

## SECTION 8

### POSITION CHECKLISTS

The following Position Checklists should be issued, along with the appropriate vest and mode of communications that will be utilized, to personnel at the time they are assigned.

Position Checklists are listed by MCM number and current revision date.

**NOTE:** Original Position Checklist forms for use with this manual are found on yellow paper in this Section. The yellow originals should be used to make white copies as they are needed for use in the field.

#### **CHECKLIST:**

Multi-Casualty Branch Director

Medical Group/Division Supervisor

    Triage Unit Leader

    Triage Personnel

    Medical Supply Coordinator

    Morgue Manager

Treatment Unit Leader

    Treatment Dispatch Manager

    Immediate Treatment Manager

    Delayed Treatment Manager

    Minor Treatment Manager

    Medical Teams

    Hospital Emergency Response Team, (H.E.R.T.) (MCM 428)

Patient Transportation Group Supervisor

    Medical Communications Coordinator

    Air/Ground Ambulance Coordinator

MULTI-CASUALTY BRANCH DIRECTOR

Mission: Implementation of the Incident Action Plan within the Branch. This includes the direction and execution of branch planning for the assignment of resources within the Branch. The Branch Director reports to the Operation Section Chief and supervises the Medical Group/Division and Patient Transportation Group Supervisors. (ICS-MC-222-1)

Supervised by: Operations Section Chief

Report to: \_\_\_\_\_

Communications: \_\_\_\_\_

- \_\_\_\_\_ Review Common Responsibilities.\*
- \_\_\_\_\_ Review Group/Division 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 Operation Section Chief on Branch activities.
- \_\_\_\_\_ Maintain Unit/Activity Log (ICS Form 214).

| *COMMON RESPONSIBILITIES |   |
|--------------------------|---|
| _____                    | Receive Assignment.   |
| _____                    | Acquire work materials.   |
| _____                    | Maintain accountability of assigned personnel as to exact location(s), personnel safety and welfare at all times. |
| _____                    | Organize and brief subordinates.  |
| _____                    | Know your assigned frequency(s) and ensure that communications equipment is operating properly.                   |
| _____                    | Maintain Unit/Activity Log (ICS Form 214).  |
| _____                    | Use clear text and ICS terminology (no codes) in all radio communications.  |
| _____                    | Complete forms and reports.   |
| _____                    | Respond to demobilization orders and brief subordinates regarding demobilization.                                 |

## MEDICAL GROUP/DIVISION SUPERVISOR

Mission: Supervise Triage Unit Leader, Treatment Unit Leader and Medical Supply Coordinator. Establish command and control of the activities within a Medical Group/Division, in order to assure the best possible emergency medical care to patients during a multi-casualty incident. (ICS-MC-222-3)

Supervised by: Multi-Casualty Branch Director

Report to: \_\_\_\_\_

Communications: \_\_\_\_\_

- \_\_\_\_\_ Review Common Responsibilities\*
- \_\_\_\_\_ Check-in and obtain briefing from the Multi-Casualty Branch Director or Operations Section Chief.
- \_\_\_\_\_ Participate in Multi-Casualty Branch/ Operations Section planning activities.
- \_\_\_\_\_ Provide input to Multi-Casualty Branch Director/ Operations Section Chief for the Incident Action Plan.
- \_\_\_\_\_ Establish Medical Group/Division 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.
- \_\_\_\_\_ Isolate Morgue and Minor Treatment Areas from Immediate and Delayed Treatment areas.
- \_\_\_\_\_ Request law enforcement/coroner involvement as needed.
- \_\_\_\_\_ Determine amount and types of additional medical resources and supplies needed to handle the magnitude of the incident (Medical Caches, Backboards, litters, cots, etc).
- \_\_\_\_\_ Establish communications and coordination with the Patient Transportation Group Supervisor.
- \_\_\_\_\_ Ensure activation of the hospital alert system, local 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.
- \_\_\_\_\_ Ensure proper security, traffic control and access for the Medical Group/Division area.
- \_\_\_\_\_ Direct medically trained personnel to the appropriate Unit Leader.

\*COMMON RESPONSIBILITIES

Receive Assignment.

Acquire work materials.

Maintain accountability of assigned personnel as to exact location(s), personnel safety and welfare at all times.

Organize and brief subordinates.

Know your assigned frequency(s) and ensure that communications equipment is operating properly.

Maintain Unit/Activity Log (ICS Form 214).

Use clear text and ICS terminology (no codes) in all radio communications.

Complete forms and reports.

Respond to demobilization orders and brief subordinates regarding demobilization.

TRIAGE UNIT LEADER

Mission: Supervise Triage Personnel/Litter Bearers and the Morgue Manager. Responsible for providing triage management and movement of patients from the triage area. When triage is completed, the Triage Unit Leader may be reassigned as needed. (ICS-MC-222-5)

Supervised by: Medical Group/Division Supervisor

Report to: \_\_\_\_\_

Communications: \_\_\_\_\_

- \_\_\_\_\_ Review Common Responsibilities\*
- \_\_\_\_\_ Review Unit Leader Responsibilities\*\*
- \_\_\_\_\_ Develop organization sufficient to handle assignment.
- \_\_\_\_\_ Inform Medical Group/Division Supervisor of resource needs.  
Implement triage process.
- \_\_\_\_\_ Coordinate movement of patients from Triage Area to the appropriate Treatment Areas.
- \_\_\_\_\_ Give periodic reports to Medical Group/Division Supervisor.
- \_\_\_\_\_ Maintain security and control of Triage Area.
- \_\_\_\_\_ Establish Morgue.

| *COMMON RESPONSIBILITIES |   |
|--------------------------|---|
| _____                    | Receive Assignment.   |
| _____                    | Acquire work materials.   |
| _____                    | Maintain accountability of assigned personnel as to exact location(s), personnel safety and welfare at all times. |
| _____                    | Organize and brief subordinates.  |
| _____                    | Know your assigned frequency(s) and ensure that communications equipment is operating properly.                   |
| _____                    | Maintain Unit/Activity Log (ICS Form 214).  |
| _____                    | Use clear text and ICS terminology (no codes) in all radio communications.  |
| _____                    | Complete forms and reports.   |
| _____                    | Respond to demobilization orders and brief subordinates regarding demobilization.                                 |

**\*\*UNIT LEADER RESPONSIBILITIES**

Participate in incident planning meetings, as required.

Determine current status of unit activities.

Confirm dispatch and estimated time of arrival of staff and supplies.

Assign specific duties to staff; supervise staff.

Develop and implement accountability, safety and security measures for personnel and resources.

Supervise demobilization of unit, including storage of supplies.

Provide Supply Unit Leader with a list of supplies to be replenished.

Maintain unit records, including Unit/Activity Log (ICS Form 214).

TRIAGE PERSONNEL

Mission: Triage patients on-scene and assign them to the appropriate Treatment Areas .

Supervised by: Triage Unit Leader

Report to: \_\_\_\_\_

Communications: \_\_\_\_\_

- \_\_\_\_\_ Review Common Responsibilities\*
- \_\_\_\_\_ Report to designated on-scene triage location.
- \_\_\_\_\_ 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 (ABC's) to patients prior to movement as incident conditions dictate.

| *COMMON RESPONSIBILITIES |   |
|--------------------------|---|
| _____                    | Receive Assignment.   |
| _____                    | Acquire work materials.   |
| _____                    | Maintain accountability of assigned personnel as to exact location(s), personnel safety and welfare at all times. |
| _____                    | Organize and brief subordinates.  |
| _____                    | Know your assigned frequency(s) and ensure that communications equipment is operating properly.                   |
| _____                    | Maintain Unit/Activity Log (ICS Form 214).  |
| _____                    | Use clear text and ICS terminology (no codes) in all radio communications.  |
| _____                    | Complete forms and reports.   |
| _____                    | Respond to demobilization orders and brief subordinates regarding demobilization.                                 |

## TREATMENT UNIT LEADER

Mission: Supervise Treatment Managers and Treatment Dispatch Manager. Assume responsibility for treatment, preparation for transportation, coordination of patient treatment in the Treatment Areas and direct movement of patients to loading location(s).

Supervised by: Medical Group/Division Supervisor

Report to: \_\_\_\_\_

Communications: \_\_\_\_\_

- \_\_\_\_\_ Review Common Responsibilities\*
- \_\_\_\_\_ Review Unit Leader Responsibilities\*\*
- \_\_\_\_\_ Develop organization sufficient to handle assignment.
- \_\_\_\_\_ Direct and Supervise Treatment Dispatch, Immediate, Delayed and Minor Treatment Areas.
- \_\_\_\_\_ Request sufficient caches and supplies as necessary.
- \_\_\_\_\_ Establish communications and coordination with Patient Transportation Group.
- \_\_\_\_\_ Ensure continual triage of patients to ambulance loading area(s).
- \_\_\_\_\_ Direct movement of patients to ambulance loading area(s).
- \_\_\_\_\_ Give periodic status reports to Medical Group/Division Supervisor.

### \*COMMON RESPONSIBILITIES

- \_\_\_\_\_ Receive Assignment.
- \_\_\_\_\_ Acquire work materials.
- \_\_\_\_\_ Maintain accountability of assigned personnel as to exact location(s), personnel safety and welfare at all times.
- \_\_\_\_\_ Organize and brief subordinates.
- \_\_\_\_\_ Know your assigned frequency(s) and ensure that communications equipment is operating properly.
- \_\_\_\_\_ Maintain Unit/Activity Log (ICS Form 214).
- \_\_\_\_\_ Use clear text and ICS terminology (no codes) in all radio communications.
- \_\_\_\_\_ Complete forms and reports.
- \_\_\_\_\_ Respond to demobilization orders and brief subordinates regarding demobilization.

**\*\*UNIT LEADER RESPONSIBILITIES**

Participate in incident planning meetings, as required.

Determine current status of unit activities.

Confirm dispatch and estimated time of arrival of staff and supplies.

Assign specific duties to staff; supervise staff.

Develop and implement accountability, safety and security measures for personnel and resources.

Supervise demobilization of unit, including storage of supplies.

Provide Supply Unit Leader with a list of supplies to be replenished.

Maintain unit records, including Unit/Activity Log (ICS Form 214).

IMMEDIATE TREATMENT LEADER

Mission: Treatment and re-triage of patients assigned to Immediate Treatment Area.

Supervised by: Treatment Unit Leader

Report to: \_\_\_\_\_

Communications: \_\_\_\_\_

- \_\_\_\_\_ Review Common Responsibilities\*
- \_\_\_\_\_ Request or establish Medical Teams as necessary.
- \_\_\_\_\_ Assign treatment personnel to patients received in the Immediate Treatment Area.
- \_\_\_\_\_ Ensure treatment of patients triaged to the Immediate Treatment Area.
- \_\_\_\_\_ Assure that patients are prioritized for transportation.
- \_\_\_\_\_ Coordinate transportation of patients of patients with Treatment Dispatch Manager.
- \_\_\_\_\_ Notify Treatment Dispatch Manager of patient readiness and priority for transportation.
- \_\_\_\_\_ Assure that appropriate patient information is recorded.

| *COMMON RESPONSIBILITIES |   |
|--------------------------|---|
| _____                    | Receive Assignment.   |
| _____                    | Acquire work materials.   |
| _____                    | Maintain accountability of assigned personnel as to exact location(s), personnel safety and welfare at all times. |
| _____                    | Organize and brief subordinates.  |
| _____                    | Know your assigned frequency(s) and ensure that communications equipment is operating properly.                   |
| _____                    | Maintain Unit/Activity Log (ICS Form 214).  |
| _____                    | Use clear text and ICS terminology (no codes) in all radio communications.  |
| _____                    | Complete forms and reports.   |
| _____                    | Respond to demobilization orders and brief subordinates regarding demobilization.                                 |

## DELAYED TREATMENT LEADER

Mission: Treatment and re-triage of patients assigned to Delayed Treatment Area.

Supervised by: Treatment Unit Leader

Report to: \_\_\_\_\_

Communications: \_\_\_\_\_

- \_\_\_\_\_ Review Common Responsibilities\*
- \_\_\_\_\_ Request or establish Medical Teams as necessary.
- \_\_\_\_\_ Assign treatment personnel to patients received in the Delayed Treatment Area.
- \_\_\_\_\_ Ensure treatment of patients triaged to the Delayed Treatment Area.
- \_\_\_\_\_ Assure that patients are prioritized for transportation.
- \_\_\_\_\_ Coordinate transportation of patients of patients with Treatment Dispatch Manager.
- \_\_\_\_\_ Notify Treatment Dispatch Manager of patient readiness and priority for transportation.
- \_\_\_\_\_ Assure that appropriate patient information is recorded.

| *COMMON RESPONSIBILITIES |   |
|--------------------------|---|
| _____                    | Receive Assignment.   |
| _____                    | Acquire work materials.   |
| _____                    | Maintain accountability of assigned personnel as to exact location(s), personnel safety and welfare at all times. |
| _____                    | Organize and brief subordinates.  |
| _____                    | Know your assigned frequency(s) and ensure that communications equipment is operating properly.                   |
| _____                    | Maintain Unit/Activity Log (ICS Form 214).  |
| _____                    | Use clear text and ICS terminology (no codes) in all radio communications.  |
| _____                    | Complete forms and reports.   |
| _____                    | Respond to demobilization orders and brief subordinates regarding demobilization.                                 |

## MINOR TREATMENT LEADER

Mission: Treatment and re-triage of patients assigned to Minor Treatment Area.

Supervised by: Treatment Unit Leader

Report to: \_\_\_\_\_

Communications: \_\_\_\_\_

- \_\_\_\_\_ Review Common Responsibilities\*
- \_\_\_\_\_ Request or establish Medical Teams as necessary.
- \_\_\_\_\_ Assign treatment personnel to patients received in the Minor Treatment Area.
- \_\_\_\_\_ Ensure treatment of patients triaged to the Minor Treatment Area.
- \_\_\_\_\_ Assure that patients are prioritized for transportation.
- \_\_\_\_\_ Coordinate transportation of patients of patients with Treatment Dispatch Manager.
- \_\_\_\_\_ Notify Treatment Dispatch Manager of patient readiness and priority for transportation.
- \_\_\_\_\_ Assure that appropriate patient information is recorded.

### \*COMMON RESPONSIBILITIES

- \_\_\_\_\_ Receive Assignment.
- \_\_\_\_\_ Acquire work materials.
- \_\_\_\_\_ Maintain accountability of assigned personnel as to exact location(s), personnel safety and welfare at all times.
- \_\_\_\_\_ Organize and brief subordinates.
- \_\_\_\_\_ Know your assigned frequency(s) and ensure that communications equipment is operating properly.
- \_\_\_\_\_ Maintain Unit/Activity Log (ICS Form 214).
- \_\_\_\_\_ Use clear text and ICS terminology (no codes) in all radio communications.
- \_\_\_\_\_ Complete forms and reports.
- \_\_\_\_\_ Respond to demobilization orders and brief subordinates regarding demobilization.

PATIENT TRANSPORTATION GROUP SUPERVISOR

Mission: Supervise the Medical Communications, Air and Ground Ambulance Coordinators. Coordination of patient transportation and maintenance of records relating to patient identification, injuries, mode of off-incident transportation and destination. (ICS-MC-222-2)

Supervised by: Multi-Casualty Branch Director

Report to: \_\_\_\_\_

Communications: \_\_\_\_\_

- \_\_\_\_\_ Review Common Responsibilities\*
- \_\_\_\_\_ Establish communications with hospital(s).
- \_\_\_\_\_ Designate ambulance staging area(s).
- \_\_\_\_\_ Direct the transportation of patients as determined by Treatment Unit Leader(s).
- \_\_\_\_\_ Assure patient information and destination is recorded.
- \_\_\_\_\_ Establish communications with Ambulance Coordinator(s).
- \_\_\_\_\_ Request additional Ambulances, as required.
- \_\_\_\_\_ Notify Ambulance Coordinator(s) of ambulance requests.

| *COMMON RESPONSIBILITIES |   |
|--------------------------|---|
|                          | Receive Assignment.   |
|                          | Acquire work materials.   |
|                          | Maintain accountability of assigned personnel as to exact location(s), personnel safety and welfare at all times. |
|                          | Organize and brief subordinates.  |
|                          | Know your assigned frequency(s) and ensure that communications equipment is operating properly.                   |
|                          | Maintain Unit/Activity Log (ICS Form 214).  |
|                          | Use clear text and ICS terminology (no codes) in all radio communications.  |
|                          | Complete forms and reports.   |
|                          | Respond to demobilization orders and brief subordinates regarding demobilization.                                 |

MEDICAL COMMUNICATIONS COORDINATOR

Mission: Supervise the Transportation Recorder and maintain communication with the hospital alert system and/or other medical facilities to assure proper patient transportation, destination and coordination information through Patient Transportation Group Supervisor and the Transportation Recorder. (ICS-MC-222-7)

Supervised by: Patient Transportation Group Supervisor

Report to: \_\_\_\_\_

Communications : \_\_\_\_\_

- \_\_\_\_\_ Review Common Responsibilities\*
- \_\_\_\_\_ Establish communications with hospital alert system.
- \_\_\_\_\_ Determine and maintain current status of hospital/medical facility availability and capability.
- \_\_\_\_\_ Receive basic patient information and injury status from Treatment Dispatch Manager.
- \_\_\_\_\_ Communicate hospital availability to Treatment Dispatch Manager.
- \_\_\_\_\_ Coordinate patient off-incident destination with the hospital alert system.
- \_\_\_\_\_ Communicate patient transportation needs to Ambulance Coordinators based upon requests from Treatment Dispatch Manager.
- \_\_\_\_\_ Maintain appropriate records.

| *COMMON RESPONSIBILITIES |   |
|--------------------------|---|
| _____                    | Receive Assignment.   |
| _____                    | Acquire work materials.   |
| _____                    | Maintain accountability of assigned personnel as to exact location(s), personnel safety and welfare at all times. |
| _____                    | Organize and brief subordinates.  |
| _____                    | Know your assigned frequency(s) and ensure that communications equipment is operating properly.                   |
| _____                    | Maintain Unit/Activity Log (ICS Form 214).  |
| _____                    | Use clear text and ICS terminology (no codes) in all radio communications.  |
| _____                    | Complete forms and reports.   |
| _____                    | Respond to demobilization orders and brief subordinates regarding demobilization.                                 |

AIR/GROUND AMBULANCE COORDINATOR

Mission: Manage the Air/Ground Ambulance Staging Areas and dispatch ambulances as requested. (ICS-MC-222-8 & ICS-MC-222-9)

Supervised by: Patient Transportation Group Supervisor

Report to: \_\_\_\_\_

Communications: \_\_\_\_\_

- \_\_\_\_\_ Review Common Responsibilities\*
- \_\_\_\_\_ Establish appropriate staging area for ambulances.
- \_\_\_\_\_ Establish routes of travel for ambulances for incident operations.
- \_\_\_\_\_ Establish and maintain communications with the Air Operations Branch Director.
- \_\_\_\_\_ Establish and maintain communications with the Medical Communications Coordinator and Treatment Dispatch Manager.
- \_\_\_\_\_ Provide ambulances upon request from the Medical Communications Coordinator.
- \_\_\_\_\_ Maintain records as required.
- \_\_\_\_\_ Assure that necessary equipment is available in ambulance for patient needs during transport.
- \_\_\_\_\_ Establish immediate contact with ambulance agencies at the scene..
- \_\_\_\_\_ Request additional transportation resources as appropriate.
- \_\_\_\_\_ Provide inventory of medical supplies available at ambulance staging for use at the scene

| *COMMON RESPONSIBILITIES |   |
|--------------------------|---|
|                          | Receive Assignment.   |
|                          | Acquire work materials.   |
|                          | Maintain accountability of assigned personnel as to exact location(s), personnel safety and welfare at all times. |
|                          | Organize and brief subordinates.  |
|                          | Know your assigned frequency(s) and ensure that communications equipment is operating properly.                   |
|                          | Maintain Unit/Activity Log (ICS Form 214).  |
|                          | Use clear text and ICS terminology (no codes) in all radio communications.  |

|  |   |
|--|---|
|  | Complete forms and reports.   |
|  | Respond to demobilization orders and brief subordinates regarding demobilization. |
|  |   |

MEDICAL SUPPLY COORDINATOR

Mission: Acquire and maintain control of appropriate medical equipment and supplies from units assigned to the Medical Group. (ICS-MC-222-6)

Supervised by: Medical Group/Division Supervisor  
Report to: \_\_\_\_\_

Communications: \_\_\_\_\_

- \_\_\_\_\_ Review Common Responsibilities\*  
Acquire, distribute and maintain status of medical equipment and supplies within the Medical Group/Division.
- \_\_\_\_\_ Request additional medical supplies (medical caches).  
NOTE: If Logistics Section is established, this position would coordinate with the Supply Unit Leader.
- \_\_\_\_\_ Distribute medical supplies to Treatment and Triage Units.
- \_\_\_\_\_ Maintain Unit/Activity Log (ICS-214)
- \_\_\_\_\_ Maintain records as required.
- \_\_\_\_\_

| *COMMON RESPONSIBILITIES |   |
|--------------------------|---|
| _____                    | Receive Assignment.   |
| _____                    | Acquire work materials.   |
| _____                    | Maintain accountability of assigned personnel as to exact location(s), personnel safety and welfare at all times. |
| _____                    | Organize and brief subordinates.  |
| _____                    | Know your assigned frequency(s) and ensure that communications equipment is operating properly.                   |
| _____                    | Maintain Unit/Activity Log (ICS Form 214).  |
| _____                    | Use clear text and ICS terminology (no codes) in all radio communications.  |
| _____                    | Complete forms and reports.   |
| _____                    | Respond to demobilization orders and brief subordinates regarding demobilization.                                 |

## MORGUE MANAGER

Mission: Assume responsibility for Morgue Area activities until relieved of that responsibility by the Office of the Coroner.

Supervised by: Triage Unit Leader

Report to: \_\_\_\_\_

Communications: \_\_\_\_\_

### Review Common Responsibilities\*

- \_\_\_\_\_ Review Common Responsibilities\*
- \_\_\_\_\_ Assess resource/supply needs and order as needed.
- \_\_\_\_\_ Coordinate all Morgue Area activities.
- \_\_\_\_\_ Keep area off limits to all but authorized personnel.
- \_\_\_\_\_ Coordinate with law enforcement and assist the Coroner's Office as necessary.
- \_\_\_\_\_ Keep identity of all deceased persons confidential.
- \_\_\_\_\_ Maintain appropriate records.

### \*COMMON RESPONSIBILITIES

- \_\_\_\_\_ Receive Assignment.
- \_\_\_\_\_ Acquire work materials.
- \_\_\_\_\_ Maintain accountability of assigned personnel as to exact location(s), personnel safety and welfare at all times.
- \_\_\_\_\_ Organize and brief subordinates.
- \_\_\_\_\_ Know your assigned frequency(s) and ensure that communications equipment is operating properly.
- \_\_\_\_\_ Maintain Unit/Activity Log (ICS Form 214).
- \_\_\_\_\_ Use clear text and ICS terminology (no codes) in all radio communications.
- \_\_\_\_\_ Complete forms and reports.
- \_\_\_\_\_ Respond to demobilization orders and brief subordinates regarding demobilization.

HOSPITAL EMERGENCY RESPONSE TEAM (H.E.R.T.)

Qualification: A hospital emergency response team is recommended to consist of a minimum of three medical personnel, optimum of five medical personnel, which includes a team leader (1 Base Hospital Physician and 1 MICN preferred) and any combination of physicians, nurses or physician assistants. H.E.R.T. Teams will be requested through the Incident Commander.

Mission: Assume responsibility for patient assessment and treatment as assigned.

Supervised by: Treatment Unit Leader

Report to: \_\_\_\_\_

Communications: \_\_\_\_\_

- \_\_\_\_\_ Report to Incident Command Post for assignment.
- \_\_\_\_\_ Perform medical treatment and other duties as assigned.
- \_\_\_\_\_ Remain at the Treatment Unit unless otherwise reassigned.
- \_\_\_\_\_ Respond to the scene with appropriate emergency medical equipment.