

Evacuation Cot Policy **For** **Hospitals, Nursing Homes and Assisted Living Facilities**

A stockpile of cots, back rests, sleep pads and privacy screens are available to hospitals, nursing homes, and assisted living facilities in the event of a need to evacuate.

Costs

The agency requesting the stockpile is responsible for the cost of shipping the materials to the requested location.

Stockpile inventory description

Items are shipped in a 'per box' unit of measure rounding up to the nearest full box.

Medical/Surgical Cot (2 Cots per Box)

The cot is specially designed for healthcare needs. It is 84" long x 24" high x 34" wide (very similar to a hospital bed) and can hold up to 375 pounds. The cot has no rails, but comes with an IV pole and an attached pocket to hold personal belongings or a medical record.

Back Rest (4 Back Rests per Box)

An attachment for the cot that supports the patient's back that can be adjusted to various heights.

Sleep Pad (10 pads per Box)

An inflatable mattress, 76" long x 1.5" thick (inflated) x 25" wide, which not only provides comfort, but also is designed to mitigate bedsores.

Privacy Screens (1 screen per Box)

Lightweight, aluminum, tri-paneled privacy screens measuring 69" high x 90" wide. They fold for easy storage and are on caster wheels.

Transportation

Maximum delivery time within the state of Wisconsin is approximately nine (9) hours in good driving conditions after the decision to release the cots is made.

Planning Elements

All facilities in the State of Wisconsin may request cots and supporting items from this stockpile. However, the following emergency preparedness elements should be understood in order to facilitate efficient use of these cots and supporting equipment:

1. The requesting facility is responsible for determining the number of cots and filling out the request form (Attachment A).
2. The Division of Public Health (DPH) will calculate the total number of boxes shipped.



3. The requesting facility is responsible for the receipt and set-up of cots upon delivery.
4. The requesting facility must assume all liability for the use of the cots by their staff and patients.
5. After the evacuation incident is over, requesting facility may use, donate or dispose of the cots and support items. However, the cots, back rests and sleep pads cannot be sold.

Procedures for Requesting Cots

1. The requesting facility determines how many patients will be evacuated to each evacuation location.
2. The requesting facility will complete a separate “Evacuation Cot Request” form for EACH evacuation location. ([Form F-00961](#))
3. The requesting facility will fax or email the completed “Evacuation Cot Request” to DPH using the information below.

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DHS 24 Hour Emergency Hotline: 608-258-0099

4. The approved request form will accompany the shipment. Upon arrival, the contact receiving the delivery will need to sign for cots and equipment, verify quantity received (at the bottom of the form), include date and time of receipt, sign the form, and return via fax or email to DPH.