

ARHA Staff Call-Out Centre Check Sheet

Date of Call-Out: _____ Time of Call: _____ Call-Out Centre: _____

Contacted by _____ from _____ @ _____
Input name of caller Input name of facility Community

Reason for Call-Out:

Call Back Number: _____ Time Requested to Call Back: _____

Special Instructions (If applicable):

(Entrance required to be used, parking instructions, etc)

Resources requested by Disaster Facility:

It is **MANDATORY** to notify the Area Manager with any Staff Call-Out Activation.
 In ERMS, select "Area Manager & Site Coordinators" with your staffing selection to insure notification to site management of the staff call-out.

(Use the check boxes to indicate staffing needed and indicate the number of staff requested.)

<u>Position Description</u>	<u>Staff Needed</u>	<u>Position Description</u>	<u>Staff Needed</u>
Area Manager	Yes <input checked="" type="checkbox"/>	Pharmacy	Yes ___ No
Coordinator (FCC/CCC)	Yes <input checked="" type="checkbox"/>	Nutrition Services	Yes ___ No
Maintenance	Yes ___ No	Housekeeping	Yes ___ No
Physicians	Yes ___ No	Laundry	Yes ___ No
RN	Yes ___ No	CSR	Yes ___ No
LPN	Yes ___ No	Admin/Medical Records	Yes ___ No
HCA	Yes ___ No	Activities	Yes ___ No
EMS	Yes ___ No	Community Services	Yes ___ No
Diagnostics	Yes ___ No	Other	Yes ___ No

**Reston HC - Have Virden HC (748-1230) Contact EMS On-Call Supervisor by FleetNet*

**Sandy Lake PCH - Have Erickson HC (636-7777) Contact EMS On-Call Supervisor by FleetNet*

Entering the message into ERMS:

Remember: Input the **Name of the Facility Requesting** the Staff Call-Out and the **Disaster Code**.
 e.g. "Anywhere HC" has a Code Green"

Note: In ERMS select "Area Manager & Site Coordinators" with your staffing selection.
 If the requested Area Manager does not respond, initiate another campaign and select the entire Area Manager group to be notified of the activated code and staff call-out.

Comments (what worked well, what can be improved, concerns, etc...):

Person conducting the Staff Call-Out:

Print name

Signature

**Please forward within 24 hours to: Emergency Preparedness Committee by fax 759-3127
 Provide original copies of all Staff Call-Out Documents to the Business Office.**