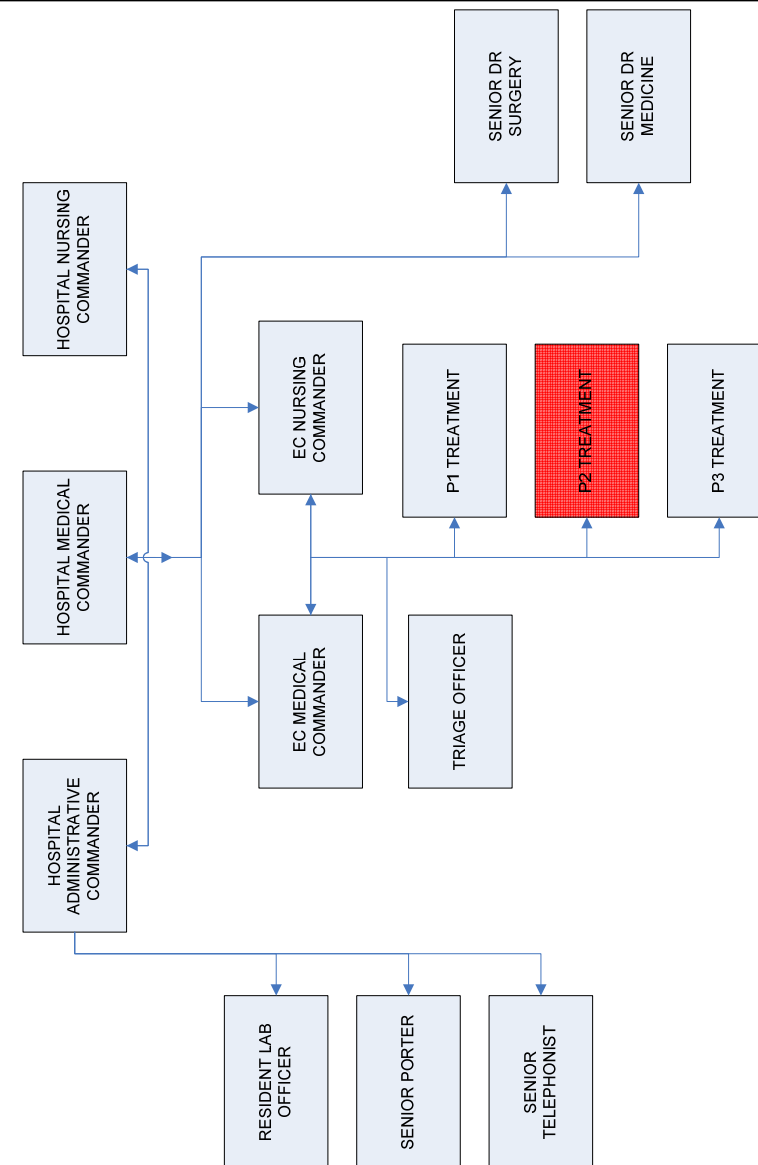
- Read action card
- Wear ID Vest
- Get briefing from Emergency Centre Medical Commander
- Prepare areas to receive Priority 2 patients
- Treat Priority 2 patients

RESPONSIBILITIES

- Preparation of areas to treat Priority 2 patients
- Treatment of Priority 2 patients in line with hospital's disaster plan
- Admission or discharge of patients as needed

WHEN YOU HAVE FINISHED YOUR TASKING, REPORT TO YOUR IMMEDIATE SUPERIOR

ORGABOGRAM



SENIOR PORTER

MISSION

Co-ordination of portering services

IMMEDIATE ACTIONS

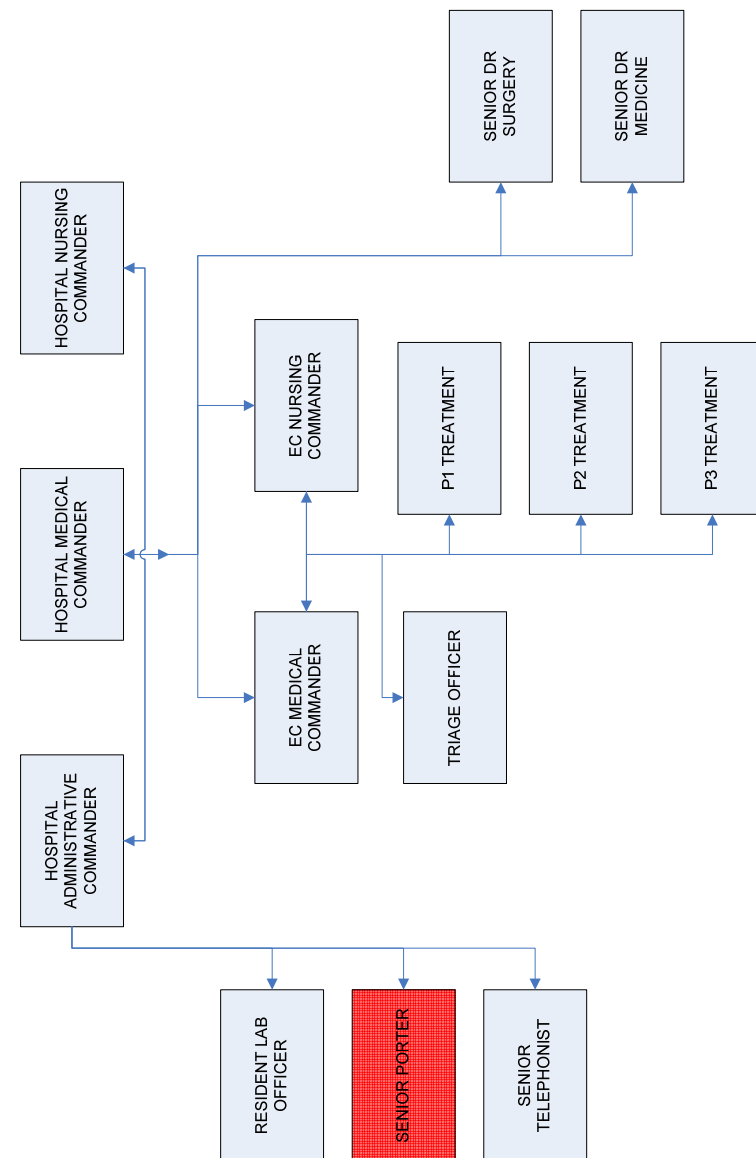
- Read action card
- Wear ID Vest
- Commence call in of staff
- Liaise with Hospital Administrative Commander

RESPONSIBILITIES

- Overall control of portering services
- Prioritise portering tasks
- Liaise with Security
- Liaise with Hospital Command Team

WHEN YOU HAVE FINISHED YOUR TASKING, REPORT TO YOUR IMMEDIATE SUPERIOR

ORGANOGRAM



P3 TREATMENT TEAM

MISSION

Treatment of Priority 3 patients

IMMEDIATE ACTIONS

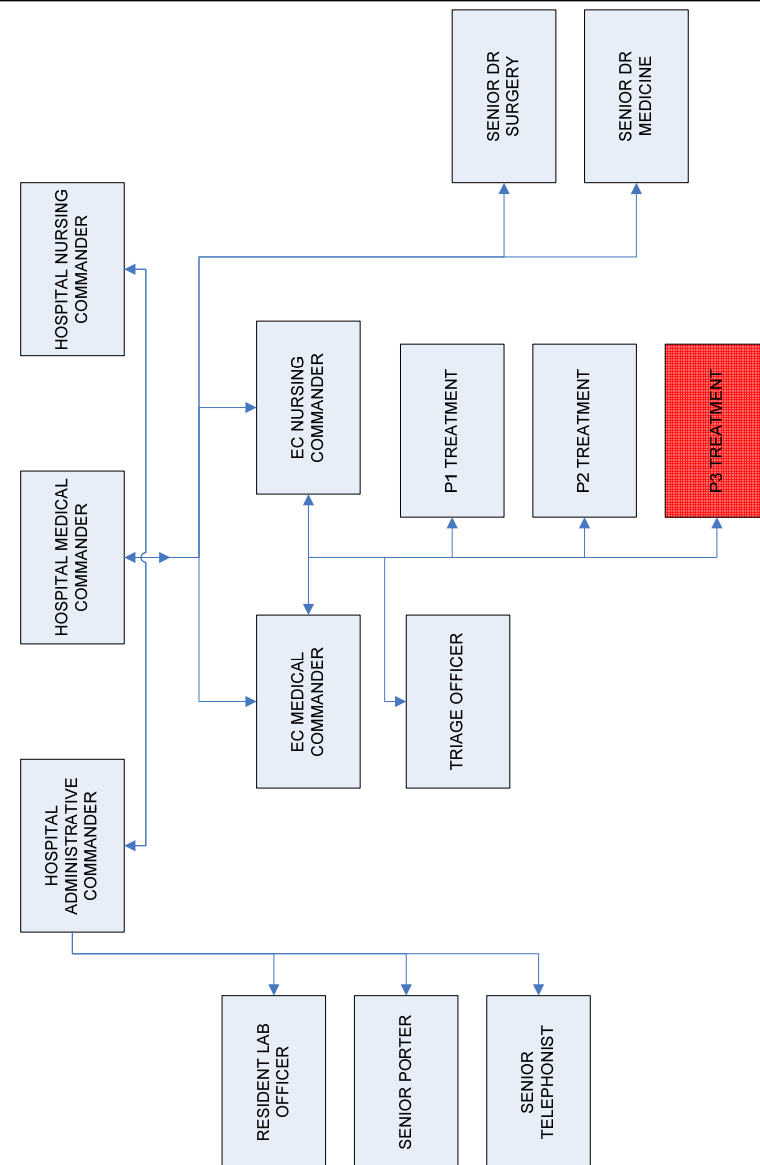
- Read action card
- Wear ID Vest
- Get briefing from Emergency Centre Medical Commander
- Prepare areas to receive Priority 3 patients
- Treat Priority 3 patients

RESPONSIBILITIES

- Preparation of areas to treat Priority 3 patients
- Treatment of Priority 3 patients in line with hospital's disaster plan
- Admission or discharge of patients as needed

WHEN YOU HAVE FINISHED YOUR TASKING, REPORT TO YOUR IMMEDIATE SUPERIOR

ORGANOGRAM



RESIDENT LABORATORY OFFICER

MISSION

Co-ordination of laboratory services

IMMEDIATE ACTIONS

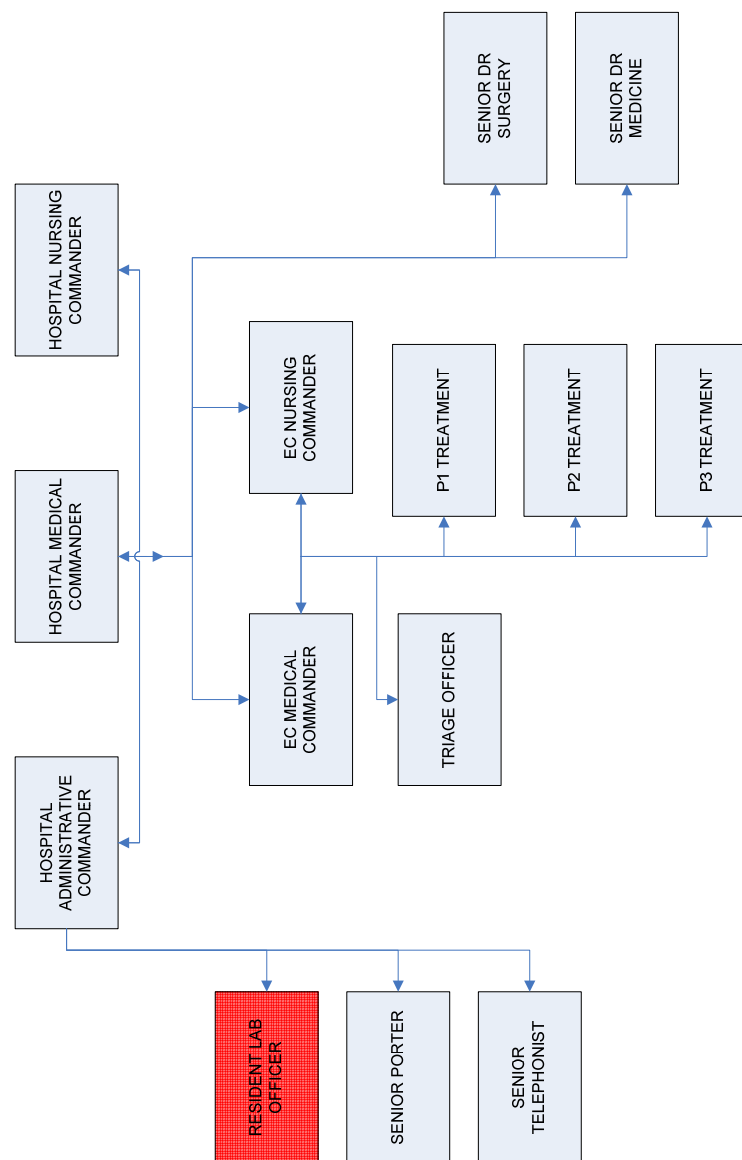
- Read action card
- Wear ID Vest
- Commence call in of additional staff
- Ensure immediate supply of transfusion and laboratory services

RESPONSIBILITIES

- Co-ordinate laboratory and blood transfusion services until relieved by senior
- Liaise with Hospital Administrative Commander

WHEN YOU HAVE FINISHED YOUR TASKING, REPORT TO YOUR IMMEDIATE SUPERIOR

ORGANOGRAM



HOSPITAL ADMINISTRATIVE COMMANDER

MISSION

Co-ordination of non-clinical support services

IMMEDIATE ACTIONS

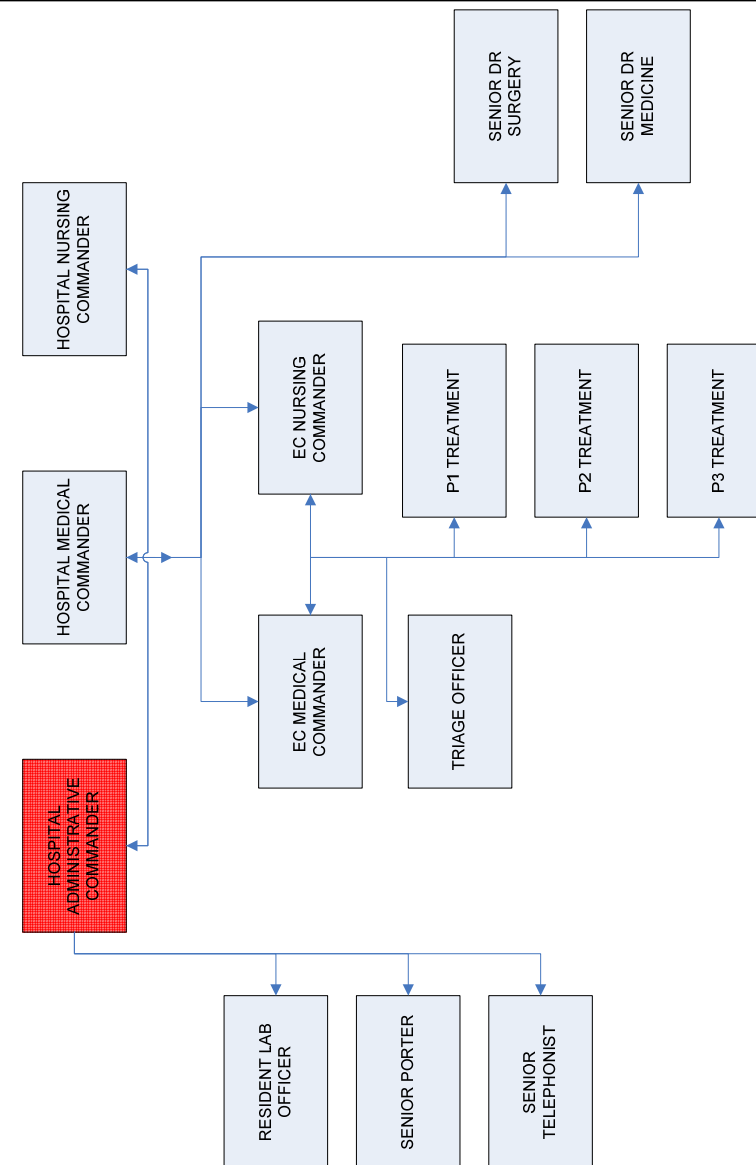
- Read action card
- Wear ID Vest
- Report to Hospital Operations Centre
- Liaise with Duty Manager
- Appoint and liaise with: Senior Admissions Officer; Senior Supplies Officer; Senior Security Officer; Hotel Services Manager; Senior Porter; Press Officer
- Arrange for interpreters

RESPONSIBILITIES

- Control administrative services and non-clinical support areas
- Liaise with Hospital Command Team
- Receive constant reports from Press Officer
- Co-ordinate VIP visits

WHEN YOU HAVE FINISHED YOUR TASKING, REPORT TO YOUR IMMEDIATE SUPERIOR

ORGANOGRAM



HOSPITAL NURSING COMMANDER

MISSION

Co-ordination of nursing functions in clinical areas

IMMEDIATE ACTIONS

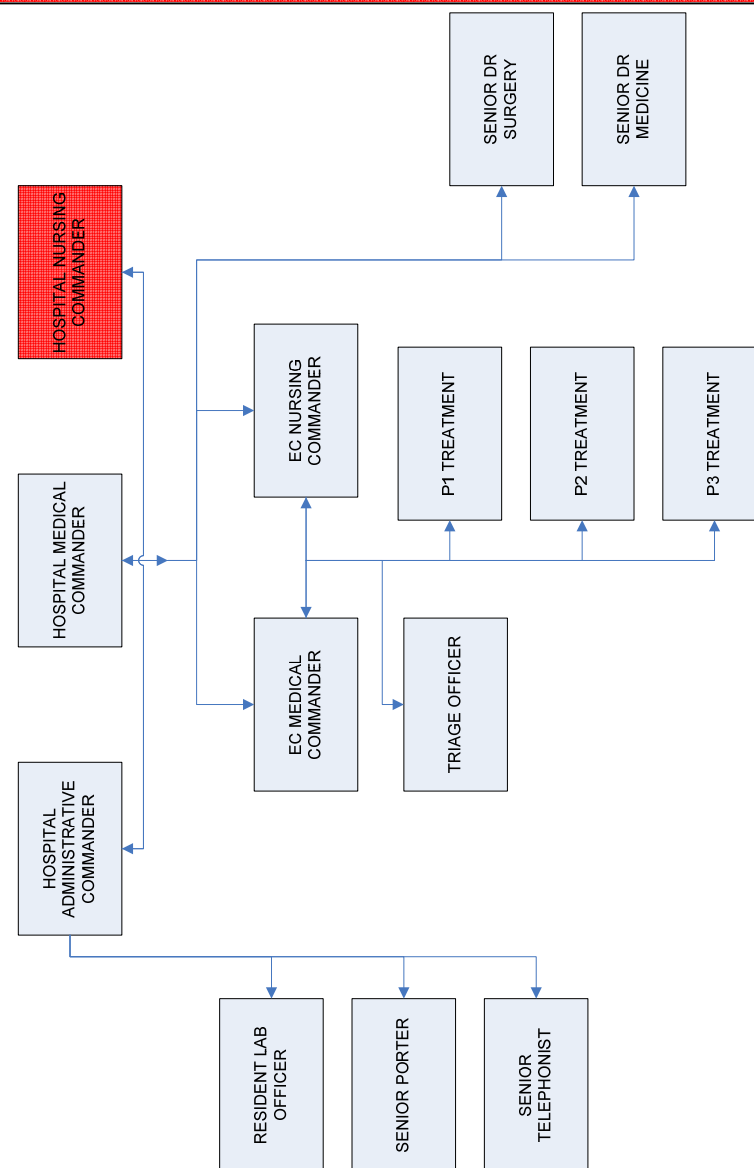
- Read action card
- Wear ID Vest
- Report to Hospital Operations Centre
- Ensure staffing of key ward areas
- Appoint and liaise with Senior Nurse: Pre-op; Post-op; Theatres; ICU; Admissions; Outpatients
- Determine immediate requirements of key area supplies and linen

RESPONSIBILITIES

- Overall control of nursing staffing
- Maintain nursing services throughout hospital for 24hr cover
- Liaise with Hospital Command Team
- Deployment of staff and incident team
- Debriefing of Nursing Staff
- Liaise with Emergency Centre Nurse Commander

WHEN YOU HAVE FINISHED YOUR TASKING, REPORT TO YOUR IMMEDIATE SUPERIOR

ORGANOGRAM



EMERGENCY CENTRE NURSING COMMANDER

MISSION

Coordinate Emergency Centre Nursing response

IMMEDIATE ACTIONS

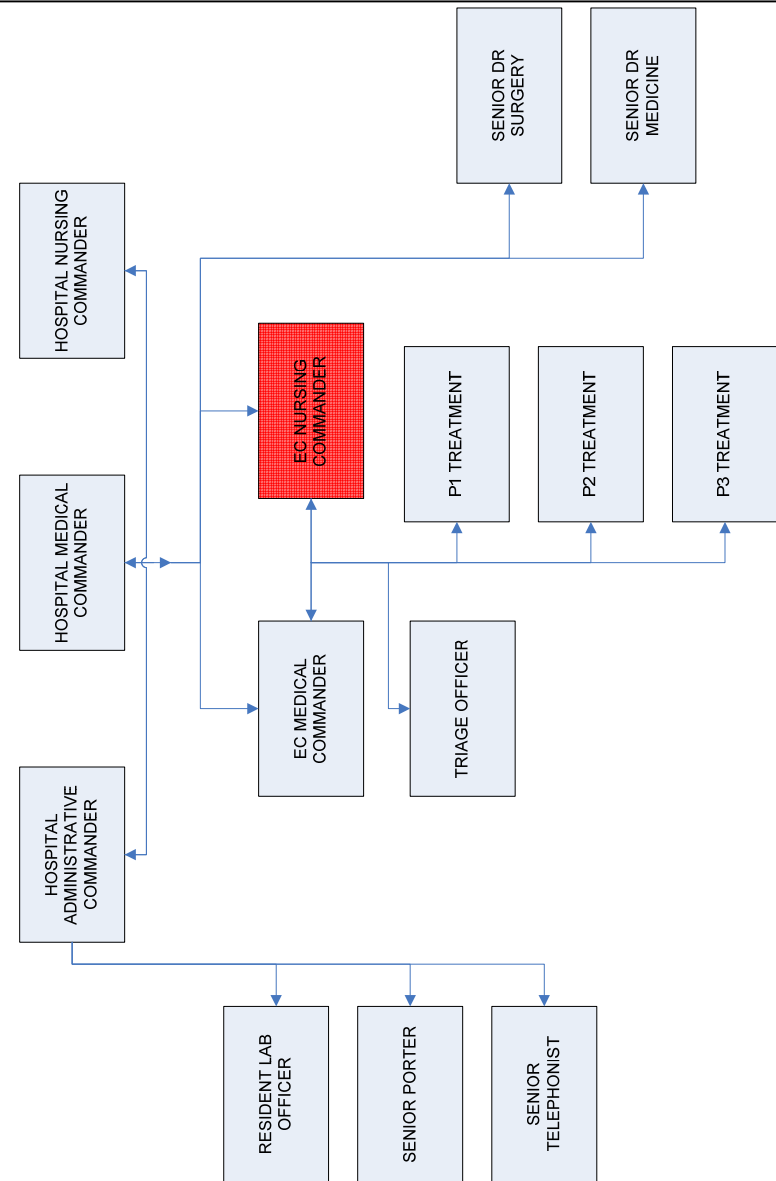
- Read action card
- Wear ID Vest
- Liaise with Emergency Centre Medical Commander
- Start call in of staff
- With Emergency Centre Medical Commander, ensure appropriate disposal of Emergency Centre patients
- Prepare patient reception areas
- Appoint senior nurses for priority 1,2 and 3 areas
- Contact Senior Porter and Security

RESPONSIBILITIES

- Prepare Patient Reception Areas
- Prepare clinical areas
- Ensure adequate Emergency Centre staffing
- Control nursing in clinical areas
- Ensure adequate stores

**WHEN YOU HAVE FINISHED YOUR TASKING, REPORT TO
YOUR IMMEDIATE SUPERIOR**

ORGANOGRAM



EMERGENCY CENTRE MEDICAL COMMANDER

MISSION

Coordinate Emergency Centre Medical response

IMMEDIATE ACTIONS

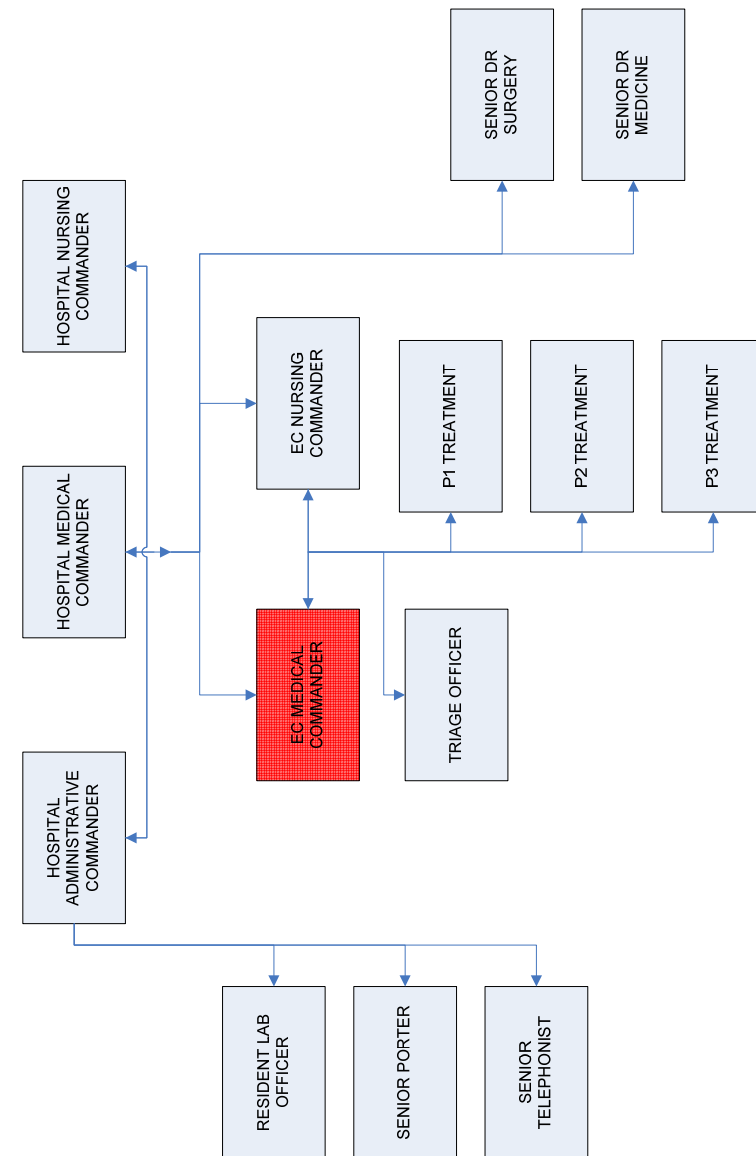
- Read action card
- Wear ID Vest
- If no Hospital Medical Commander, assume responsibility until relieved
- Liaise with Emergency Centre Nursing Commander
- With Emergency Centre Nursing Commander, ensure appropriate disposal of Emergency Centre patients

RESPONSIBILITIES

- Overall control of Patient Reception Areas
- Initial triage of casualties and non-disaster patients
- Constant monitoring of triage, treatment, staffing, resources, documentation and supplies in Emergency Centre
- Liaise with Hospital Operations Centre

**WHEN YOU HAVE FINISHED YOUR TASKING, REPORT TO
YOUR IMMEDIATE SUPERIOR**

ORGANOGRAM



HOSPITAL MEDICAL COMMANDER

MISSION

Coordinate overall hospital response
with Hospital Command Team

IMMEDIATE ACTIONS

- Read action card
- Wear ID Vest
- Go to Hospital Operations Centre and stay there
- Liaise with Emergency Centre Medical Commander,
- Liaise with Hospital Command Team

RESPONSIBILITIES

- Overall control of Hospital response
- Liaise with Hospital Command Team

**WHEN YOU HAVE FINISHED YOUR TASKING, REPORT TO
YOUR IMMEDIATE SUPERIOR**

ORGANOGRAM

