

TAB G2C:

SMSS SITE SET-UP CONSIDERATIONS

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Medical Areas

Patient Intake Area

Waiting Area

Functional Description:

Covered area adjacent to the SMSS drop-off/arrival area large enough to hold multiple patients (~30+ patients) and allow for them to undergo initial triage without interfering with the patient registration or other SMSS operational areas.

Tasks: See Initial Triage & Patient Registration

Initial Triage & Patient Registration

Functional Description:

Adjacent to or set-up in a portion of the Waiting Area. Activities are focused on the initial, rapid, sorting and registration of patients, identification of patients requiring higher levels of care, and the movement of patients to appropriate sections of the Patient Area. Activities include:

- Assisting with the unloading of patients at the SMSS patient drop off point.
- Collecting patients' basic registration information in the SMSS Patient Intake Form (ReadyOp)
- Evaluating patient initial information to determine the level of care required.
- Assigning patients to a bed in the Patient Area if they meet SMSS criteria for care or arranging transfer to appropriate healthcare or shelter facilities if they do not.

Patient Area

Functional Description:

Set-up dictated per facility, but typically consists of a single area for care and shelter located adjacent to the Patient Intake Area. Nursing stations serving this area should be centrally located with space for charting and tables for medical supplies and equipment. Activities are focused on providing basic care to patients arriving at the SMSS and include:

- Receiving patients from the Patient Intake Area and escorting them to their assigned bed
- Completing the patient's SMSS Patient Intake Form and making any necessary adjustments to care or placement
- Providing basic patient care as necessary and updating and maintaining patient records accordingly

Emergent Care/Isolation Area

Functional Description:

An area dedicated for the care of patients which are temporarily unstable and need emergency care or are affected with a disease or condition that warrants isolation from other patients. The area should be separated from the other areas. O2, suction, ECG, and BP monitoring in the area. Must have appropriate PPE and hand washing capability. Note: If the CMO makes the determination that the patient probably does have an infectious disease the patient will be transferred to a hospital. However, these patients should only be moved if stable.

Pharmacy

Functional Description:

A lockable room with a safe and a small refrigerator should be provided for the storage of narcotics and pharmaceuticals requiring controlled temperatures as necessary.

Non-Medical Areas

Command and Control Area

Functional Description: This area serves as the Incident Command Post for the SMSS and houses IMT staff and a briefing room that will accommodate at least twelve people for meetings. It must have internet connectivity, telephones, and electrical outlets.

Location and Space Requirements: Space is also required for tables and chairs. Preferably the ICP should be located near an outside entrance and a parking lot. Space requirements; 400-600 sq. ft.

Staff Registration Desk

Functional Description: Activities in this area focus on the registration of incoming/outgoing SMSS personnel, direction to their assigned work area, and management of personnel sign-in/sign-out. Staff assigned here provide the SMSS IMT Planning Section Chief with daily summaries of on-site staff.

- **Badging:** The deployed HCC responsible for logistics SMAT should provide badging equipment to accommodate personnel without appropriate/current identification badges. SMSS personnel should have/receive an SMRS ID Badge which covers the anticipated duration of the event plus ten (10) days before expiring.

Location and Space Requirements: This area should be placed close to the main entrance of the SMSS, or other entrance designated for the entry of personnel. Typically, it is co-located with Patient Registration in the Patient Intake Area. It must have space for a table and several chairs, easy access to electrical outlets, and a black/white board where updates, emergency/service information, and SMSS rules can be posted. Space requirements are approximately 150 sq. ft.

Logistics and Supply Area

Functional Description: This unit is designed to receive, sort, and dispense all disposable medical supplies to the SMSS upon receiving properly documented requests.

Location and Space Requirements: This unit must be located near an outside entrance and preferably a loading dock for delivery trucks. It must have worktables and space for storage shelves and boxes to store large quantities of medical supplies. Space requirements are approximately 400 sq. ft.

Food Service Area

Functional Description: Areas designated for the service and storage of food to SMSS personnel, patients, and supporting staff. These areas must be identified, prepared for use, and include

kitchen, serving, dining, and storage areas. Facilities should have standard kitchen commercial equipment or be connected to an outside entry for catering or a field kitchen. NCEM has contracts with food service vendors to provide food services for the SMSS personnel, patients, and supporting staff, including those with required special diets.

Location and Space Requirements: The kitchen and serving area should have a minimum of 800 sq. ft. The dining area should be capable of serving at least 70 at a time (half of minimum census for 50-bed SMSS (~140 total)) approximately 12 tables with 6 chairs each and 1,600 sq. ft. of space. Total inside space = 2,400 sq. ft. Outside space must be available for a standard refrigerated trailer and/or parking for catering vans.

Staff Billeting Area

Location and Space Requirements: Ideal situation would be to provide staff hotels or separate buildings for billeting to ensure proper space to rest and relax away from the SMSS. If the staff billeting area is onsite, a quiet area of the SMSS, preferably away from the main traffic, should be considered. Access to bathrooms, showers and laundry trailers for staff use should be considered.

Communication Area

Functional Description: Activities in this area should focus on providing interoperable and redundant communications within the SMSS operation and with the SERT ESF8 Desk/Support Cell, Healthcare Coalitions, local Emergency Management, and other local and regional response partner organizations via phone, internet, radio, and satellite radio.

Location and Space Requirements: This area should be co-located with the SMSS Incident Command Post. The location must have connectivity to outside walls/windows for antenna connections, multiple electrical outlets, and IT connections. Space requirements: 200 sq. ft.

Security Area

Functional Description: Activities in this area should focus on the coordination of security services within the SMSS operation and in the area surrounding the SMSS location. These services are critical to the safe operation of an SMSS and must be instituted when the SMRS is activated. Consider co-locating with the SMSS Incident Command Post.