

Emergency Operation Performance Evaluation

All information will be kept anonymous and confidential, and will be used only for purposes of education and quality improvement.

Completed by: Name: _____ Title: _____

Day, Date & Time of Emergency: _____

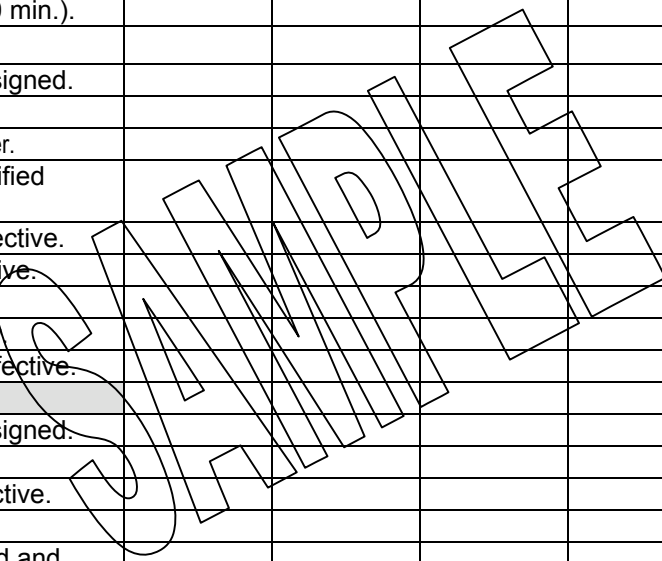
Nature of Emergency: _____

Decision to activate: _____ Time: _____

Level of Initial Activation: I II III IV (please circle one)

Please evaluate the following by checking the most appropriate box for each item.

	Fully Effective (3)	Partially Effective (2)	Not Effective (1)	Not Implemented (0)	Not Applicable (No Score)
COMMAND:					
Incident Commander promptly and visibly identified.					
Command Center promptly established (within 30 min.).					
Key staff contacted, assignments made (within 15-20 min.).					
Appropriate objectives identified; action plans assigned.					
Job Action Sheets distributed.					
Escalation/de-escalation appropriately done in timely manner.					
Authorities/regulatory and oversight agencies notified properly and timely.					
Public/community /media relations timely and effective.					
Liaison activities with external environment effective.					
Facility safety and security measures effective.					
Hospital staff informed as necessary of nature of emergency.					
Network notification and integration timely and effective.					
OPERATIONS:					
Appropriate objectives identified; action plans assigned.					
Job Action Sheets distributed.					
Casualties properly sorted, triage timely and effective.					
In-patient clinical operations effective.					
Medical services properly coordinated, supervised and carried out.					
Ancillary support services operational and effective.					
Human services (social, psychological and/or pastoral) operational and effective.					
Discharges properly controlled/carried out.					
Surgical services properly coordinated, supervised and maintained.					
PLANNING:					
Appropriate objectives identified; action plans assigned.					
Job Action Sheets distributed.					



	Fully Effective (3)	Partially Effective (2)	Not Effective (1)	Not Implemented (0)	Not Applicable (No Score)
Critical information/data properly collected, documented, distributed.					
Patient tracking and record keeping up-to-date and effective.					
Available personnel and volunteers inventoried/assembled.					
Patient care services organized/coordinated timely and effective.					
Patient information provided to family in timely and proper manner.					
FINANCE:					
Appropriate objectives identified; action plans assigned.					
Job Action Sheets distributed.					
Costs/expenditures appropriately identified, tracked, documented.					
Personnel time records properly monitored/documentated.					
Accounts receivable and payable properly administered to vendors.					
LOGISTICS:					
Appropriate objectives identified; action plans assigned.					
Job Action Sheets distributed.					
Physical facility integrity maintained/environmental controls effective.					
Utilities properly monitored and maintained.					
Sanitary systems properly monitored and maintained.					
Communications systems available and effective.					
Transportation mechanisms available and effective.					
Supplies, materials, equipment available and appropriate.					
Food and water available for patients, staff, volunteers, visitors.					
OTHER:					
Leadership/staff knowledge appropriate and effectively carried out.					
Department specific emergency plans activated, effectively carried out.					
Staff communications effective, appropriate.					
Incident management tools/resources available and effective.					
Event specific annexes employed as necessary and effective.					
Staffing levels adequate or alternative provisions effective.					
Controller's activities effective (For Drills Only).					
Preparation for E.O.P. exercise appropriate/effective (For Drills Only).					

SAMPLE

COMMENTS: