

# Marin County EMS Agency

## Multiple Patient Management Plan

### Attachment B Position Checklists

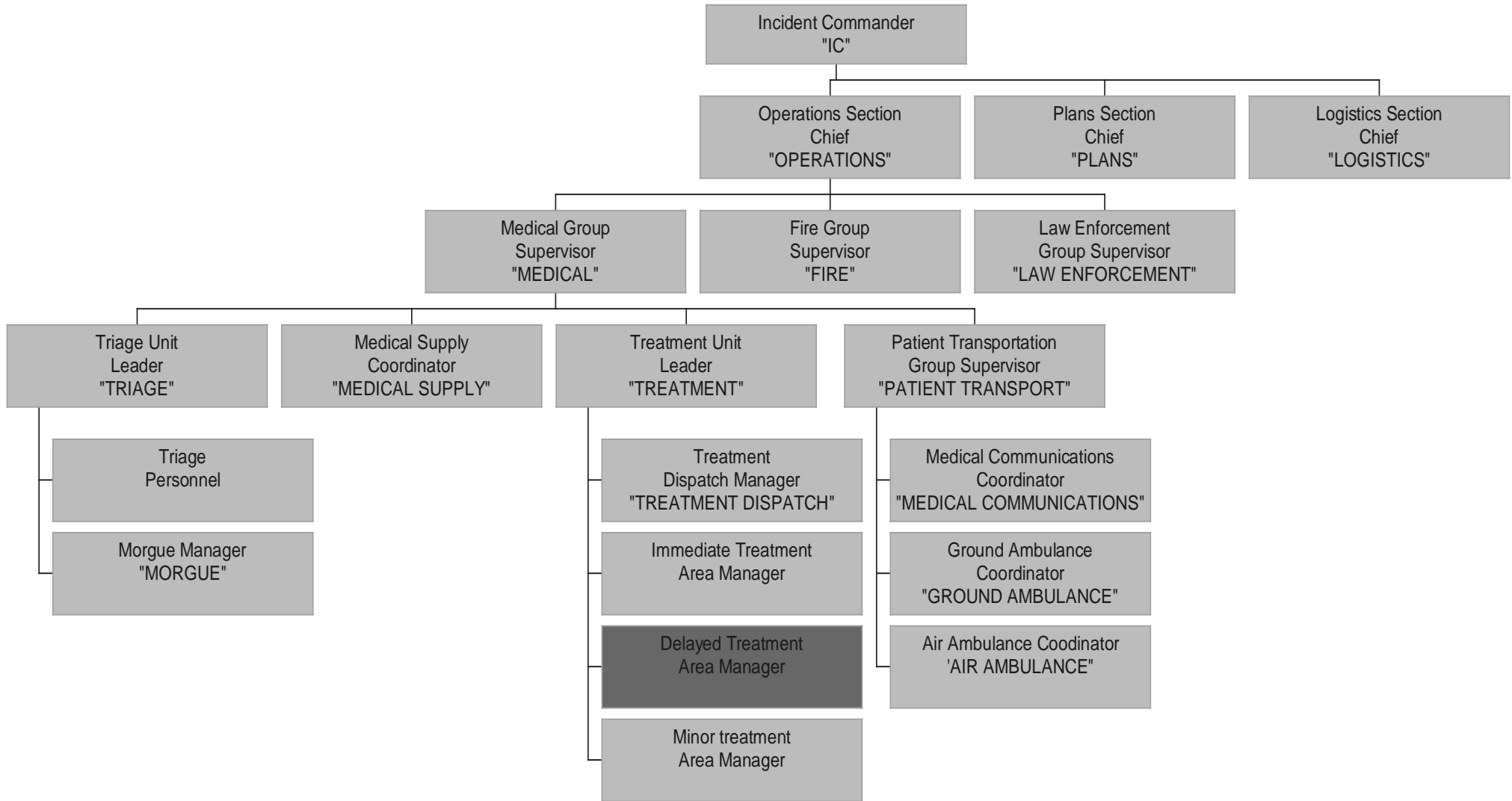


***“Excellent Care – Every Patient, Every Time”***

April 2015

\*Denotes Marin Specific Additions

# Medical Group



# MEDICAL GROUP SUPERVISOR

## Position Checklist

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### Description

Reports to the Operations Section Chief. Supervises the Triage Unit Leader, Treatment Unit Leader, Medical Supply Coordinator and the Patient Transportation Unit Leader. Establishes command and controls the activities within a Medical Group

### Review FOG Common Responsibilities

### ICS Specific Responsibilities with Marin County additions

Radio Call Sign: "MEDICAL" or "MEDICAL GROUP 1," "MEDICAL GROUP 2," etc.

- Obtain situation briefing from Operations Chief, if established\*
- Don position identification vest\*
- Assess situation\*
- Participate in Medical Group / Operations Section planning activities
- Ensure that all work areas are out of hazardous areas\*
- Establish Medical Group with assigned personnel, request additional personnel and resources sufficient to handle the magnitude of the incident
- Appoint and brief staff, as needed:.\*
  - o Triage Unit Leader
  - o Treatment Unit Leader
  - o Patient Transportation Unit Leader
  - o Medical Supply Coordinator
- 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

# MEDICAL GROUP SUPERVISOR

## Position Checklist, continued

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- Establish coordination with Fire Control, HazMat Control, and Extrication Groups and Units\*
- 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:
  - Medical supplies, equipment
  - Relief personnel, additional personnel
- Ensure activation or notification of Coordinating Hospital/OAPDC and local EMS Agency\*
- Ensure adequate patient decontamination and proper notifications are made (if applicable)
- Ensure notification of Coroner as needed via chain of command\*
- 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
- Consider responder rehabilitation
- Direct medically trained personnel to the appropriate Unit Leader\*
- Maintain Unit/Activity Log (ICS Form 214)
- Demobilize group as directed by Operations Chief \*
- Maintain record of activities and forward all Medical Group records and reports to the Operations Section Chief and the LEMSA\*

# MEDICAL COMMUNICATIONS COORDINATOR

## Position Checklist

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### Description

Reports to the Patient Transportation Unit Leader/Group Supervisor and maintains communications with the hospital alert system to maintain status of available hospital beds to assure proper patient transportation. Assures proper patient transportation and destination.

### Review FOG Common Responsibilities

### ICS Specific Responsibilities with Marin County additions

Radio Call Sign: "MEDICAL COMMUNICATIONS "

- Obtain briefing from Patient Transportation Unit Leader/Group Supervisor\*
- Don position identification vest\*
- Establish contact with affected receiving facilities through MERA, RACES/ACS personnel or cellular phone, or other communications system\*
- Notify personnel of designated communication method\*
- Determine and maintain current status of hospital/medical facility availability and capability with the Coordinating Hospital/OAPDC
- Coordinate with Logistics Chief and LEMSA on resource needs
- Coordinate with Patient Transportation Unit Leader/Group Supervisor on current status of hospitals/medical facilities available and capacity
- Receive basic patient information and condition from Treatment Dispatch Manager
- Assure recording of patient information including:.\*
  - Triage tag number
  - Triage category
  - Destination
  - Patient name
  - Type of injuries
  - Mode of transport (Unit/Vehicle ID)
  - Time departed scene

# MEDICAL COMMUNICATIONS COORDINATOR

## Position Checklist, continued

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- Provide receiving facilities with incident information as requested, including any decontamination procedures performed in field
- Advise receiving facilities of inbound patients, including triage category and types of injuries
- Communicate patient transportation needs to Ambulance Coordinators based upon requests from Treatment Dispatch Manager
- Communicate patient air ambulance transportation needs to the Air Ambulance Coordinator or Helispot Manager based on requests from the treatment area managers or Treatment Dispatch Manager\*
- Maintain appropriate records and Unit/Activity Log (ICS Form 214)
- Complete all required transportation log forms. Transmit copy of transportation log to County Communications when incident is secure, and as requested\*
- Turn in all documentation to Patient Transportation Unit Leader/Group Supervisor

# PATIENT TRANSPORTATION UNIT LEADER/ GROUP SUPERVISOR

## Position Checklist

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### Description

Reports to the Medical Group Supervisor and supervises the Medical Communications Coordinator and the Ambulance/Air Ambulance Coordinators. 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.

### Review FOG Common Responsibilities

### ICS Specific Responsibilities with Marin County additions

Radio Call Sign: "PATIENT TRANSPORTATION"

- Obtain situation briefing from Medical Group Supervisor or Medical Branch Director\*
- Don position identification vest\*
- Assess situation\*
- Appoint and brief staff, as needed: \*
  - Medical Communications Coordinator
  - Ground Ambulance Coordinator
  - Air Ambulance Coordinator
  - Litter bearers
- Ensure the establishment of communications with hospital(s)
- Designate Ambulance Staging Area(s)
- Establish and identify ambulance/ air 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 Coordinators
- Request additional ambulances as required
- Notify Ambulance Coordinators of ambulance requests

# **PATIENT TRANSPORTATION UNIT LEADER/ GROUP SUPERVISOR**

## **Position Checklist, continued**

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- Coordinate the establishment of the air ambulance landing zones with the Medical Group Supervisor or if needed
- Maintain written records of patients, ambulance units and receiving facilities
- Provide patient information for transmission to the receiving facilities on the MERA, RACES/ACS, cellular phone, or other communication system
- Evaluate and request necessary resources, as needed
- Maintain Unit/Activity Log (ICS Form 214)
- Secure operations when advised and return ICS materials and equipment\*
- Forward records and reports to Medical Group Supervisor\*



# GROUND AMBULANCE COORDINATOR (Ambulance Staging Manager) Position Checklist

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## Description

Reports to the Patient Transportation Unit Leader/Group Supervisor, manages the Ambulance Staging Area(s), and dispatches ambulances as requested

## ICS Specific Responsibilities with Marin County additions

Radio Call Sign: "GROUND AMBULANCE"

- Obtain situation briefing from Patient Transportation Unit Leader/Group Supervisor\*
- Don position identification vest\*
- Assess situation\*
- Appoint and brief staff:\*
  - Aides
- Establish appropriate staging area for ambulances
- Locate, prepare, and identify Ambulance Staging Area(s) using FOG \*
  - CONSIDER
    - Safety and accessibility
    - Traffic control must be monitored and directed
    - Area and resource location identifiers must be visible
- Establish appropriate routes of travel for ambulances for incident operations
- Advise Patient Transportation Unit Leader and Medical Communications Coordinator when operational\*
- Establish and maintain communications with the Air Ambulance Coordinator regarding air ambulance transportation assignments\*
- Establish and maintain communications with the Medical Communications Coordinator and Patient Loading Coordinator
- Provide ambulances upon request from the Medical Communications Coordinator

# GROUND AMBULANCE COORDINATOR

## Position Checklist, continued

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- Assure that necessary equipment is available in the ambulance for patient needs during transportation
- Establish contact with ambulance providers at the scene
- Request additional transportation resources as appropriate\*
  - Consider equipment/time limitations
  - Consider use of alternate transportation resources such as buses or vans for patients that triage as “Minor” using START Triage
- Provide an inventory of medical supplies available at ambulance staging area for use at the scene
  - Anticipate and advise on changing resource requirements
- Maintain records as required and Unit/Activity Log (ICS Form 214)
- Keep record of resource movement – staffing/equipment\*
  - Establish check-in/check-out function
- Maintain log of activities and other pertinent information acquired
- When ordered, secure activities and release personnel under supervision \*
- Demobilize resources in accordance with Demobilization Plan\*
- Forward all reports to Patient Transportation Unit Leader/Group Supervisor\*

# AIR AMBULANCE COORDINATOR\*

## Position Checklist

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### Description

Reports to the Patient Transportation Unit Leader/Group Supervisor, coordinates the Air Ambulance landing zones (LZ) and loading area, and dispatches air ambulances as requested

### ICS Specific Responsibilities with Marin County additions

Radio Call Sign: "AIR AMBULANCE"

- Obtain situation briefing from Patient Transportation Unit Leader/Group Supervisor
- Don position identification vest
- Assess situation
- Appoint and brief staff:
  - Aides
- Establish appropriate staging area for ambulances to transfer to LZ
- Locate, prepare, and identify Landing Zone(s) /Helispots/ Staging Area(s) using FIRESCOPE FOG if needed
  - CONSIDER
    - Safety and accessibility
    - Traffic control must be monitored and directed
    - Area and resource location identifiers must be visible
- Establish appropriate routes of travel for ambulances to LZ for incident operations
- Advise Patient Transportation Unit Leader and Medical Communications Coordinator when operational
- Establish and maintain communications with the Patient Transportation Group Supervisor regarding air ambulance transportation assignments
- Establish and maintain communications with the Medical Communications Coordinator and Patient Loading Coordinator
- Provide air ambulances upon request from the Medical Communications Coordinator

# AIR AMBULANCE COORDINATOR

## Position Checklist, continued

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- Order resources as directed by Patient Transportation Unit Leader/Group Supervisor
- Assure that necessary equipment is available in the ambulance for patient needs during transportation
- Establish contact with air ambulance providers at the scene
- Request additional transportation resources as appropriate
  - Consider equipment/time limitations
  - Coordinate aircraft arrival times and air traffic patterns/flo/aircraft staging
  - Coordinate aircraft arrival times to hospitals to reduce hospital helipad congestion
- Consider ordering Cal Fire Air Attack or HLCO for large scale incidents
- Provide an inventory of medical supplies available at air ambulance staging area for use at the scene
  - Anticipate and advise on changing resource requirements
- Maintain records as required (patient transport logs) and Unit/Activity Log (ICS Form 214)
- Keep record of resource movement – staffing/equipment\*
  - Establish check-in/check-out function
- Maintain log of activities and other pertinent information acquired\*
- When ordered, secure activities and release personnel under supervision \*
- Demobilize resources in accordance with Demobilization Plan\*
- Forward all reports to Patient Transportation Unit Leader/Group Supervisor\*

# MEDICAL SUPPLY COORDINATOR

## Position Checklist

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### 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

### Review FOG Common Responsibilities

### ICS Specific Responsibilities with Marin County additions

Radio Call Sign: "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

# TRIAGE UNIT LEADER

## Position Checklist

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### 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.

### Review FOG Common Responsibilities

### ICS Specific Responsibilities with Marin County additions

Radio Call Sign: "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
- Secure adequate supplies of triage tags\*
- Implement triage process
- Ensure adequate patient decontamination and notifications
- Assess situation\*
  - Advise Medical Group Supervisor
  - Advise Treatment Unit leader
  - Secure aides and litter bearers as needed
  - Designate Triage Area in safe location
- Appoint persons as taggers in each Triage Area\*
  - Designate sectors and assign triage teams as appropriate
- Coordinate movement of patients from the Triage area to the appropriate Treatment Area
- Maintain records of operations
  - Number of victims triaged, by category
- Give periodic status reports to Medical Group Supervisor.
  - Number of and extent of injured
  - Need for Morgue/Coroner
- Maintain security and control of the Triage Area
- Coordinate with Treatment Unit Leader for medical care needs in treatment areas

# **TRIAGE UNIT LEADER**

## **Position Checklist, continued**

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- Ensure continued assessment of patients and re-triage/re-movement of patients through treatment areas
- Establish Morgue
- Maintain Unit/Activity Log (ICS Form 214)
- Secure operations when advised and return ICS materials and equipment\*
- Forward reports and records to Medical Group Supervisor\*

# **TRIAGE PERSONNEL\***

## **Position Checklist**

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### **Description**

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

### **Review FOG Common Responsibilities**

### **ICS Specific Responsibilities with Marin County additions**

- 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



# TREATMENT UNIT LEADER

## Position Checklist

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### Description

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

### Review FOG Common Responsibilities

### ICS Specific Responsibilities with Marin County additions

Radio Call Sign: "TREATMENT" or "TREATMENT 1," "TREATMENT 2," etc.

- Obtain situation briefing from Medical Group Supervisor\*
- Don position identification vest\*
- Assess situation\*
- Develop organization sufficient to handle assignment
- Appoint and brief staff, as needed:.\*
  - Treatment Area Managers
  - Treatment Dispatch Manger
  - Litter Bearers
  - Runners
- Assign medical care personnel to Treatment Areas\*
- Direct and supervise Treatment Dispatch, Immediate, Delayed, and Minor Treatment Areas
- Ensure adequate patient decontamination and notifications
- Prioritize care of patients consistent with resources
  - Number of victims
  - Availability of transport
- Ensure proper medical care procedures are followed
  - Alert "Safety" and "Law" to emotionally disturbed patients in need of isolation
- Coordinate movement of patients from Triage Area to Treatment Areas with Triage Unit Leader

# TREATMENT UNIT LEADER

## Position Checklist, continued

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- Ensure continued assessment of patients and re-triage/relocate as necessary throughout Treatment Areas
- Request sufficient medical caches and supplies as necessary
- Establish communications and coordination with Patient Transportation Unit Leader
- 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 and return ICS materials and equipment\*
- Forward reports and records to Medical Group Supervisor \*

# IMMEDIATE TREATMENT MANAGER

## Position Checklist

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### Description

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

### Review FOG Common Responsibilities

### ICS Specific Responsibilities with Marin County additions

- Obtain situation briefing from the Treatment Unit Leader\*
- Don position identification vest\*
- Assess situation \*
- Coordinate location of Immediate 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 Immediate Treatment Area
- Ensure treatment of patients triaged to the Immediate Treatment Area
- Ensure proper medical procedures are followed
- Assure the patients are prioritized for transportation
- Coordinate transportation of patients with Patient Loading Coordinator
- Notify Treatment Dispatch Manager of patient readiness and priority for transportation
- Provide assessment of patients and re-triage/re-locate as necessary
- 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 and return ICS materials and equipment\*
- Forward reports and records to Treatment Unit Leader\*

# DELAYED TREATMENT AREA MANAGER

## Position Checklist

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### Description

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

### Review FOG Common Responsibilities

### ICS Specific Responsibilities with Marin County additions

- Obtain situation briefing from the Treatment Unit Leader\*
- Don position identification vest\*
- Assess situation \*
- Coordinate location of Delayed Treatment Area with Treatment Unit Leader
- Request or establish Medical Teams, as necessary
- Provide assessment of patients and re-triage/re-locate as necessary
- Make requests for supplies and personnel through Treatment Unit Leader\*
- Assign treatment personnel to patients received in the Delayed Treatment Area
- Ensure treatment of patients triaged to the Delayed Treatment Area\*
- Ensure proper medical procedures are followed\*
- Assure the patients are prioritized for transportation
- Coordinate transportation of patients with Patient Loading Coordinator
- 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 and return ICS materials and equipment\*
- Forward reports and records to Treatment Unit Leader\*

# MINOR TREATMENT AREA MANAGER

## Position Checklist

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### Description

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

### Review FOG Common Responsibilities

### ICS Specific Responsibilities with Marin County additions

- Obtain situation briefing from the Treatment Unit Leader\*
- Don position identification vest\*
- Assess situation \*
- Coordinate location of Minor Treatment Area with Treatment Unit Leader
- Request or establish Medical Teams, as necessary
- Provide assessment of patients and re-triage/re-locate as necessary
- Make requests for supplies and personnel through Treatment Unit Leader
- Assign treatment personnel to patients received in the Minor Treatment Area
- Ensure treatment of patients triaged to the Minor Treatment Area
- Ensure proper medical procedures are followed\*
- Assure the patients are prioritized for transportation
- Coordinate transportation of patients with Patient Loading Coordinator
- 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 and return ICS materials and equipment\*
- Forward reports and records to Treatment Unit Leader\*

# Patient Loading Coordinator

## Position Checklist

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### 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

### Review FOG Common Responsibilities

### ICS Specific Responsibilities with Marin County additions

Radio Call Sign: "PATIENT LOADING" or "PATIENT LOADING 1," "PATIENT LOADING 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
- Maintain Unit/Activity Log (ICS Form 214)

# MORGUE MANAGER

## Position Checklist

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### Description

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

### Review FOG Common Responsibilities

### ICS Specific Responsibilities with Marin County additions

Radio Call Sign: "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: \*
  - Aides
  - Litter bearers
- Secure body bags\*
- Coordinate all Morgue Area activities\*
- Keep area off limits to all but authorized personnel
- Coordinate with law enforcement and assist the Coroner or Deputy Coroner
- 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 \*
  - Move bodies only when necessary
  - 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 and return ICS materials and equipment\*
- Forward reports and records to Medical Group Supervisor via Triage Unit Leader if Coroner or Deputy Coroner not present at scene (Operations Chief will forward reports to Coroner) \*