

Natural Disaster Preparedness Scale for Nursing Department of Hospital

1) Plan (49 items)

	Item	done	mostly done	hardly done	never done
1	We are aware of disasters that may occur in the region of the hospital.	4	3	2	1
2	We understand the regional disaster prevention plan(s).	4	3	2	1
3	We know which regional resources (supplies) are available during a disaster.	4	3	2	1
4	We approach internal countermeasures against disasters in line with regional cooperation.	4	3	2	1
5	Individual sections of the nursing department have identified their vulnerable points with respect to disasters.	4	3	2	1
6	We know the damage range of a disaster predicted by the hospital.	4	3	2	1
7	We understand the disaster prevention plan(s) of the hospital.	4	3	2	1
8	We understand the earthquake-proof structure of the hospital.	4	3	2	1
9	We understand how to handle hazardous substances belonging to the hospital.	4	3	2	1
10	We understand the hospital's policy for launching a disaster countermeasures office.	4	3	2	1
11	We measure the time an emergency gathering needs to be completed.	4	3	2	1
12	We know the time the hospital needs to launch a disaster countermeasures office.	4	3	2	1
13	We understand the hospital plan for locations to be used for medical care and management during a disaster.	4	3	2	1
14	We have a secured locations (such as beds and space) to accept injured and sick patients for medical care.	4	3	2	1
15	We understand the hospital counterplan for facility and equipment damage.	4	3	2	1
16	We understand the hospital counterplan (such as in-house power generation and water storage tank) if its lifeline utilities are disconnected.	4	3	2	1
17	We know the means for conveying information (such as transceiver, PHS and wireless) during a disaster.	4	3	2	1
18	We understand how to transfer patients during a disaster.	4	3	2	1
19	We understand the hospital security system in disaster situations.	4	3	2	1
20	We understand the way(s) of responding to mass media after a disaster.	4	3	2	1

	Item	done	mostly done	hardly done	never done
21	We understand the hospital evacuation plan(s) when a disaster strikes.	4	3	2	1
22	We have conducted a survey on nurses' awareness to disaster prevention.	4	3	2	1
23	We confirm nurses' safety when a disaster strikes.	4	3	2	1
24	We have a contact list to be used during a disaster.	4	3	2	1
25	We know how nurses travel to the hospital in disaster situations.	4	3	2	1
26	We have a manual for the roles and responsibilities of nurses during a disaster.	4	3	2	1
27	We have a manual to increase the number of beds in disaster situations.	4	3	2	1
28	We have a list of healthcare supplies that must be provided to other locations to increase available beds.	4	3	2	1
29	We have a manual for recording tools used in disaster situations.	4	3	2	1
30	We have a manual for patients' hospitalization and discharge in disaster situations.	4	3	2	1
31	We have a manual to handle deceased patients' remains and care for their families.	4	3	2	1
32	We have a manual for managing the personal belongings of injured patients taken to the hospital.	4	3	2	1
33	We have a document that guides (such as Action cards) people to take immediate action when a disaster strikes	4	3	2	1
34	We have a rule that defines what type of care nurses (such as disaster relief nurses) can be provided to patients during a disaster.	4	3	2	1
35	We have a predetermined policy for the roles of nurses dispatched from other hospitals when a disaster strikes.	4	3	2	1
36	We have a predetermined policy for the roles of volunteers who approach to help when a disaster strikes.	4	3	2	1
37	We have a list of resources (such as foods and places to sleep) to be provided to staff members working in disaster situations.	4	3	2	1
38	We have a mental healthcare plan for staff members working in disaster situations.	4	3	2	1
39	Each section of the nursing department has its own disaster prevention plan(s).	4	3	2	1
40	Each section of the nursing department has a rule for what information the section should report and how it transfers information to the hospital disaster countermeasures office.	4	3	2	1
41	Each section of the nursing department has a list of goods for external use in disaster situations.	4	3	2	1
42	We have a treatment manual for patients on life-support devices (such as mechanical ventilator) in disaster situations.	4	3	2	1

	Item	done	mostly done	hardly done	never done
43	We have a manual to continue treatment of regular patients (such as dialysis patients and inveterate disease patients) with serious diseases.	4	3	2	1
44	We have disaster prevention plans that are different for each season.	4	3	2	1
45	We have disaster prevention plans that are different for different hours (such as holidays and night shifts).	4	3	2	1
46	We know who takes the leadership role among nurses when a disaster strikes.	4	3	2	1
47	We know the roles of nurse leaders in disaster situations.	4	3	2	1
48	We know the responsibilities of nurse leaders in disaster situations.	4	3	2	1
49	We know where leaders are assigned when a disaster strikes.	4	3	2	1

2) Organize (11 items)

	Item	done	mostly done	hardly done	never done
50	We participate in the hospital's disaster committee.	4	3	2	1
51	The nursing department maintains an active disaster committee.	4	3	2	1
52	We plan to assign power to a nurse leader during a disaster.	4	3	2	1
53	We have a support system to secure nurses (such as disaster relief nurses) from other medical institutions when a disaster strikes.	4	3	2	1
54	We have a support system to secure volunteers when a disaster strikes.	4	3	2	1
55	The nursing department has a cooperative system between individual sections to work together in disaster situations.	4	3	2	1
56	The sections of the nursing department always cooperate with other departments of the hospital.	4	3	2	1
57	We always cooperate with our affiliated hospitals and medical institutions.	4	3	2	1
58	We know which nurses can come to the hospital after a disaster.	4	3	2	1
59	We have collaborative relationships with organizations (such as nursing schools and nursing association) related to the nursing department to work together during a disaster.	4	3	2	1
60	We can contact companies (for medical tools, medical gas, and lifelines) to work together during a disaster.	4	3	2	1

3) Equip (14items)

	Item	done	mostly done	hardly done	never done
61	We have tools (such as radios and televisions) to collect disaster information.	4	3	2	1
62	We have tools (such as transceiver, PHS and wireless) to convey disaster information.	4	3	2	1
63	We have a stockpile (such as water, foods and medical tools) of supplies for patients during a disaster.	4	3	2	1
64	We are well prepared with resources such as food and places to sleep to be provided to staff members working in disaster situations.	4	3	2	1
65	We understand where and how to store hospital equipment (such as portable aspirators, PPEs and decontamination tents) used in disaster situations.	4	3	2	1
66	We know where and how the hospital's emergency stockpile (such as water, foods and medical tools) is stored.	4	3	2	1
67	We have a sufficient supply of goods and drugs for disinfecting and sterilization in case lifeline utilities are disconnected.	4	3	2	1
68	We have a sufficient supply of hot/cold insulating materials in case lifeline utilities are disconnected.	4	3	2	1
69	We have a sufficient supply of goods to maintain patients' cleanliness in case lifeline utilities are disconnected.	4	3	2	1
70	We have a sufficient number of goods to be used for toilet needs in case lifeline utilities are disconnected.	4	3	2	1
71	We have a sufficient number of goods (such as name tags or numbered clothes) to identify nurses who approach to help from other hospitals during a disaster.	4	3	2	1
72	Each section of the nurse department is well prepared for necessary acts in case of a disaster.	4	3	2	1
73	We conduct periodic inspections of our disaster equipment and stockpile.	4	3	2	1
74	We perform maintenance on hospital facilities to prevent secondary damage (such as falls or shattered glass) after a disaster.	4	3	2	1

4) Train (22items)

	Item	done	mostly done	hardly done	never done
75	We distribute the hospital's disaster manual (guideline) to nurses or notify them of its contents.	4	3	2	1
76	We educate nurses about the hospital's disaster prevention plan(s)(manual ,guideline).	4	3	2	1
77	We educate nurses about the hospital's evacuation plan(s) (places, routes, and methods).	4	3	2	1
78	We educate nurses about the hospital's counterplan (such as in-house power generation and water storage tank) when its lifeline utilities are disconnected.	4	3	2	1

	Item	done	mostly done	hardly done	never done
79	We educate nurses about which hospital resources (such as transceiver, PHS and wireless) should be used to communicate disaster information and how they can use these resources.	4	3	2	1
80	We educate nurses about how to use the hospital's emergency equipment (such as portable aspirators, PPEs and decontamination tents) .	4	3	2	1
81	We educate nurses about their physical security after a disaster.	4	3	2	1
82	We educate nurses about secondary damage prevention (such as fallen objects or breakages).	4	3	2	1
83	We educate nurses about disinfecting and sterilizing needs when lifeline utilities are disconnected.	4	3	2	1
84	We educate nurses about how to continue medical care in case of a blackout (such as resources that can be used or switched when there is a power cut).	4	3	2	1
85	We educate nurses so that they can cope with situations in which electric devices (such as monitors and automated sphygmomanometers) cannot be used.	4	3	2	1
86	We educate nurses about how to provide medical care to patients (such as the way to set priorities and perform emergency aid procedures) in disaster situations.	4	3	2	1
87	We encourage nurses to participate in external seminars on disasters, including report sessions and study meetings.	4	3	2	1
88	We provide nurses different disaster-preventing education, depending on their positions and experience.	4	3	2	1
89	Individual sections of the nursing department conduct disaster training.	4	3	2	1
90	We make good use of documents (such as DVDs and books) for disaster education.	4	3	2	1
91	We educate nurses about the importance of disaster training.	4	3	2	1
92	We educate nurses about mental healthcare for patients in disaster situations, including how important it is.	4	3	2	1
93	We train the nurses who will take the leadership role when a disaster strikes.	4	3	2	1
94	We educate patients about disaster prevention.	4	3	2	1
95	We educate community residents about disaster prevention.	4	3	2	1
96	We explain to patients how to behave in disaster situations during their hospital orientation.	4	3	2	1

5) Exercise (9items)

	Item	done	mostly done	hardly done	never done
97	We participate in periodic training organized by the hospital.	4	3	2	1
98	We conduct training involving patients.	4	3	2	1
99	We conduct training three or more times a year.	4	3	2	1
100	We conduct joint training with affiliated hospitals that work together when a disaster strikes.	4	3	2	1
101	We conduct joint training with related organizations (emergency medical technician teams, rescue teams and DMATs).	4	3	2	1
102	We conduct training to announce a disaster event and to issue an alarm and a warning to patients.	4	3	2	1
103	Individual sections of the nursing department conduct training to communicate information on hospital damage to the disaster countermeasures office.	4	3	2	1
104	We use disaster equipment (such as portable aspirators, PPEs and decontamination tents) to conduct training.	4	3	2	1
105	We conduct training in various situations, such as training during nonworking hours (such as holidays and night shifts) or without prior notice.	4	3	2	1

6) Evaluate and improve (9items)

	Item	done	mostly done	hardly done	never done
106	We confirm whether other sections of the nursing department can implement their disaster prevention plans in training.	4	3	2	1
107	We confirm whether medical care for patients (such as setting priorities and performing emergency aid procedures) can be performed as per the predetermined plan in training.	4	3	2	1
108	We confirm whether goods required in disaster situations can be prepared as per the predetermined plan in training.	4	3	2	1
109	We confirm whether we can convey essential information to the hospital disaster countermeasures office in training.	4	3	2	1
110	We evaluate the disaster prevention plans (manuals) through actual disaster or training to modify the plans.	4	3	2	1
111	We evaluate the collaborative relationships with internal and external hospital departments and organizations through actual disaster or training to improve the current institutionalization.	4	3	2	1
112	We evaluate hospital goods, facilities, and systems through actual disaster or training to improve the currently prepared equipment.	4	3	2	1
113	We understand the role of participation in training or study meetings in updating the current educational programs for disaster preparation.	4	3	2	1
114	We evaluate the disaster prevention plans for nurses through their effectiveness in actual disasters or training to improve their educational value.	4	3	2	1