

Clinic Command Post

Purpose: Direction and coordination of mass prophylaxis/dispensing clinic operations. Coordination of clinic operations with community EOC/Incident Command.

Staffing:

Clinic Manager # _____
Safety Officer # _____
Information Officer # _____
Volunteer Coordinator # _____

Also: Community EOC Support:

Logistics # _____
Finance/Admin # _____
Facility Maintenance # _____
External Security/Traffic Control

First Aid Resources _____
Behavioral Health Resources _____

Supplies:

Forms:

- ** Incident specific medical screening & treatment protocol (from State Epidemiology)** copies medication/vaccine information sheets
- Copy Community Mass Prophylaxis/Dispensing Response Plan,
- Incident Action Plan forms,
- Telephone logs,
- Clinic Response Plan,
- Clinic Staff Assignment Records,
- Job Action Sheets,
- Staff Sign In/Out Records, Injury/Illness Report Forms (Incident Reports)
- Medication Inventory Log
- Supply Inventory/Resource Request forms

General:

- Facility floorplan and safety/evacuation plan
- Copy of clinic floor plan, copy of briefing schedule, shift change procedures
- PPE (if indicated) and other infection control supplies (waterless hand cleanser, surface cleaners),
- General clerical supplies: Clipboard/Pens/notepaper/markers/calculators etc.
- chart & tripod for info/messaging
- Informational/directional signage,
- Traffic control resources,
- Pinnies or vests, nametags

Volunteer Support:

- Sign-In Station
- Designated rest area with water/food
- chart & tripod for info/messaging

Equipment:

Communications:

- Key Contact numbers
- Status Board, Information Board (Dry Erase)
- Landline Phone, Cell/Mobile/Satellite Phone (communications with local EOC),
- two way radio (clinic communications),
- access to computer/fax/printer/copier
- Facility PA system (?)
- PDAs (?)

Bar code scanners (if used for pharmaceutical or other supply inventory)

Refrigerator (vaccine cold chain)

First Aid supplies