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## JOB ACTION SHEETS

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## PATIENT ROUTING WORKSHEETS

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DELAYED 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 Delayed Treatment Area.

Review FOG Common Responsibilities

ICS Specific Responsibilities with County of Santa Clara 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.
- 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 that patients are prioritized for transportation.
- Coordinate transportation of patients with Patient Loading Coordinator.
- Notify Patient Loading Coordinator 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
DELAYED TREATMENT AREA MANAGER

Position Check List

Medical Group

- Incident Commander
  
- Operations Section Chief
  - "OPERATIONS"

- Plans Section Chief
  - "PLANS"

- Logistics Section Chief
  - "LOGISTICS"

- Medical Group Supervisor
  - "MEDICAL"

- Fire Group Supervisor
  - "FIRE"

- Law Enforcement Group Supervisor
  - "LAW ENFORCEMENT"

Triage Unit Leader
- "TRIAGE"

Triage Personnel

Morgue Manager
- "MORGUE"

Medical Supply Coordinator
- "MEDICAL SUPPLY"

Treatment Unit Leader
- "TREATMENT"

Patient Loading Coordinator
- "LOADING"

Immediate Treatment Area Manager

Delayed Treatment Area Manager

Minor treatment Area Manager

Medical Branch

- Incident Commander
  - "IC"

- Operations Section Chief
  - "OPERATIONS"

- Plans Section Chief
  - "PLANS"

- Logistics Section Chief
  - "LOGISTICS"

- Medical Group/Division Supervisor
  - "MEDICAL GROUP"

- Medical Communications Coordinator
  - "MEDICAL COMMUNICATIONS"

- Ground Ambulance Coordinator
  - "GROUND AMBULANCE"

Patient Transportation Group Supervisor
- "PATIENT TRANSPORT"

Medical Branch Director
- "MEDICAL"

Fire Suppression Branch Director
- "FIRE"

Law Enforcement Branch Director
- "LAW ENFORCEMENT"

Triage Unit Leader
- "TRIAGE"

Triage Personnel

Morgue Manager
- "MORGUE"

Medical Supply Coordinator
- "MEDICAL SUPPLY"

Treatment Unit Leader
- "TREATMENT"

Patient Loading Coordinator
- "LOADING"

Immediate Treatment Area Manager

Delayed Treatment Area Manager

Minor treatment Area Manager

Multiple Casualty Incident Plan Appendix A
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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.

Review FOG Common Responsibilities

ICS Specific Responsibilities with County of Santa Clara additions

Radio Call Sign: “GROUND AMBULANCE”

- Obtain situation briefing from Patient Transportation 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)
  - 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 incident ambulances.
- Advise Patient Transportation Unit Leader and Medical Communications Coordinator when operational
- Establish and maintain communications with the Air Ambulance Coordinator and Helispot Manager regarding air transportation.
- Establish and maintain communications with the Medical Communications Coordinator and Patient Loading Coordinator.
- Provide ambulances upon request from the Medical Communications Coordinator.
- Order and dispense resources as directed by Patient Transportation Unit Leader/Group Supervisor
GROUND AMBULANCE COORDINATOR

Position Check List

☐ Assure that necessary equipment is available in the ambulance for patient needs during transportation.

☐ Establish contact with ambulance providers at the scene.

☐ Prioritize resource need with base

☐ Request additional transportation resources as appropriate.
  o Consider equipment/time limitations
  o Consider the use of alternative transportation resources such as buses or vans.

☐ Provide an inventory of medical supplies available at ambulance staging area for use at the scene.
  o 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
  o Establish check-in/check-out function

☐ Maintain log of your activities and other pertinent information acquired

☐ When ordered, secure activities and release personnel under your supervision

☐ Demobilize resources in accordance with Demobilization Plan

☐ Forward all reports to Patient Transportation Unit Leader/Group Supervisor
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 County of Santa Clara 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 Patient Loading Coordinator 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
MEDICAL BRANCH DIRECTOR
Position Check List

Description
Responsible for the implementation of the Incident Action Plan within the Medical Branch. The Branch Director reports to the Operations Section Chief and supervises the Medical Group(s) and the Patient Transportation function (Unit or Group). Patient Transportation may be upgraded from a Unit to a Group based on the size and complexity of the incident.

Review FOG Common Responsibilities

ICS Specific Responsibilities with County of Santa Clara additions

Radio Call Sign: “MEDICAL”

☐ Obtain situation briefing from Operations Section Chief
☐ Don position identification vest
☐ Assess situation
☐ Appoint and brief staff, as needed
☐ Review group assignments for effectiveness of current operations and modify as needed.
☐ Provide input to Operations Section Chief for the Incident Action Plan.
☐ Supervise Branch activities.
☐ Report to Operations Section Chief on Branch activities.
☐ Maintain Unit/Activity Log (ICS Form 214).
MEDICAL COMMUNICATIONS COORDINATOR

Position Check List

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 County of Santa Clara additions

Radio Call Sign: “MEDICAL COMMUNICATIONS “

- Obtain briefing from Patient Transportation Unit Leader/Group Supervisor
- Don position identification vest
- Establish communications with the hospital system.
- Establish contact with affected receiving facilities through ARES/RACES personnel on their Hospital Net, cellular phone, or other communications system. Avoid using radio channels due to traffic volume.
- Determine and maintain current status of hospital/medical facility availability and capability.
- Coordinate with Logistics Chief and EMS Agency on hospital 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 Patient Loading Coordinator.
- 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 Check List

☐ Coordinate patient destination with the hospital alert system.

☐ Provide receiving facilities with incident information as requested, including any decontamination procedures.

☐ Advise receiving facilities of inbound patients, including triage category and types of injuries.

☐ Communicate patient transportation needs to Ambulance Coordinators based upon requests from Patient Loading Coordinator.

☐ Communicate patient air ambulance transportation needs to the Air Ambulance Coordinator based on requests from the Treatment Area Managers or Patient Loading Coordinator.

☐ 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
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.

Review FOG Common Responsibilities

ICS Specific Responsibilities with County of Santa Clara additions

Radio Call Sign: “MEDICAL” 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
☐ Assess situation
☐ 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.
☐ 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/Medical Examiner involvement as needed.
MEDICAL GROUP SUPERVISOR  
Position Check List

☐ Establish coordination with Fire Control, HazMat Control, and Extrication Groups and Units

☐ 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:
  o Medical supplies, equipment
  o Relief personnel, additional personnel

☐ Ensure activation or notification of hospital alert system, local EMS/health agencies.

☐ Contact Medical Examiner via chain of command

☐ Coordinate with assisting agencies such as Red Cross, law enforcement, fire departments, 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 and the EMS Agency
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.

Review FOG Common Responsibilities

ICS Specific Responsibilities with County of Santa Clara 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. *
- Consider utilization of a Disaster Medical Support Unit (DMSU)
- 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.
MEDICAL SUPPLY COORDINATOR
Position Check List

Medical Branch

- Incident Commander "IC"
  - Operations Section Chief "OPERATIONS"
  - Plans Section Chief "PLANS"
  - Logistics Section Chief "LOGISTICS"

- Medical Branch Director "MEDICAL"
  - Fire Suppression Branch Director "FIRE"
  - Law Enforcement Branch Director "LAW ENFORCEMENT"

- Medical Group/Division Supervisor "MEDICAL GROUP"
  - Triage Unit Leader "TRIAGE"
    - Triage Personnel
    - Morgue Manager "MORGUE"
  - Medical Supply Coordinator "MEDICAL SUPPLY"
    - Treatment Unit Leader "TREATMENT"
      - Immediate Treatment Area Manager
      -Delayed Treatment Area Manager
      - Minor treatment Area Manager
  - Medical Communications Coordinator "MEDICAL COMMUNICATIONS"
    - Ground Ambulance Coordinator "GROUND AMBULANCE"

- Patient Transportation Group Supervisor "PATIENT TRANSPORT"
  - Medical Communications Coordinator "MEDICAL COMMUNICATIONS"
    - Medical Group/Division Supervisor "MEDICAL GROUP"
      - Medical Branch Director "MEDICAL"
      - Triage Unit Leader "TRIAGE"
        - Triage Personnel
        - Morgue Manager "MORGUE"
  - Medical Supply Coordinator "MEDICAL SUPPLY"
    - Treatment Unit Leader "TREATMENT"
      - Immediate Treatment Area Manager
      - Delayed Treatment Area Manager
      - Minor treatment Area Manager

Medical Group

- Incident Commander "IC"
  - Operations Section Chief "OPERATIONS"
  - Plans Section Chief "PLANS"
  - Logistics Section Chief "LOGISTICS"

- Medical Group/Division Supervisor "MEDICAL GROUP"
  - Triage Unit Leader "TRIAGE"
    - Triage Personnel
    - Morgue Manager "MORGUE"
  - Medical Supply Coordinator "MEDICAL SUPPLY"
    - Treatment Unit Leader "TREATMENT"
      - Immediate Treatment Area Manager
      - Delayed Treatment Area Manager
      - Minor treatment Area Manager
  - Patient Transportation Group Supervisor "PATIENT TRANSPORT"
    - Medical Communications Coordinator "MEDICAL COMMUNICATIONS"
      - Ground Ambulance Coordinator "GROUND AMBULANCE"

- Medical Communications Coordinator "MEDICAL COMMUNICATIONS"
  - Medical Group/Division Supervisor "MEDICAL GROUP"
    - Medical Branch Director "MEDICAL"
    - Triage Unit Leader "TRIAGE"
      - Triage Personnel
      - Morgue Manager "MORGUE"
    - Medical Supply Coordinator "MEDICAL SUPPLY"
      - Treatment Unit Leader "TREATMENT"
        - Immediate Treatment Area Manager
        - Delayed Treatment Area Manager
        - Minor treatment Area Manager
  - Patient Transportation Group Supervisor "PATIENT TRANSPORT"
    - Medical Communications Coordinator "MEDICAL COMMUNICATIONS"
      - Ground Ambulance Coordinator "GROUND AMBULANCE"
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.

Review FOG Common Responsibilities

ICS Specific Responsibilities with County of Santa Clara 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.
- 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 Patient Loading Coordinator 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 Check List

Medical Branch

- Incident Commander “IC”
  - Operations Section Chief “OPERATIONS”
  - Plans Section Chief “PLANS”
  - Logistics Section Chief “LOGISTICS”
  - Medical Branch Director “MEDICAL”
  - Fire Suppression Branch Director “FIRE”
  - Law Enforcement Branch Director “LAW ENFORCEMENT”

Medical Group

- Incident Commander “IC”
  - Operations Section Chief “OPERATIONS”
  - Plans Section Chief “PLANS”
  - Logistics Section Chief “LOGISTICS”
  - Medical Group Supervisor “MEDICAL”
  - Fire Group Supervisor “FIRE”
  - Law Enforcement Group Supervisor “LAW ENFORCEMENT”

Multiple Casualty Incident Plan Appendix A
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MORGUE MANAGER
Position Check List

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 County of Santa Clara 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 tags
- Coordinate all Morgue Area activities.
- Keep area off limits to all but authorized personnel.
- Coordinate with law enforcement and assist the Medical Examiner representative.
- Allow no one to remove a body, body part, or any personal effects from the scene without the authorization of the Medical Examiner.
  - 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/Medical Branch Director via Triage Unit Leader if Medical Examiner not present at scene (Operations Chief will forward reports to Medical Examiner)
PATIENT TRANSPORTATION UNIT LEADER
OR GROUP SUPERVISOR

Position Check List

Description
Reports to the Medical Group Supervisor and supervises the Medical Communications Coordinator, and the 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.

Review FOG Common Responsibilities

ICS Specific Responsibilities with County of Santa Clara 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
  - 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.
PATIENT TRANSPORTATION UNIT LEADER OR GROUP SUPERVISOR

Position Check List

☐ 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 on the ARES/RACES Hospital Net, when established, 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 or Medical Branch Director
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 County of Santa Clara additions

Radio Call sign “LOADING” or LOADING 1, 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)
Patient Loading Coordinator

Position Check List

Medical Branch

- Incident Commander
  - "IC"

  - Operations Section Chief
    - "OPERATIONS"
  - Plans Section Chief
    - "PLANS"
  - Logistics Section Chief
    - "LOGISTICS"

  - Medical Branch Director
    - "MEDICAL"

    - Fire Suppression Branch Director
      - "FIRE"

    - Law Enforcement Branch Director
      - "LAW ENFORCEMENT"

    - Medical Branch Director
      - "MEDICAL"

      - Medical Group/Division Supervisor
        - "MEDICAL GROUP"

      - Triage Unit Leader
        - "TRIAGE"

      - Medical Supply Coordinator
        - "MEDICAL SUPPLY"

      - Treatment Unit Leader
        - "TREATMENT"

      - Medical Supply Coordinator
        - "MEDICAL SUPPLY"

      - Treatment Unit Leader
        - "TREATMENT"

      - Medical Communications Coordinator
        - "MEDICAL COMMUNICATIONS"

      - Ground Ambulance Coordinator
        - "GROUND AMBULANCE"

      - Immediate Treatment Area Manager
      - Delayed Treatment Area Manager
      - Minor treatment Area Manager

Patient Loading Coordinator
- "LOADING"

Immediate Treatment Area Manager
- Delayed Treatment Area Manager
- Minor treatment Area Manager

Medical Group

- Incident Commander
  - "IC"

  - Operations Section Chief
    - "OPERATIONS"
  - Plans Section Chief
    - "PLANS"
  - Logistics Section Chief
    - "LOGISTICS"

  - Medical Group/Division Supervisor
    - "MEDICAL"

    - Fire Group Supervisor
      - "FIRE"

    - Law Enforcement Group Supervisor
      - "LAW ENFORCEMENT"

    - Medical Group Supervisor
      - "MEDICAL"

    - Triage Unit Leader
      - "TRIAGE"

    - Medical Supply Coordinator
      - "MEDICAL SUPPLY"

    - Treatment Unit Leader
      - "TREATMENT"

    - Patient Transportation Unit Leader
      - "PATIENT TRANSPORT"

    - Triage Personnel
    - Morgue Manager
      - "MORGUE"

Patient Loading Coordinator
- "LOADING"

Immediate Treatment Area Manager
- Delayed Treatment Area Manager
- Minor treatment Area Manager

Medical Communications Coordinator
- "MEDICAL COMMUNICATIONS"

Ground Ambulance Coordinator
- "GROUND AMBULANCE"
TREATMENT UNIT LEADER
Position Check List

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 County of Santa Clara 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:
  o Treatment Area Managers
  o Patient Loading Coordinator
  o Litter Bearers
  o Runners
☐ Assign medical care personnel to Treatment Areas
☐ Direct and supervise Patient Loading, Immediate, Delayed, and Minor Treatment Areas.
☐ Prioritize care of patients consistent with resources
  o Number of victims
  o Availability of transport
☐ Ensure proper medical care procedures are followed
  o 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 Check List

☐ 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 and return ICS materials and equipment
☐ Forward reports and records to Medical Group Supervisor
TRIAGE PERSONNEL
Position Check List

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

Review **FOG Common Responsibilities**

**ICS Specific Responsibilities** with *County of Santa Clara 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.
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.

Review FOG Common Responsibilities

ICS Specific Responsibilities with County of Santa Clara 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.
- Assess situation
  - Advise Medical Group Supervisor
  - Advise Treatment Unit leader
  - Secure aides and litter bearers as needed
  - Of scene hazards, 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 your operations
  - Number of victims triaged, by category
- Give periodic status reports to Medical Group Supervisor.
  - Number of and extent of injured
  - Need for Morgue/Medical Examiner
TRIAGE UNIT LEADER
Position Check List

- Maintain security and control of the Triage Area.
- Coordinate with Treatment Unit Leader for medical care needs in 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
PATIENT ROUTING WORKSHEET
Santa Clara County Hospitals

Incident Name: ____________________________________________ Date: ______________ Time: ____________

Basic Guidelines
- Red – Immediate patients are transport priority
- Transportation Group personnel shall attempt to equally distribute patients to appropriate hospitals to prevent overloading any one facility.
- This form may be used by Area Commands, Individual Incidents, or for countywide tracking.

<table>
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<th>HOSPITAL</th>
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PATIENT ROUTING WORKSHEET
Out of County Patient Destinations – San Mateo County Hospitals

Incident Name: ________________________________________________ Date: ______________ Time: ____________

**Basic Guidelines**
- County EOC, DOC, or County Communications will receive acute care and trauma hospital availability from out of County hospitals.
- Patient destination is assigned by the County through County Communications.
- Hospitals are listed nearest to farthest from the County border.

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Multiple Casualty Incident Plan Appendix A
Page 38 of 48
**PATIENT ROUTING WORKSHEET**  
Out of County Patient Destinations – Santa Cruz County Hospitals

Incident Name: ___________________________________________  
Date: ____________  
Time: ____________

**Basic Guidelines**
- County EOC, DOC, or County Communications will receive acute care and trauma hospital availability from out of County hospitals.
- Patient destination is assigned by the County through County Communications.
- Hospitals are listed nearest to farthest from the County border.

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**PATIENT ROUTING WORKSHEET**  
Out of County Patient Destinations – San Benito County Hospital

Incident Name: ___________________________________________  
Date: ____________  
Time: ____________

**Basic Guidelines**
- County EOC, DOC, or County Communications will receive acute care and trauma hospital availability from out of County hospitals.
- Patient destination is assigned by the County through County Communications.
- Hospitals are listed nearest to farthest from the County border.

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Multiple Casualty Incident  Plan Appendix A  
Page 39 of 48
### PATIENT ROUTING WORKSHEET
### Out of County Patient Destinations – Alameda County Hospitals

Incident Name: ___________________________________________ Date: ______________ Time: ___________

**Basic Guidelines**
- County EOC, DOC, or County Communications will receive acute care and trauma hospital availability from out of County hospitals.
- Patient destination is assigned by the County through County Communications.
- Hospitals are listed nearest to farthest from the County border.

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### PATIENT ROUTING WORKSHEET
#### Out of County Patient Destinations – Monterey County Hospitals

Incident Name: ________________________________________________ Date: ______________ Time: __________

**Basic Guidelines**
- County EOC, DOC, or County Communications will receive acute care and trauma hospital availability from out of County hospitals.
- Patient destination is assigned by the County through County Communications.
- Hospitals are listed nearest to farthest from the County border.

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PATIENT ROUTING WORKSHEET
Out of County Patient Destinations – San Francisco County Hospitals

Incident Name: ________________________ Date: __________ Time: __________

Basic Guidelines
- County EOC, DOC, or County Communications will receive acute care and trauma hospital availability from out of County hospitals.
- Patient destination is assigned by the County through County Communications.
- Hospitals are listed nearest to farthest from the County border.

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Multiple Casualty Incident Plan Appendix A
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