

# Healthcare Facility Emergency Management Hot Wash Template

<b>1. Event Overview</b>	
Event/Incident Name	
Date and Time	
Location/Unit(s) Involved (e.g., evacuation, mass casualty, IT outage, severe weather, active threat)	
Type of Event	
Lead Facilitator	
Participants	
<b>2. Objectives</b>	
What were the planned objectives?	
Were they met?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially
Notes on objective performance	

<b>3. Timeline Summary - Provide a concise, factual recap</b>	
<ul style="list-style-type: none"> <li>• Initial notification</li> <li>• Key actions</li> <li>• Decision points</li> <li>• Resource deployments</li> <li>• Event conclusion</li> </ul>	
<b>4. What Worked Well -List strengths, successes, and effective actions</b>	
<b>5. What Didn't Work/Areas for Improvement - Identify gaps, delays, failures, or unexpected challenges</b>	
<b>6. Immediate Corrective Actions - Focus on quick fixes that can be implemented right away</b>	
Issue Identified	
Immediate Action	
Responsible Party	
Deadline	
<b>7. Longer-Term Recommendations - For items requiring policy, training, or infrastructure changes</b>	

## 8. Resource and Logistics Review

- Staffing adequacy
- Equipment availability
- Supply chain issues
- Communication tools
- Facility infrastructure performance

## 9. Communications and Coordination Review

Internal communication (clinical units, command center, leadership)

External communication (EMS, public health, vendors, law enforcement)

Patient and family communication

Documentation and information flow

## 10. Safety and Clinical Care Considerations

- Patient safety issues
- Continuity of care
- Infection prevention
- Evacuation/transport challenges
- Special populations (ICU, behavioral health, dialysis, NICU, etc.)

## 11. Final Summary

Top 3 Strengths

Top 3 Improvements

Next steps for after-action report (AAR)

# Healthcare Facility Emergency Management Hot Wash Checklist

Use this checklist during or immediately after the hot wash to ensure nothing is missed.

## Event Context

- Event type confirmed
- Units/departments involved identified
- Incident objectives restated
- Timeline reconstructed

## Staffing & Roles

- Incident Command roles activated appropriately
- Staff availability adequate
- Role clarity maintained
- Just in time training needs identified

## Communication

- Internal communication effective
- External partners notified appropriately
- Redundant communication systems used if needed
- Documentation maintained (ICS forms, logs, EMR notes)

## Clinical Operations

- Patient triage and tracking effective
- Continuity of care maintained
- Medication access uninterrupted
- Critical equipment functional (ventilators, monitors, pumps)
- Special populations addressed

## Safety & Security

- Access control maintained
- Staff safety monitored
- Patient safety risks identified
- Infection control measures followed

## Logistics & Resources

- Supplies adequate (PPE, meds, linens, food, water)
- Equipment available and functional
- Backup power and utilities stable
- Transportation resources available

## Facility Infrastructure

- HVAC, power, water, and IT systems stable
- Evacuation routes clear
- Assembly areas functional
- Damage or hazards documented

## After Action Follow Up

- Immediate corrective actions assigned
- Long-term recommendations captured
- Responsible parties identified
- AAR development timeline set