

## Check Sheet for Mass Casualty Incident (MCI) Planning Considerations

Most Regions already have established MCI plans. This checklist is to assist agencies in making sure they have included or reviewed important concepts of their plan updating as necessary. These elements represent that should be addressed when developing a MCI plan other elements and annexes can and should be added to tailor your plan to your area.

- Does your plan spell out your region's concept of MCI response?**
  - Trigger points for requesting assistance
  - Response protocol/procedures
  - Triage Methods
  - Patient care and transport in traditional and nontraditional MCIs
  - Responder Safety
    - BSI
    - Vaccinations/Shots/Decontamination
  - Minimum resources need for various patient loads
  - Obtaining, using and replacement of specialty equipment
    - MCI Trailers
    - Disposable goods
    - Non-disposable equipment
- Have you identified a regional command structure?**
  - NIMS/ICS
  - Role of and Protocols for:
    - Local Dispatch
    - Hospitals
    - Local Emergency Management
    - Mutual Aid Agencies
  - Established roles and authority of decision makers
    - Incident Commander
    - Command Staff
    - General Staff
    - Medical Branch

- Do you have well defined and understood MCI on-scene procedures?**
  - Established general layout procedures
    - Secondary Triage
    - Treatment Area
    - Transport Area
      - Established protocol for using non-traditional vehicles
      - Fueling/Refueling
      - Vehicle maintenance (if needed)
- Have you defined a system for responder accountability and welfare?**
  - To and from scene
  - On scene
  - Responder rehabilitation
- Does your plan identify special resources and how to contact them?**
  - Hazardous Materials (HAZMAT) Team
  - Search and Rescue (SAR) Teams
  - Air Operations
    - Establishing Helispot/Landing zones
  - Other State Resources
- Do you have verified communication plans with all components of the response?**
  - Pre-hospital
    - Operational
    - Field - Hospital
  - Mutual aid responders/Multi-Regional Communications Protocols
  - Dispatch Centers
    - Agency
    - Mutual Aid Agencies (as needed)
  - Regional Healthcare Coordinating Centers (RHCC) roles and functions
- Does your plan spell out procedures for orderly and safe demobilization?**
  - Notifications
  - Specific Procedures and protocol
  - Resource Tracking
  - Debrief/Hotwash
  - Development of After Action Report (AAR) and Improvement Plan (IP)

- Does your plan identify procedures for training and exercising the plan?**
  - Requirements for training
  - Exercise guidance
    - Timelines
- Does your plan identify procedures for updating the plan based on best practices and lessons learned in exercises and actual events?**
  - Scheduled Updates
- Suggested Annexes or Appendices**
  - Communications Directory (*all agencies/organizations in the plan*)
  - Glossary of Terms and Acronyms commonly used in plan
  - Forms and Worksheets
  - Training Resources