

BRING YOUR EVACUATION PLAN TO LIFE WITH THE PACE EVACUATION TOOLBOX™



When evacuating a health facility, you must balance the nature of the threat against the risk patients and staff face. Readiness for such a high risk procedure requires all patient care areas to have a specific process in place that can be quickly implemented to support the evacuation mission. This process needs to address patient preparation, movement sequencing, resource utilization, and information sharing.

Maintaining Continuity of Care

There are many challenges with maintaining the continuity of care during patient movement. Patient tracking and information management becomes difficult due to multiple handoffs between clinicians. Prioritizing patients for movement, establishing movement teams, and communicating evacuation status become difficult processes to implement without prior standardization. DQE's line of evacuation products give you the proper tools to help eliminate unknowns and limit liability. The PACE Evacuation Toolbox provides a system of critical evacuation supplies to support your evacuation plan.

PACE = Patient Assessment & Command Essentials

The PACE Evacuation Toolbox contains supplies such as Evacuation Group Vests, Patient Evacuation Go-Pouches, Patient Information & Tracking Forms, Healthcare Evacuation Reference Guides, Wristbands, and more. Constructed from the best practices of emergency management evacuation procedures, this toolbox supports the Joint Commission standards for enhancing patient communication and is aligned with the Hospital Incident Command System (HICS).



PACE EVACUATION TOOLBOX™



Patient Evacuation Toolbox (IC3000)

Training with the PACE Evacuation Toolbox and having it readily available in every patient care area will give you a standardized process to provide the smoothest evacuation possible. The toolbox contains supplies for one unit/department of up to 25 patients.

Contents:

Patient Preparation Supplies

Patient Evacuation Go-Pouch™ (25)
Patient Information & Tracking Forms
(2 sets of 25)
Evacuation Door Sign (25)

Incident Management Supplies

Healthcare Evacuation Reference Guides (10)
HICS Vests – Evacuation Group (11)
Job Action Sheets – Evacuation Group (1 set)

Support Supplies

Caution Tape (300' roll)
Clipboards (6)
Duct Tape (1 roll)
Equipment Tracking Labels (2 sheets)
Glow Light Sticks-Green (25)
Pens (12)
Permanent Markers (2)
Safety Seals (3)
Wax Pencils (4)

Using the PACE Evacuation Toolbox in an Evacuation Event



- 1** Assign the following Evacuation Incident Management positions on your unit/department:
Evacuation Group Supervisor - Directs horizontal movement and patient holding areas. Coordinates vertical movement on a particular unit/department as directed by the Evacuation Branch Director
Horizontal Movement Unit/Team Leader - Responsible for the movement of patients from their room/location to a designated holding area.
Patient Holding Unit/Team Leader - Maintains continuity of care until patients are handed to a Vertical Movement Team.
- 2** Distribute Evacuation Group Vests, Job Action Sheets, Healthcare Evacuation Reference Guides, Clipboards, and Pens.
- 3** Assign staff to the following functions, as needed:
Patient Mobility Assessment - Provide them with a Healthcare Evacuation Reference Guide
Horizontal Movement - Provide them with a Job Action Sheet
Patient Holding Area(s) - Provide them with a Job Action Sheet
- 4** In a non-emergent evacuation (time is available to mobilize staff & resources) await instructions by the Evacuation Branch Director before performing any patient movement activity.



PACE EVACUATION TOOLBOX™

EXPLORING THE CONTENTS

Patient Evacuation Go-Pouch™ (IC3004)

The Patient Evacuation Go-Pouch is used by staff to assess and prepare patients for evacuation. It contains and secures vital patient information, medication, and supplies. During transport for evacuation, the Go-Pouch can be tethered to the patient so it does not become separated from the patient. It includes mobility-level wristbands to aid triage and resource allocation decisions, and door signage to communicate patient mobility status.

Go-Pouch Clip

Attaches the pouch to the patient so it isn't misplaced during transport.

Mobility Level Wristbands

Identifies patient mobility level for patient movement.



Go-Pouch Envelope

The tear and water resistant envelope has a clear window on the front to hold a Patient Information & Tracking Form. The Go-Pouch also has a string and button closure and a 2" gusset.

Patient Assessment Door Sign

Indicates patient assessment has been completed.

Patient Mobility Level Wristbands (IC3007)

Patient wristbands for the following mobility levels:

- ♦ Walking
- ♦ Wheelchair
- ♦ Stretcher
- ♦ Discharged Walking
- ♦ Discharged Wheelchair
- ♦ Discharged Stretcher
- ♦ Observation Needed



Patient Assessment Door Sign (IC3003)

Used to communicate the mobility level of a patient and that patient assessment for the room is complete. Vinyl signs are removable without leaving sticky residue on surfaces.



Patient Information & Tracking Forms (IC3005)

Records vital patient information from initial assessment to the point of departure. Includes critical patient care information such as allergies, primary diagnosis and relevant co-morbidities, and level of consciousness, as well as transportation information such as means of transport, accepting facility, and last actions prior to departure. The top copy of the form leaves with the patient and the bottom copy remains for medical records.



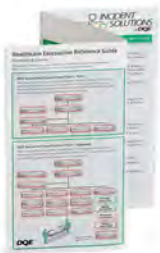


HICS Vests - Evacuation Group (IC3050)

These HICS style vests identify evacuation incident management positions for a particular unit/department.

Vest Titles:

- ♦ Evacuation Group Supervisor (1)
- ♦ Patient Holding Team Leader (3)
- ♦ Horizontal Movement Team Leader (2)
- ♦ Blank vests to write on for customized position identification (5)



Healthcare Evacuation Reference Guides (IC3008)

This pocket-sized reference guide reviews healthcare evacuation procedures and incident management roles and responsibilities. The tri-fold guide has evacuation procedures on front and roles and responsibilities on the back. Use as a training tool to sustain evacuation skills or hand them out to staff during an event.



Evacuation Door Signs (IC3002)

The Evacuation Door Sign is used to indicate that a room has been inspected and cleared of patients. It allows you to quickly scan an area and tell which rooms have and have not been fully evacuated. Remove the backing and place on the outside of the patient's door after the room has been cleared and inspected.



Job Action Sheets - Evacuation Group

Distribute to staff assigned to movement teams, holding areas, and floor-level incident management. These proprietary Job Action Sheets contain the job expectations for each Evacuation Group position: Evacuation Group Supervisor (1), Horizontal Movement Unit/Team Leader (2), Patient Holding Unit/Team Leader (3).



Glow Light Sticks (RP4710)

These green light sticks glow for several hours, providing a light source for many different situations. They can be used to mark an exit path, track patients, identify staff, and more. An attached hook allows for hanging from clothing, equipment, etc.

Go Online for Additional Information on DQE Products & Services

Evacuation Products - www.dqeready.com/Evacuation

Hospital Incident Command Products - www.dqeready.com/Hics

Hospital Evacuation Training Services - www.dqeready.com/EvacTraining

