

# SIERRA-SACRAMENTO VALLEY EMS AGENCY PROGRAM POLICY

REFERENCE NO. 837-C

## SUBJECT: MCI – POSITION RESPONSIBILITIES

<p><b>MEDICAL GROUP SUPERVISOR (MGS)</b></p> <ul style="list-style-type: none"> <li>• <b>Resources:</b> assess need for additional resources:             <ul style="list-style-type: none"> <li>○ <b>Equipment:</b> medical supplies (e.g. medical caches, backboards, litters, cots).</li> <li>○ <b>Manpower:</b> FRs, EMTs, paramedics</li> <li>○ <b>Transportation:</b> air/ground, vans, buses</li> </ul> </li> <li>• <b>Assignments:</b> <ul style="list-style-type: none"> <li>○ Establish Medical Group, assign personnel.</li> <li>○ Direct and/or supervise on-scene personnel from agencies such as Coroner's Office, Red Cross, ambulance, etc.</li> </ul> </li> <li>• <b>Communications:</b> <ul style="list-style-type: none"> <li>○ Participate in Medical Branch/Operations Section planning activities.</li> <li>○ Ensure notification of the Control Facility.</li> </ul> </li> <li>• <b>Ingress/Egress:</b> Report staging area and transport routes to dispatch.</li> <li>• <b>Name:</b> Confer with IC/Ops Chief to determine incident name, report to dispatch / Control Facility.</li> <li>• <b>Geography:</b> Designate Treatment Area locations.             <ul style="list-style-type: none"> <li>○ Isolate Morgue and Minor Treatment Area from Immediate/ Delayed Treatment Areas.</li> <li>○ Request proper security, traffic control, and access for the Medical Group work areas.</li> </ul> </li> <li>• Maintain Unit/Activity Log (ICS Form 214).</li> </ul>	<p style="text-align: center;"><b>TRIAGE UNIT LEADER</b></p> <ul style="list-style-type: none"> <li>• Develop organization sufficient to handle assignment.</li> <li>• Inform Medical Group Supervisor of resource needs.</li> <li>• Implement triage process.             <ul style="list-style-type: none"> <li>○ Ensure triage tags are properly applied to each victim.</li> </ul> </li> <li>• Coordinate movement of patients from the Triage Area to the appropriate Treatment Area.</li> <li>• Give periodic status reports to Medical Group Supervisor, including total victim counts by triage category.</li> <li>• Maintain security and control of the Triage Area.</li> <li>• Establish Morgue.</li> <li>• Maintain Unit/Activity Log (ICS Form 214).</li> </ul>
<p style="text-align: center;"><b>TREATMENT UNIT LEADER</b></p> <ul style="list-style-type: none"> <li>• Develop organization sufficient to handle assignment.</li> <li>• Direct and supervise Treatment Dispatch, Immediate, Delayed, &amp; Minor Treatment Areas.</li> <li>• Coordinate movement of patients from Triage Area to Treatment Areas with Triage Unit Leader.</li> <li>• Request sufficient medical caches and supplies as necessary.</li> <li>• Establish communications and coordination with Patient Transportation Unit Leader.</li> <li>• Ensure continual triage of patients throughout Treatment Areas.</li> <li>• Direct movement of patients to ambulance loading area(s).</li> <li>• Give periodic status reports to Medical Group Supervisor.</li> <li>• Maintain Unit/Activity Log (ICS Form 214)</li> </ul>	<p style="text-align: center;"><b>PATIENT TRANSPORTATION UNIT LEADER</b></p> <ul style="list-style-type: none"> <li>• Ensure the establishment of communications with the Control Facility.</li> <li>• Designate Ambulance Staging Area(s).</li> <li>• Direct patient destinations as reported by the Medical Communications Coordinator and Control Facility.</li> <li>• Ensure patient information and destinations are recorded on the Patient Transport Worksheet.</li> <li>• Establish communications with the Ambulance Coordinator.</li> <li>• Request additional ambulances as required.</li> <li>• Notify Ambulance Coordinator of ambulance requests.</li> <li>• Coordinate requests for air ambulance transportation through the Air Operations Branch Director.</li> <li>• Coordinate the establishment of the Air Ambulance Helispots with the Medical Branch Director and Air Operations Branch Director (if assigned).</li> <li>• Maintain Unit/Activity Log (ICS Form 214)</li> </ul>

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<p style="text-align: center;"><b>MEDICAL BRANCH DIRECTOR</b></p> <p>The Medical Branch Director is 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.</p> <ul style="list-style-type: none"> <li>• Review Group Assignments for effectiveness of current operations and modify as needed.</li> <li>• Provide input to Operations Section Chief for the Incident Action Plan.</li> <li>• Supervise Branch activities.</li> <li>• Report to Operations Section Chief on Branch activities.</li> <li>• Maintain Unit/Activity Log (ICS Form 214).</li> </ul>	<p style="text-align: center;"><b>TREATMENT AREA MANAGER</b></p> <ul style="list-style-type: none"> <li>• Request or establish Medical Teams as necessary.</li> <li>• Assign treatment personnel to patients received in the Treatment Area.</li> <li>• Ensure treatment of patients triaged to the Treatment Area.</li> <li>• Assure that patients are prioritized for transportation.</li> <li>• Coordinate transportation of patients with Treatment Dispatch Manager.</li> <li>• Notify Treatment Dispatch Manager of patient readiness and priority for transportation.</li> <li>• Ensure that appropriate patient information is recorded.</li> <li>• Maintain Unit/Activity Log (ICS Form 214)</li> </ul>
<p style="text-align: center;"><b>MEDICAL COMMUNICATIONS COORDINATOR</b></p> <ul style="list-style-type: none"> <li>• Establish communications with the Control Facility.</li> <li>• Determine and maintain current status of hospital/medical facility availability and capability.</li> <li>• Receive basic patient information and condition from Treatment Dispatch Manager.</li> <li>• Coordinate patient destination with the hospital alert system.</li> <li>• Communicate patient transportation needs to Ambulance Coordinator based upon requests from Treatment Dispatch Manager.</li> <li>• Communicate patient air ambulance transportation needs to the Air Operations Branch Director based on requests from the Treatment Area Manager(s) or Treatment Dispatch Manager.</li> <li>• Maintain Patient Transport Worksheet.</li> <li>• Maintain Unit/Activity Log (ICS Form 214)</li> </ul>	<p style="text-align: center;"><b>AMBULANCE COORDINATOR</b></p> <ul style="list-style-type: none"> <li>• Establish appropriate staging area for ambulances.</li> <li>• Establish routes of travel for ambulances for incident operations.</li> <li>• Establish and maintain communications with the Air Operations Branch Director regarding Air Ambulance Transportation assignments.</li> <li>• Establish and maintain communications with the Medical Communications Coordinator and Treatment Dispatch Manager.</li> <li>• Provide ambulances upon request from the Medical Communications Coordinator.</li> <li>• Assure that necessary equipment is available in the ambulance for patient needs during transportation.</li> <li>• Establish contact with ambulance providers at the scene.</li> <li>• Request additional transportation resources as appropriate.</li> <li>• Provide an inventory of medical supplies available at ambulance staging area for use at the scene.</li> <li>• Maintain records as required and Unit/Activity Log (ICS Form 214)</li> </ul>

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<p style="text-align: center;"><b>MEDICAL SUPPLY COORDINATOR</b></p> <ul style="list-style-type: none"> <li>• Acquire, distribute and maintain status inventory of medical equipment and supplies within the Medical Group*.</li> <li>• Request additional medical supplies*</li> <li>• Distribute medical supplies to Treatment and Triage Units.</li> <li>• Maintain Unit/Activity Log (ICS Form 214).</li> </ul> <p>*If the Logistics Section is established, this position would coordinate with the Logistics Section Chief or Supply Unit Leader.</p>	<p style="text-align: center;"><b>TREATMENT DISPATCH MANAGER</b></p> <ul style="list-style-type: none"> <li>• Establish communications with the Immediate, Delayed, and Minor Treatment Managers.</li> <li>• Establish communications with the Patient Transportation Unit Leader.</li> <li>• Verify that patients are prioritized for transportation.</li> <li>• Advise Medical Communications Coordinator of patient readiness and priority for transport.</li> <li>• Coordinate transportation of patients with Medical Communications Coordinator.</li> <li>• Assure that appropriate patient tracking information is recorded.</li> <li>• Coordinate ambulance loading with the Treatment Managers and ambulance personnel.</li> <li>• Maintain Unit/Activity Log (ICS Form 214)</li> </ul>
<p style="text-align: center;"><b>MORGUE MANAGER</b></p> <ul style="list-style-type: none"> <li>• Assess resource/supply needs and order as needed.</li> <li>• Coordinate all Morgue Area activities.</li> <li>• Keep area off limits to all but authorized personnel.</li> <li>• Coordinate with law enforcement and assist the Coroner or Medical Examiner representative.</li> <li>• Keep identity of deceased persons confidential.</li> <li>• Maintain appropriate records.</li> </ul>	