**Appendix 1. Suppelementary Table: Excluded action items.**

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| **Key component** | **Action item** |
| Command and control | No excluded action items  |
| Communication | No excluded action items |
| Safety and security | * Ensure that security measures required for safe and efficient hospital evacuation are clearly defined
* Ensure that the rules for engagement in crowd control are clearly defined
* Identify information insecurity risks. Implement procedures to ensure the secure collection, storage and reporting of confidential information
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| Triage | No excluded action items |
| Surge capacity | No excluded action items |
| Continuity of essential services | * Ensure the existence of a systematic and deployable evacuation plan that seeks to safeguard the continuity of critical care (including, for example, access to mechanical ventilation and life-sustaining medications)
* Ensure the availability of appropriate back-up arrangements for essential lifelines, including water, power and oxygen
* Anticipate the impact of the most likely disaster events on hospital supplies of food and water. Take action to ensure the availability of adequate supplies
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| Human resources | * Estimate and continuously monitor staff absenteeism
* Recruit and train additional staff (e.g. retired staff, reserve military personnel, university affiliates/students and volunteers) according to the anticipated need
* Address liability, insurance and temporary licensing issues relating to additional staff and volunteers who may be required to work in areas outside the scope of their training or for which they have no licence
* Provide training and exercises in areas of potential increased clinical demand, including emergency and intensive care, to ensure adequate staff capacity and competency
* Ensure that staff dealing with epidemic-prone respiratory illness are provided with the appropriate vaccinations, in accordance with national policy and guidelines of the health authority
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| Logistics and supply management | All action items excluded (in Finland this is part of different preparedness plans and regulated by law) |
| Post-disaster recovery | * In case of damage to a hospital building, ensure that a comprehensive structural integrity and safety assessment is performed
* If evacuation is required, determine the time and resources needed to complete repairs and replacements before the facility can be reopened
* Organize a team of hospital staff to carry out a post-action hospital inventory assessment; team members should include staff familiar with the location and inventory of equipment and supplies. Consider including equipment vendors to assess the status of sophisticated equipment that may need to be repaired or replaced
* Show appropriate recognition of the services provided by staff, volunteers, external personnel and donors during disaster response and recovery
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