|  |
| --- |
| **Royal Hospital for Neuro-disability**  **ACTION CARD FIVE**  **BRONZE EVACUATION OR INVACUATION** |

**This role is usually allocated to a Clinical Director or very senior Clinical Manager**

**Overview**

Bronze Evacuation role is only allocated in the event that an off-campus evacuation or invacuation is imminent or possible. The role is operational, in response to the tactical plans set out by the Silver Commander. The prime responsibility is to ensure that patients who need to be evacuated off-campus are moved swiftly and safely to the most appropriate location.

Bronze Evacuation is responsible for maintaining accurate records of all patients who are evacuated.

In the event of an invacuation, Bronze Evacuation will be responsible for ensuring that invacuated patients can be managed within the limited medical facilities available at RHN.

**MAJOR INCIDENT DECLARED**

**Evacuation**

|  |  |
| --- | --- |
|  | **Action** |
|  | Attend the Major Incident Control Room and don the appropriate high visibility vest |
|  | In consultation with Silver Commander, identify the most appropriate location to set up the Evacuation Triage and Transfer Centre  **(Drapers Gym, the Assembly Room or Holy Trinity Church)** |

|  |  |
| --- | --- |
|  | Contact RHN Chaplain and the Vicar of Holy Trinity Church.  **(See Communications tab in the Major Incident, Evacuation and On-call file)**  **A key to Holy Trinity Church and the code for the alarm are contained in the Major Incident Cupboard, Long Term Care Therapy Office Lobby, Main Hospital Building** |
|  | Allocate appropriate staff to man the Evacuation Centre:  **Working hours: Out of hours:**  Medical Director Available staff consistent PMO with the roles and numbers  Matrons for working hours  Porters (2)  Registered Nurses (4)  Pharmacist (1)  Physiotherapists (2)  Occupational Therapists (2) |
|  | Obtain a prioritised patient evacuation list from Bronze Nurse |
|  | Ensure identification bracelets have been attached before commencing evacuation |
|  | Ensure bed end notes and medications are transported with each individual patient (where possible) |
|  | Assign a member of staff not committed to evacuating patients to move wheelchairs, pressure relief cushions, spare mattresses and blankets to the Evacuation Centre |
|  | Establish and maintain contact with the receiving Mutual Aid Reciprocal evacuation partner(s) |
|  | Oversee the Evacuation Centre staff in line with the prioritised evacuation lists |
|  | Assign RHN drivers to assist with the Evacuation as required |
|  | Oversee the evacuation to ensure patients have the required escorts and the drivers have a confirmed evacuation location |
|  | Approve each evacuation when the Emergency Centre has recorded the patient’s and escort’s details |

|  |  |
| --- | --- |
|  | Confirm with the reciprocal receiving partner:   * Patient details * Time of departure from RHN * Estimated time of arrival |
|  | Report regularly to the Major Incident Control Room to update evacuations data |

**Invacuation**

|  |  |
| --- | --- |
|  | **Action** |
|  | Attend the Major Incident Control Room and don the appropriate high visibility vest |
|  | Establish and maintain communication with the invacuation partner |
|  | Ensure all available clinical staff and porters are assembled in the Assembly Room. |
|  | Assign the most senior clinician present to be the Invacuation Room Manager |
|  | Obtain accurate ‘real time’ bed state and ward lists for RHN |
|  | Obtain sufficient detail from reciprocal partner to clarify suitability of request for invacuation |
|  | Inform designated Invacuation Room Manager of patient details and estimated time of arrival |
|  | Using ward lists and invacuation patient details, identify most appropriate RHN location for invacuated patients, and forward details to the Invacuation Room Manager |
|  | Inform Silver Commander and reciprocal partners of all arrivals |
|  | Inform Silver Commander and reciprocal partners when RHN has reached maximum invacuation capacity |

**Stand down**

|  |  |
| --- | --- |
|  | **Action** |
|  | Inform reciprocal partner of the locations of all invacuated patients |
|  | Obtain onward transfer or repatriation plans from reciprocal partner |
|  | Visit all invacuated patients and check accuracy of data provided; amend as required |