

MEDICAL GROUP SUPERVISOR

Position Check List

Description

Reports to the Operations Section Chief or the Medical Branch Director if established. Supervises the Triage Unit leader, Treatment Unit leader, and Medical Supply Coordinator. Also supervises the Patient Transportation Unit Leader if Medical Branch director is not initiated. Establishes command and controls the activities within a Medical Group

Position Specific Responsibilities

*Unit Identifier: "**MEDICAL GROUP**" or "**MEDICAL GROUP 1, MEDICAL GROUP 2, etc.**" if Medical Branch Director is established*

- Obtain situation briefing from Operations Chief or Medical Branch Director if established
- Don position identification vest
- Participate in Medical Branch/Operations Section planning activities.
- Establish Medical Group with assigned personnel, request additional personnel and resources sufficient to handle the magnitude of the incident.
- Designate Unit Leaders and Treatment Area locations as appropriate.
- Ensure that Triage and Patient Transportation have radio communication
- Coordinate location of medical supply, treatment, and morgue areas with Unit Leaders
- Isolate Morgue and Minor Treatment Area from Immediate and Delayed Treatment Areas.
- Request law enforcement/coroner involvement as needed.
- Ensure that all work areas are out of hazardous areas
- Determine amount and types of additional medical resources and supplies needed to handle the magnitude of the incident (medical caches, backboards, litters, and cots).
- Anticipate needs for additional supplies, equipment and personnel
- Ensure activation or notification of hospitals and EMS/health agencies.
- Direct and/or supervise on-scene personnel from agencies such as Coroner's Office, Red Cross, law enforcement, ambulance companies, county health agencies, and hospital volunteers.
- Request proper security, traffic control, and access for the Medical Group work areas.
- Direct medically trained personnel to the appropriate Unit Leader.
- Maintain Unit/Activity Log (ICS Form 214).
- Demobilize group as directed by Operations Chief of Medical Branch Director
- Maintain record of activities and forward all Medical Group records and reports to the Medical Branch Director or Operations Section Chief

MEDICAL SUPPLY COORDINATOR

Position Check List

Description

Reports to the Medical Group Supervisor and acquires and maintains control of appropriate medical equipment and supplies from Units assigned to the Medical Group.

Position Specific Responsibilities

*Unit Identifier: “**MEDICAL SUPPLY**” or “**MEDICAL SUPPLY 1, MEDICAL SUPPLY 2, etc.**”*

- Obtain situation briefing from Medical Group Supervisor
- Don position identification vest
- Acquire, distribute and maintain status of medical equipment and supplies within the Medical Group. *
- Make requests for needed medical equipment and supplies through Medical Group Supervisor *
- Coordinate with Treatment Unit Leader(s) for equipment and supplies needed in Treatment Areas
- Request additional medical supplies. *
- Distribute medical supplies to Treatment and Triage Units.
- Maintain log of all received, requested, on-hand, and distributed equipment and supplies
- Maintain Unit/Activity Log (ICS Form 214)
- Turn in all documentation to Medical Group Supervisor

* If the Logistics section is established, this position would coordinate with the Logistics Section Chief or Supply Unit Leader.

MINOR TREATMENT AREA MANAGER

Position Check List

Description

Reports to the Treatment Unit Leader and is responsible for treatment and re-triage of patients assigned to Minor Treatment Area.

Position Specific Responsibilities

- Obtain situation briefing from the Treatment Unit Leader
- Don position identification vest
- Coordinate location of Minor Treatment Area with Treatment Unit Leader
- Request or establish Medical Teams as necessary.
- Make requests for supplies and personnel through Treatment Unit Leader
- Assign treatment personnel to patients received in the Minor Treatment Area.
- Ensure appropriate treatment of patients in the Minor Treatment Area.
- Assure the patients are prioritized for transportation.
- Coordinate transportation of patients with Treatment Dispatch Manager.
- Notify Treatment Dispatch Manager of patient readiness and priority for transportation.
- Assure that appropriate patient information is recorded.
- Maintain records of numbers of patients treated and other activities
- Maintain Unit/Activity Log (ICS Form 214)
- Secure operations when advised
- Forward reports and records to Treatment Unit Leader

MORGUE MANAGER

Position Check List

Description

Reports to the Triage Unit Leader and assumes responsibility for the Morgue Area functions until properly relieved.

Position Specific Responsibilities

Unit Identifier: "MORGUE" or "MORGUE 1, MORGUE 2, etc."

- Obtain Situation briefing from Medical Group Supervisor, Triage Unit Leader, and Treatment Unit Leader
- Don position identification vest
- Assess resource/supply needs and order as needed.
- Appoint staff and assistants, as needed
- Secure body tags
- Coordinate all Morgue Area activities.
- Keep area off limits to all but authorized personnel.
- Coordinate with law enforcement and assist the Coroner or Medical Examiner representative.
- Allow no one to remove a body, body part, or any personal effects from the scene without the authorization of the Coroner or Deputy Coroner
 - o Move bodies only when necessary
 - o Do not move bodies or personal effects without identifying the original location (photos, grid drawings, etc.)
- If necessary to move bodies, designate morgue area
- Maintain security of all personal belongings and keep with body
- Keep identity of deceased persons confidential.
- Maintain appropriate records.
- Secure operations when advised
- Forward reports and records to Medical Group Supervisor/Medical Branch Director via Triage Unit Leader if Coroner or Deputy Coroner not present at scene (Operations Chief will forward reports to Coroner)

PATIENT TRANSPORTATION UNIT LEADER / GROUP SUPERVISOR

Position Check List

Description

Reports to the Medical Group Supervisor and supervises the Medical Communications Coordinator, and the Ground Ambulance Coordinator. Responsible for the coordination of patient transportation and maintenance of records relating to the patient's identification, condition, and destination. The Patient Transportation function may be initially established as a Unit and upgraded to a Group based on incident size or complexity.

Position Specific Responsibilities

*Unit Identifier: "**PATIENT TRANSPORTATION**"*

- Obtain situation briefing from Medical Group Supervisor or Medical Branch Director.
- Don position identification vest
- Appoint and brief staff, as needed:
 - o Medical Communications Coordinator
 - o Ground Ambulance Coordinator
 - o Litter bearers
- Insure the establishment of communications with hospital(s).
- Designate Ambulance Staging Area(s).
- Establish and identify ambulance-loading areas
- Direct the off-incident transportation of patients as determined by the Medical Communications Coordinator.
- Develop ambulance ingress and egress traffic pattern and coordinate with Law Enforcement Group Supervisor
- Assure that patient information and destination are recorded.
- Establish communications with Ambulance Coordinator.
- Request additional ambulances as required.
- Notify Ambulance Coordinator of ambulance requests.
- Coordinate the establishment of the Air Ambulance Helispots with the Medical Branch Director and Air Operations Branch Director.
- Maintain written records of patients, ambulance units, and receiving facilities
- Provide patient information for transmission to the receiving facilities
- Evaluate and request necessary resources, as needed
- Maintain Unit/Activity Log (ICS Form 214)
- Secure operations when advised
- Forward records and reports to Medical Group Supervisor or Medical Branch Director

TREATMENT DISPATCH MANAGER

Position Check List

Description

Reports to the Treatment Unit Leader and is responsible for coordinating with the Patient Transportation Unit Leader (or Group Supervisor if established), the transportation of patients out of the Treatment Areas.

Position Specific Responsibilities

*Unit Identifier: “**TREATMENT DISPATCH**” or **TREATMENT DISPATCH 1, TREATMENT DISPATCH 2, etc.**”*

- Obtain situation briefing from Treatment Unit Leader
- Don position identification vest
- Establish communications with the Immediate, Delayed, and Minor Treatment Managers.
- Establish communications with the Patient Transportation Unit Leader.
- Assess situation
- Verify that patients are prioritized for transportation.
- Advise Medical Communications Coordinator of patient readiness and priority for transport.
- Coordinate transportation of patients with Medical Communications Coordinator.
- Assure that appropriate patient tracking information is recorded.
- Coordinate ambulance loading with the Treatment Managers and ambulance personnel.
- Forward records and reports to Patient Transportation Unit Leader
- Maintain Unit/Activity Log (ICS Form 214)

TREATMENT UNIT LEADER

Position Check List

Description

Reports to the Medical Group Supervisor and supervises Treatment Area Managers and the Treatment Dispatch Manager. Assumes responsibility for treatment, preparation for transport, and directs movement of patients to loading location(s).

Position Specific Responsibilities

Unit Identifier: "TREATMENT" or "TREATMENT 1, TREATMENT 2, etc."

- Obtain situation briefing from Medical Group Supervisor
- Don position identification vest
- Develop organization sufficient to handle assignment.
- Appoint and brief staff, as needed
- Assign medical care personnel to Treatment Areas
- Direct and supervise Treatment Dispatch, Immediate, Delayed, and Minor Treatment Areas
- Prioritize care of patients consistent with resources
- Ensure proper medical care procedures are followed
- Coordinate movement of patients from Triage Area to Treatment Areas with Triage Unit Leader.
- Request sufficient medical caches and supplies as necessary.
- Establish communications and coordination with Patient Transportation Unit Leader.
- Ensure continual triage of patients throughout Treatment Areas.
- Direct movement of patients to ambulance loading area(s).
- Expedite movement of patients for evacuation
- Give periodic status reports to Medical Group Supervisor.
- Maintain Unit/Activity Log (ICS Form 214)
- Maintain Records of numbers of patients treated and other activities
- Secure operations when advised
- Forward reports and records to Medical Group Supervisor

TRIAGE PERSONNEL

Position Check List

Description

Reports to the Triage Unit Leader. Triage patients and assign them to appropriate treatment areas.

Position Specific Responsibilities

- Obtain situation briefing from Triage Unit Leader
- Don position identification vest
- Report to designated on-scene triage location.
- Secure adequate supplies of triage tags
- Assess situation
- Triage and tag injured patients. Classify patients while noting injuries and vital signs if taken.
- Direct movement of patients to proper Treatment Areas.
- Provide appropriate medical treatment to patients prior to movement as incident conditions dictate.
- Forward reports and records to Triage Unit Leader.

TRIAGE UNIT LEADER

Position Check List

Description

Reports to the Medical Group Supervisor and supervises Triage Personnel/Litter Bearers and the Morgue Manager. Assumes responsibility for providing triage management and movement of patients from the triage area. When triage is completed, the Unit Leader may be reassigned as needed.

Position Specific Responsibilities

*Unit Identifier: “**TRIAGE**” or “**TRIAGE 1, TRIAGE 2, etc.**”*

- Obtain situation briefing from Medical Group Supervisor
- Don position identification vest
- Develop organization sufficient to handle assignment
- Inform Medical Group Supervisor of resource needs
- Assess situation and appoint staff as needed
- Implement triage process
- Secure adequate supplies as needed
- Coordinate movement of patients from the Triage Area to the appropriate Treatment Area.
- Maintain records of your operations
 - o Number of victims triaged, by category
- Give periodic status reports to Medical Group Supervisor
- Maintain security and control of triage area
- Coordinate with Treatment Unit Leader for medical care needs in treatment areas
- Establish Morgue, if needed
- Maintain Unit/Activity Log (ICS Form 214)
- Secure operations when advised
- Forward reports and records to Medical Group Supervisor

MCI COORDINATING FACILITY

Check List

Description

Serves as coordination point between field responders and hospitals/medical facilities during MCI events. Alerts appropriate hospitals and medical facilities of declaration of MCI event. Maintains communications with the appropriate on-scene ICS staff, i.e. Medical Communications Coordinator, to relay information on the status of available hospital beds to assure proper patient transportation. Assists field personnel in assuring proper patient transportation and destination.

Specific Responsibilities

*Unit Identifier: **Entity specific identifier (REDCOM, Queen of the Valley, Howard Forest ECC)***

- Obtain information from on-scene responders regarding declaration of MCI.
- Alert appropriate hospitals and medical facilities and initiate “MCI Alert” poll via approved system, e.g. EMSsystem.
- Maintain communications with appropriate incident ICS staff (Medical Communications Coordinator).
- Gather information obtained from “MCI Alert” regarding status of available hospital beds and resources.
- As requested, relay “MCI Alert” poll results to on-scene Medical Communications Coordinator regarding resource availability.
- Assess situation and appoint additional staff as needed to support MCI Coordinating Facility functions.
- If requested by on-scene personnel, assist with determination of destinations for patients.
- Upon direction from on-scene personnel, advise appropriate hospitals and medical facilities of pertinent updates and, when appropriate, termination of MCI event.
- Maintain documentation and records of your operations.

PATIENT DISTRIBUTION

Basic Guidelines & Considerations

- First ambulances to leave the scene should transport to the hospitals closest to the incident.
- If sufficient resources are available, the next round of ambulances to leave the scene should transport to the most appropriate distant hospital and work back towards those that are closest to the incident.
- Air ambulances should transport to the hospitals furthest from the incident unless the needs of a specialty center apply.
- EMSsystem is used to query in-house acute care hospital availability for additional (second wave) patients.
- Patient destination is determined based on pre-established “first wave” distribution assignment and subsequent updated hospital capacity information. Large scale (level 3 or 4) events may include assistance (based on size, type, and location of incident) from the EMS Duty Officer, Medical Health Operational Area Coordinator, Health Department DOC, or County EOC in determining appropriate destinations when utilizing out-of-county hospitals.

MCI Hospital Capacity & Destination Form – SONOMA COUNTY

Hospital	1 st Wave			Poll #1			Poll #2			Final Total			Comments
	MCI Declared: _____			Time: _____			Time: _____						
	Available			Available			Available			Available			
	Sent			Sent			Sent			Sent			
	I	D	M	I	D	M	I	D	M	I	D	M	
Sonoma Hospitals													
SR Memorial Level 2 TC (707) 525-5207	2	3											
Sutter Santa Rosa (707) 576-4040	1	2											
Kaiser Santa Rosa (707) 571-4800 No Helipad	1	2											
Petaluma Valley (707) 778-2676	1	2											
Palm Drive (707) 829-4370	0	2											
Healdsburg District (707) 431-6301 No Helipad	0	2											
Sonoma Valley (707) 935-5100 No Helipad	1	2											
Napa Hospitals													
Queen of the Valley Level 3 TC (707) 257-4014	1	3											
St Helena (707) 963-6425	1	2											
Other Hospitals													
Marin General Level 3 TC (No Helipad) (415) 925-7200	1	2											
UC Davis Level 1 TC (adult & ped) (916) 734-5669	1	-											
John Muir Level 2 TC (925) 939-5800	1	-											
Oakland Childrens Level 1 Pediatric (510) 428-3240	1	-											
Ukiah Valley Level 3 TC (707) 463-7330	1	2											
Kaiser San Rafael (415) 444-2400 No Helipad	1	2											
Novato Community (415) 209-1350 No Helipad	1	2											
Sutter Solano (707) 554-5210													
Kaiser Vallejo (707) 651-4910 No Helipad													

MCI Hospital Capacity & Destination Form – MENDOCINO COUNTY

Hospital	1 st Wave			Poll #1			Poll #2			Final Total			Comments
	MCI Declared: _____			Time: _____			Time: _____						
	Available			Available			Available			Available			
	Sent			Sent			Sent			Sent			
	I	D	M	I	D	M	I	D	M	I	D	M	
Mendocino Hospitals													
Ukiah Valley Level 3 TC (707) 463-7330	1	2											
Howard Memorial (707) 456-3051 No Helipad	1	2											
Mendocino Coast (707) 961-1234	1	2											
Sonoma Hospitals													
SR Memorial Level 2 TC (707) 525-5207	2	3											
Sutter Santa Rosa (707) 576-4040	1	2											
Kaiser Santa Rosa (707) 571-4800 No Helipad	1	2											
Healdsburg District (707) 431-6301 No Helipad	0	2											
Palm Drive (707) 829-4370	0	2											
Petaluma Valley (707) 778-2676	1	2											
Lake Hospitals													
Sutter Lakeside (707) 262-5050													
St Helena Clearlake (707) 995-5890													
Napa Hospitals													
Queen of the Valley Level 3 TC (707) 257-4014	1	3											
St Helena (707) 963-6425	1	2											
Other Hospitals													
UC Davis Level 1 TC (adult & ped) (916) 734-5669	1	-											
Marin General Level 3 TC (No Helipad) (415) 925-7200	1	2											
John Muir Level 2 TC (925) 939-5800	1												
Oakland Childrens Level 1 Pediatric (510) 428-3240	1	-											

MCI Hospital Capacity & Destination Form – NAPA COUNTY

Hospital	1 st Wave			Poll #1			Poll #2			Final Total			Comments
	MCI Declared: _____			Time: _____			Time: _____						
	Available			Available			Available			Available			
	Sent			Sent			Sent			Sent			
	I	D	M	I	D	M	I	D	M	I	D	M	
Napa Hospitals													
<u>Queen of the Valley</u> Level 3 TC (707) 257-4014	1	3											
<u>St Helena</u> (707) 963-6425	1	2											
Sonoma Hospitals													
<u>SR Memorial</u> Level 2 TC (707) 525-5207	2	3											
<u>Sutter Santa Rosa</u> (707) 576-4040	1	2											
<u>Kaiser Santa Rosa</u> (707) 571-4800 No Helipad	1	2											
<u>Petaluma Valley</u> (707) 778-2676	1	2											
<u>Sonoma Valley</u> (707) 935-5100 No Helipad	1	2											
Lake Hospitals													
<u>Sutter Lakeside</u> (707) 262-5050													
<u>St Helena Clearlake</u> (707) 995-5890													
Other Hospitals													
<u>Sutter Solano</u> (707) 554-5210													
<u>Kaiser Vallejo</u> (707) 651-4910 No Helipad													
<u>UC Davis</u> Level 1 TC (adult & ped) (916) 734-5669	1	-											
<u>John Muir</u> Level 2 TC (925) 939-5800	1	-											
<u>Oakland Childrens</u> Level 1 Pediatric (510) 428-3240	1	-											
<u>Marin General</u> Level 3 TC (No Helipad) (415) 925-7200	1	2											
<u>Kaiser San Rafael</u> (415) 444-2400 No Helipad	1	2											
<u>Novato Community</u> (415) 209-1350 No Helipad	1	2											
<u>Ukiah Valley</u> Level 3 TC (707) 463-7330	1	2											

TRANSPORTATION GROUP SUPERVISOR - WORKSHEET

NUMBER OF VICTIMS REPORTED BY TRIAGE PRIORITY				
Immediate	Delayed	Minor	Deceased	TOTALS

AMBULANCES ATTACHED		

Medical Group / Branch
Medical Communications
Patient Transportation
Triage Unit Leader
Treatment Dispatch Manager
Ground Ambulance Coordinator
Air Ambulance Coordinator

CRITICAL ACTIONS CHECKLIST

These items are provided as reminders and do not replace standard ICS actions related to each position.

- Ensure **MCI Coordinating Facility notified** of MCI
- Receive Assignment** when on-scene (order additional ambulance resources after receiving assignment and if authorized by the IC or designee)
- Provide a **Report on Conditions** to the MCI Coordinating entity (follow-up often)
- Consider requesting **Regional EMS MCI Support Unit** (EMS 133 dispatched by REDCOM 568-5992)
- Consider requesting local **MCI Cache Unit/Trailer**