



# RNC Hospital Preparedness Checklist

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## Introduction

The following checklist offers recommended activities that hospitals should consider taking in preparation for the Republican National Convention (RNC) in July 2024. Updated versions of this checklist will be issued through the state's [Healthcare Emergency Readiness Coalitions](#) (HERCs) and new items/changes will be highlighted in colored text. Check with your regional coordinator for where the most recent checklist will be made available.

Technical assistance (TA) points of contact listed are state staff within the Division of Public Health (DPH) and can be consulted about questions on the bullets in their respective areas.

## Internal communication

How information will be shared along communications channels.

- TA Point of Contact: Facilities Internal Emergency Communications Staff

## Internal Staff Emergency Notification System

- Work with staff to ensure current contact information.
- Review staff notification policies and procedures.
- Review staff call-in policies and procedures.
- Communicate with staff about notification and call-in procedures.
- Test notification/call-in process and correct for any issues identified.
- Review any internal facility and/or system crisis communications plans.

## Incident information sharing

- EMResource, EMTrack, and WISCOM TA Point of Contact: Hospital & Healthcare Systems Coordinator, Katherine Johnson ([katherine.johnson@DHS.Wisconsin.gov](mailto:katherine.johnson@DHS.Wisconsin.gov))
- eICS TA Point of Contact: Statewide HERC Coordinator, Brian Kaczmarski ([k3.consults.llc@gmail.com](mailto:k3.consults.llc@gmail.com))
- Surveillance TA Point of Contact: William Koehne ([william.koehne@dhs.wisconsin.gov](mailto:william.koehne@dhs.wisconsin.gov))

## EMResource

EMResource will serve as a primary means of communication and data collection for hospitals during the 2024 RNC. It is vital that each facility understand and follow these steps to support a robust monitoring and communications process during the event. The data collection process, which will collect key information from facilities twice a day during the RNC, will be rolled out in early 2024.

- Facilities should ensure users have access to the system and at a minimum have three designated emails to receive alert notifications for MCI, bed count, and general announcement events.
- Ensure facility's EMResource users are knowledgeable in the use of the system, and available to respond to any alerts that may arise during the RNC.

- ❑ Attend one of the Southeast 2024 Tech Days training held April 4, April 10, or April 24. Details of the training time and location will be shared through HERC Region 7.
- ❑ Develop/review internal process to identify facility capacity to receive red, yellow, and green triage patients once a mass casualty event has been placed in EMResource.
- ❑ Review, update, and verify the information listed in the "organization" section of the facility detail view. Priority areas are the emergency preparedness contact, emergency preparedness email, and emergency preparedness phone status types.
- ❑ Understand processes for filling out mass casualty incident response template.
- ❑ Preventative maintenance and utility information
  - Ensure all preventive maintenance is completed on utility systems prior to convention date.
  - Ensure facility utility information on EMResource is complete, including backup generators as sub-resources prior to the convention date.

### **EMTrack**

EMTrack will be utilized during the RNC if an incident should occur that requires MCI patient transports to a receiving facility, evacuation of the Fiserv Forum, and family reunification efforts. Two days prior to the official start of the RNC an incident will be created in EMTrack. First responders, hospital receivers, family reunification staff, and emergency management organizations are encouraged to participate in patient tracking.

- ❑ Facilities will need to ensure users have access to the EMTrack system.
- ❑ Facilities should review MCI patient tracking for self-presenting patients and family reunification efforts.
- ❑ Attend one of the Southeast 2024 Tech Days training held April 4, April 10, or April 24. Details of the training time and location will be shared through HERC Region 7.

### **WISCOM**

- TA Point of Contact: Conference Room & Radio Systems Specialist, Darren Chappuies  
([darren.chappuies@dhs.wisconsin.gov](mailto:darren.chappuies@dhs.wisconsin.gov))

The Wisconsin Interoperable System for Communications (WISCOM) system serves as a means of redundant communication for Wisconsin hospitals. WISCOM radios shall be used to support communications between the Wisconsin Department of Health Services (WI DHS), other hospitals, and partners during major disaster events and large-scale incident responses.

- ❑ Assess staff training and familiarity with your facility's WISCOM radio. If needed, connect with your region's WISCOM subject matter expert to receive training and support.
- ❑ Participate in scheduled WISCOM drills with your HERC. Check with your coordinator for that schedule.
- ❑ Identify a member of facility IT department who can support any network requirements of the WISCOM radio.
- ❑ Attend one of the Southeast 2024 tech days training held April 4, April 10, or April 24. Details of the training time and location will be shared through HERC Region 7.

### **eICS**

eICS is a secure incident management tool used to guide and support response partners, including Wisconsin's seven healthcare emergency response coalitions (HERCs), through the entire preparedness cycle. All actions and data input into an eICS event are archived and timestamped for future reference and documentation needs.

- ❑ eICS will mainly be used by the Southeast HERC for documentation purposes and after-action reporting (AAR) post the event.

- Facilities should work with the HERC to determine access permissions.
- Attend one of the Southeast 2024 tech days training held April 4, April 10, or April 24. Details of the training time and location will be shared through HERC Region 7.

## Public information

Any information, regardless of form or format, that an agency discloses, disseminates, or makes available to the public.

- TA Point of Contact: DHS Media ([dhsmedia@wisconsin.gov](mailto:dhsmedia@wisconsin.gov)) or 608-266-1683

## Media communications

- Educate staff on hospital policy regarding media communications.
- Develop RNC messaging for staff in response to patients/families.
- Review facility's media staging & credentialing process in the event of an incident where your facility receives patients connected with the event.
- Encourage a representative from facility or system media team to connect to any public information working groups supported by the regional HERC. (Facilities in regions without such a group should contact the state point of contact listed above to be connected to virtual joint information activities being run for health partners during the event.)

## Public communications

- Consider how social media accounts may be used by facility during the event to communicate with patients, families, staff, and communities.
  - Example: Impact of traffic restrictions on typically used routes to facilities.
  - Example: Information during an emergency situation.
- Discuss how the facility may use its website to communicate with patients, families, staff, and communities both during the steady state period around the RNC.

## Resource and asset management planning

Activities that provide direction to and expectations for resources that will be applied to meet potential needs during an incident.

- TA Point of Contact: Health Emergency Preparedness Planner, Amanda Hauser ([amanda.hauser@dhs.wisconsin.gov](mailto:amanda.hauser@dhs.wisconsin.gov))

## Staff

- Consider limiting staff vacation the week of the convention.
- Consider scheduling additional staff/on-call staff during and around the convention.
- Identify staff & transportation alternate egress (heavy traffic, road blockages).
- Develop, review and/or revise organizational plans to provide behavioral health support services to staff as needed.

## Medical supplies

- Consider increasing inventory of medical supplies with a priority focus on burn and trauma response. Facilities that have prepared for these types of events in the past have recommended that levels be

increased 2–3 times over par for the length of the convention. These items include, but are not limited to:

- o Tourniquets
- o Burn supplies
- o Coagulating agents/wound dressing
- o Surgical trays
- o Blood products
- o Pharmaceutical caches
- o Lab testing supplies
- o Blood supplies
- o Oxygen supplies

### **Hospital Command Center (HCC)**

- Consider reserving the room where the HCC for convention week.
- Evaluate command center approaches to strategize staffing during surge (virtual vs in-person coordination meetings).
- Ensure command center supplies are adequate and equipment is in working order.
- Consider adding an IT staff member to the command center to ensure connectivity is not an issue.
- Ensure command center staff are familiar with any assigned roles and responsibilities.

### **General emergency planning**

- TA Point of Contact: Health Emergency Preparedness Planner, Amanda Hauser  
([amanda.hauser@dhs.wisconsin.gov](mailto:amanda.hauser@dhs.wisconsin.gov))

### **Internal hospital plans and procedures**

- Review internal response plans/procedures as well as consideration of RNC-specific plans/procedures. Topics not addressed elsewhere in this document include, but are not necessarily limited to:
- Establishment of a reception area to address surge of concerned family/friends in a large-scale event
- Conduct of patient management during medium and large-scale medical surges
- Labor pool credentialing
- Supply chain management
- Evacuation/relocation
- Mass casualty incident response
- VIP procedures
- Radiological response
- Chemical exposure response and hazmat decontamination procedures
- Continuity of Operations Plan (COOP)

### **Safety and security**

- TA Point of Contact: Facility Security

### **Law enforcement collaboration and situational awareness**

- ❑ Review existing/develop plan (with local law enforcement) for the establishment of a perimeter around facility in the event of a large-scale incident.
- ❑ Establish and train staff on facility access procedures when a perimeter is in effect including staff ID needs and locations for entry, patient access, redirection of visitors to pre-identified reception centers, etc.
- ❑ Familiarize local first responders (EMS/fire/law enforcement) with facility lock down procedures.

### **Medical countermeasure dispensing planning**

- TA Point of Contact: Jurisdiction's local health officer

### **Response plans/Procedures for Points of Dispensing (PODs)**

- ❑ Inform local health department information needed to activate mass dispensing at your hospital:
  - Count for staff and families
  - Delivery location for Strategic National Stockpile which can accept supplies on pallets
- ❑ Collaborate with local health department to assure POD site is indicated in the WI DHS SharePoint site to be activated in an emergency to assure mass dispensing is under the authority of the local health officer and state medical order.