Healthcare System Analyst Checklist

Instructions: The checklist below presents the minimum requirements for the position. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. Not all tasks may apply to every incident and additional tasks may be assigned during an incident.

Activities to be completed	Complete	NA
Within the First Operational Period		
1. Receive initial briefing and immediate priorities from Sit Unit Leader		
2. Review essential elements of information for incident type		
3. Request activation of ESS, if not already activated, through the chain of command.		
4. Determine health care facilities by type in the area of operations and document for reporting.		
5. Determine need for federal HAVEBED reporting, if so provide information as requested.		
6. Make assignments to subordinate staff for information collection, and analysis		
Initiate Within Two Operational Periods and Continue Daily		
1. Sign-in/out at the beginning and ending of shift.		

2. Actively collect information from data systems, technical specialists and analysis to answer the following questions on a routine bases:
• What health care facilities are in the area of operations?
  o Hospitals
  o Nursing Homes
  o Assisted Living Facilities
  o Dialysis Centers
  o Group Homes for Developmentally Disabled
  o Pharmacies
• Are there any special concerns related to the facilities in the area?
• What is the current census, status and patient demographic in health care facilities?
• What is the fuel status of facilities?
• Are any facilities without power?
• Have any facilities evacuated? If so,
  o What type of facility?
  o What is the status of the evacuation (planned, in progress, complete)?
  o Where did they evacuate to?
  o How many patients were evacuated?
  o When did they evacuate or when will it be complete?
  o Have they returned?
• What is the bed availability in facilities outside of the area of operations?
• If necessary, where in the state might be able to accept patients based on bed availability, transport times, and specialty capabilities? Are any facilities on diversion?
• What is the impact to the EDs of hospitals in the impacted area? What is their through-put?
• What type of medical specialties may be required for this incident?
• What type of injuries has this incident (or might this incident) cause?
• What is the status of blood banks in the impacted area? Is the blood supply adequate to meet incident needs?
• What is the status of pharmacies? Might the incident disrupt routine pharmacy delivery services?
• What is the status of dialysis centers?
• What type of resources might the medical system need during this incident?
• What are the results of the health care facility assessments being conducted both by phone and on-site?		

Activities to be completed	Complete	NA
cont. from previous page • What damage have health care facilities sustained? • Where are health care services interrupted?		
3. Initiate data monitoring and analysis in the following systems: • Emergency Status System (ESS) • EM Resource • AHCA Facility Finder • EMS Data Reporting		
4. Establish contact with technical specialists to check status, establish reporting requirements: • ESS Administrator • FHCA • FHA • Dialysis Network • Pharmacy Association • Blood Banks • EMS		
5. Provide situation updates and summary reports regarding status of health care system to Unit Leader, Report Process and/or GIS analyst as directed by the Situation Unit Leader.		
6. Verbally, alert Situation Unit Leader of time sensitive/critical information regarding health care facilities.		
7. Provide twice daily evacuation status reports		
8. Prepares ad hoc reports as requested by Situation Unit Leader		
9. Provide report to SUL regarding completion of any incident objectives.		
10. Save incident documentation in established incident file on z drive.		
Upon Demobilization		
1. Complete evaluations for direct reports		
2. Complete demobilization paperwork		
3. Provide information for after-action report		
4. Return any equipment issued during activation.		
5. Clean up work space before departure.		