



MCI Documents/Tools Appendix A

An Appendix to the Multi Casualty Incident Plan
Reference 811

Effective Date: February 12, 2019

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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*

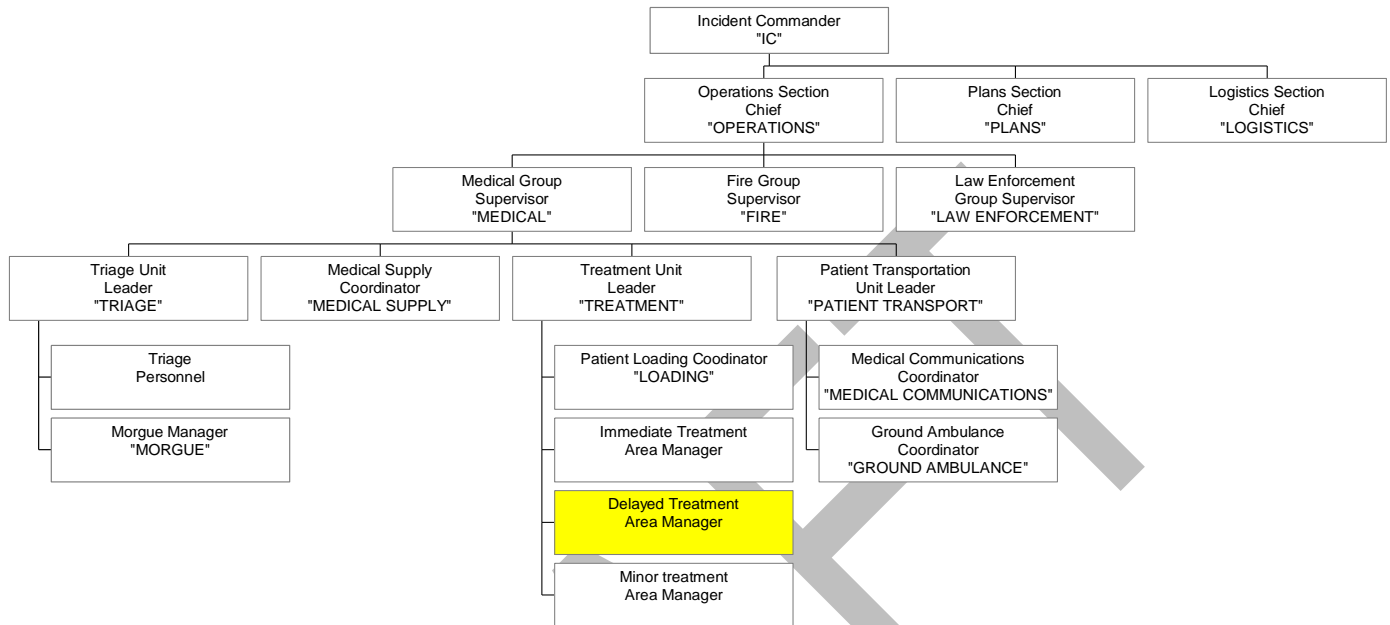
- ☐ *Obtain situation briefing from the Treatment Unit Leader*
- ☐ *Don position identification vest*
- ☐ *Assess situation*
- ☐ *Coordinate location of Delayed Treatment Area with Treatment Unit Leader*
- ☐ **Request or establish Medical Teams as necessary.**
- ☐ *Make requests for supplies and personnel 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*



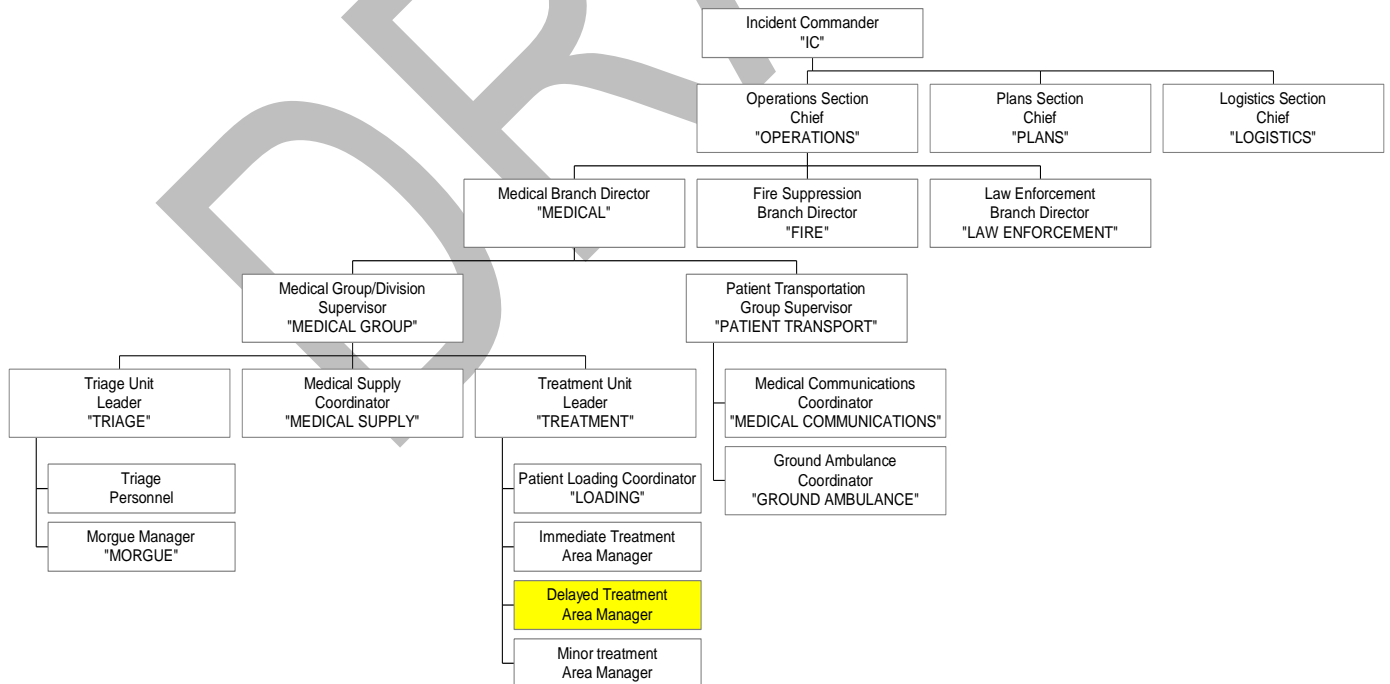
DELAYED TREATMENT AREA MANAGER

Position Check List

Medical Group



Medical Branch





GROUND AMBULANCE COORDINATOR

Position Check List

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

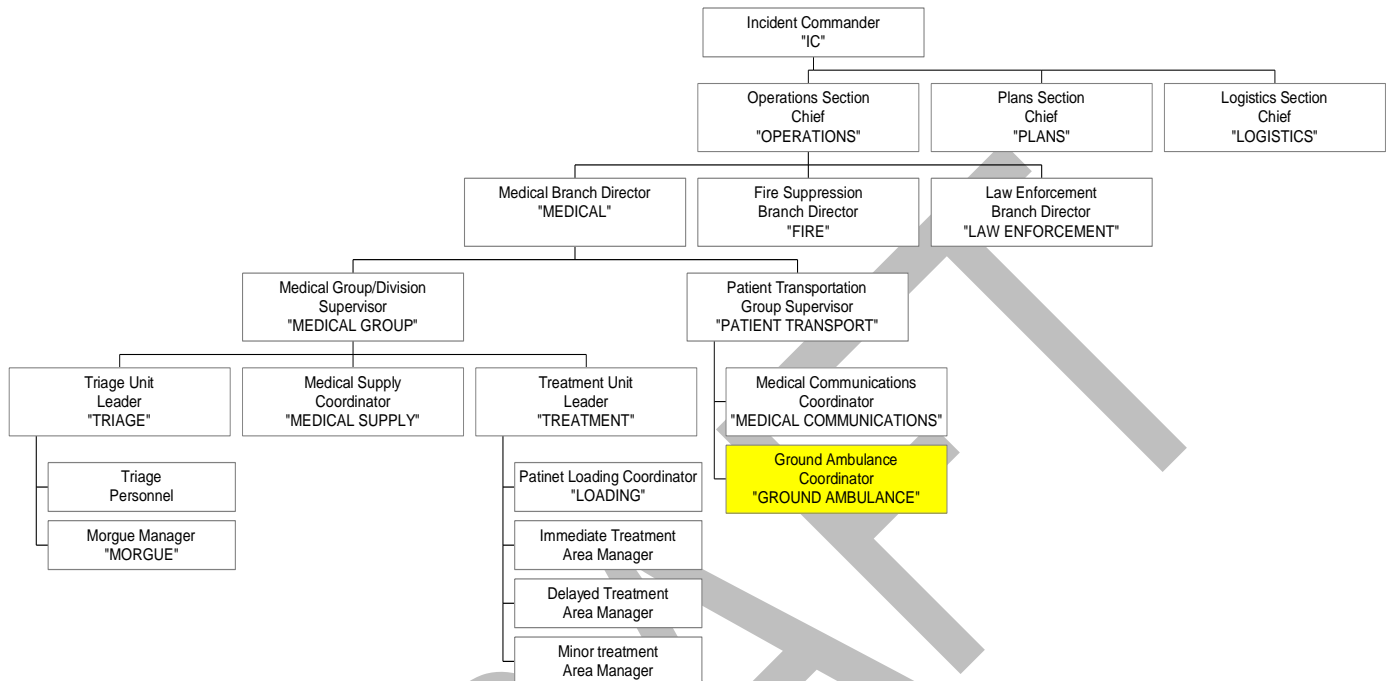
- ☐ **Assure that necessary equipment is available in the ambulance for patient needs during transportation.**
- ☐ **Establish contact with ambulance providers at the scene.**
- ☐ *Prioritize resource need with base*
- ☐ **Request additional transportation resources as appropriate.**
 - ☐ *Consider equipment/time limitations*
 - ☐ *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.**
 - ☐ *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 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*



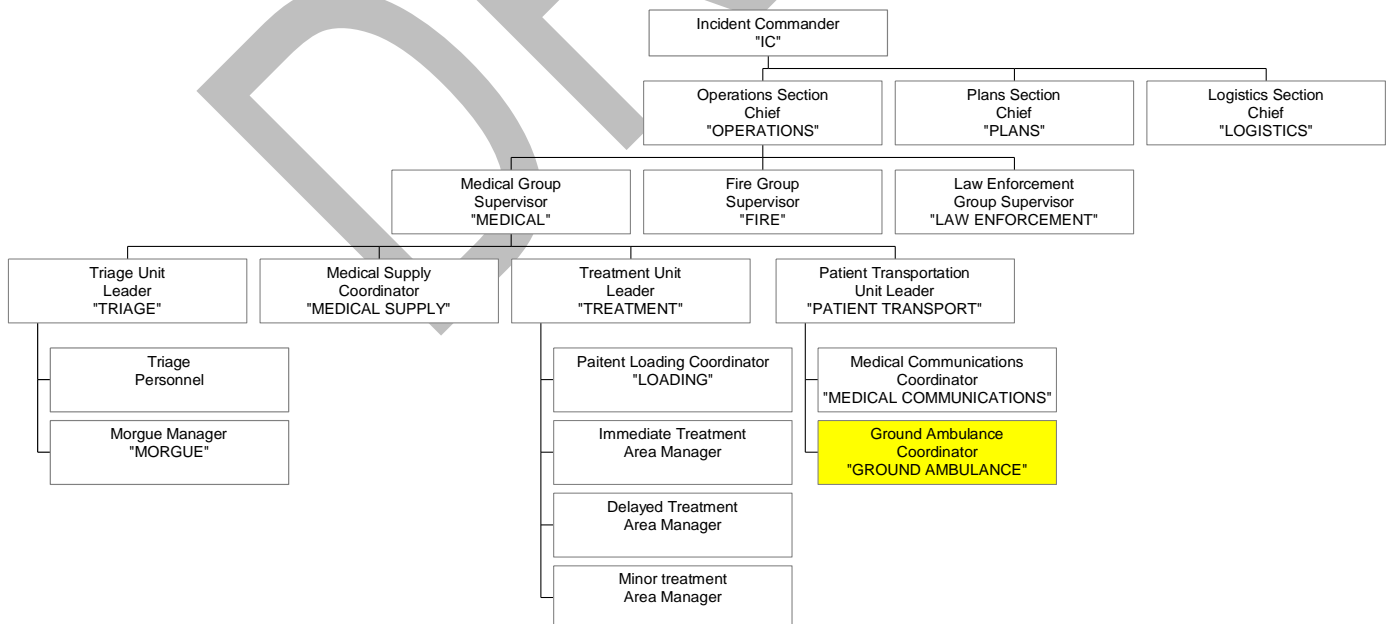
GROUND AMBULANCE COORDINATOR

Position Check List

Medical Branch



Medical Group





IMMEDIATE TREATMENT MANAGER

Position Check List

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*

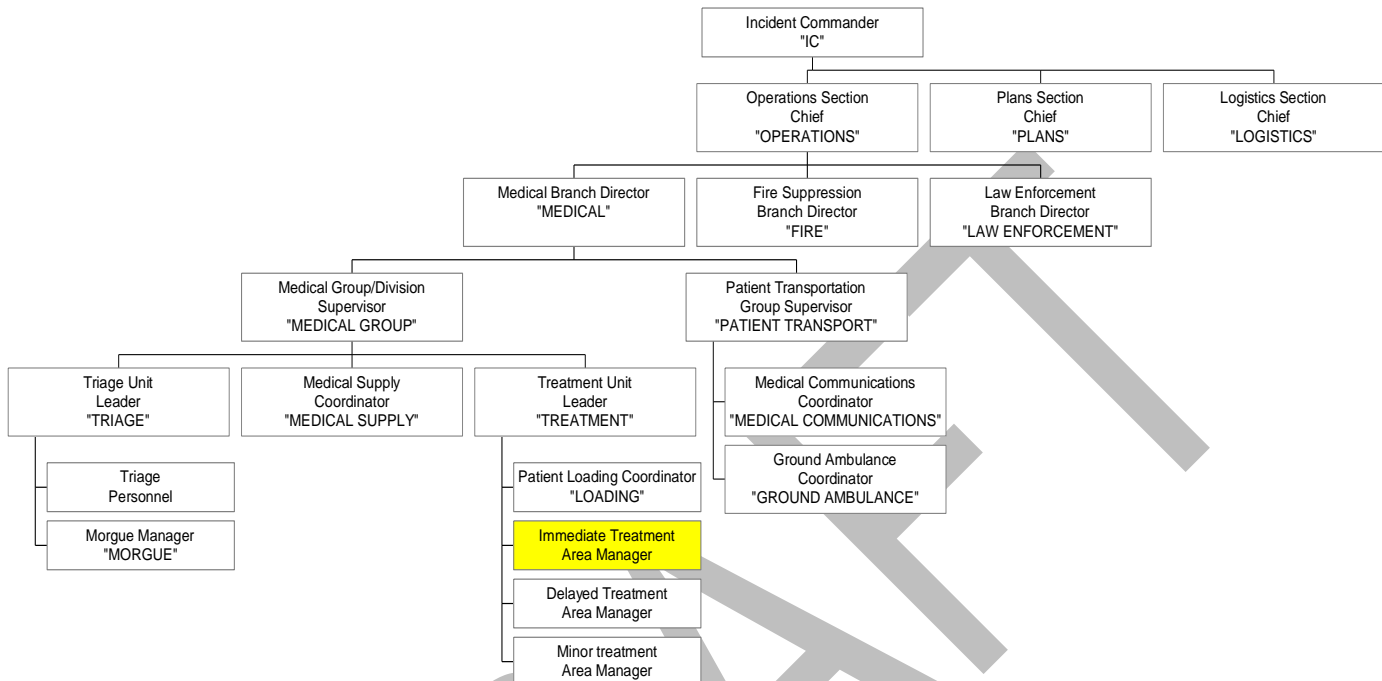
- ☐ **Obtain situation briefing from the Treatment Unit Leader**
- ☐ *Don position identification vest*
- ☐ *Assess situation*
- ☐ *Coordinate location of Immediate Treatment Area with Treatment Unit Leader*
- ☐ **Request or establish Medical Teams as necessary.**
- ☐ *Make requests for supplies and 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*



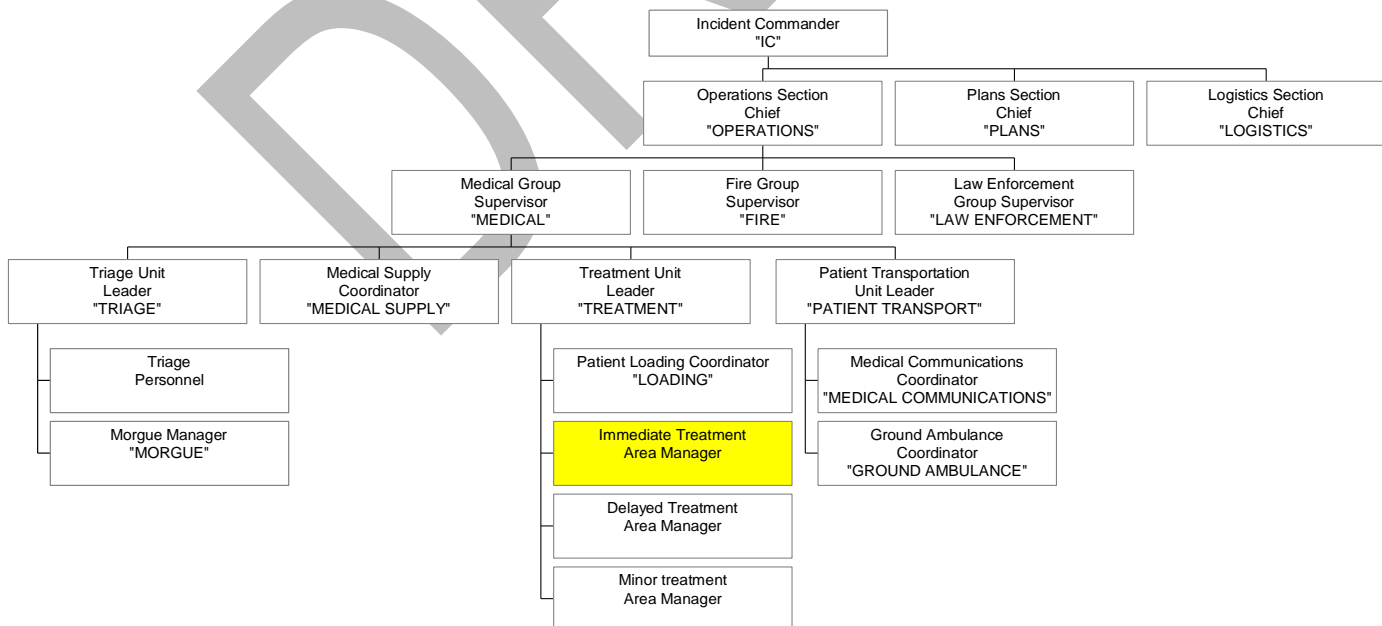
IMMEDIATE TREATMENT MANAGER

Position Check List

Medical Branch



Medical Group





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"

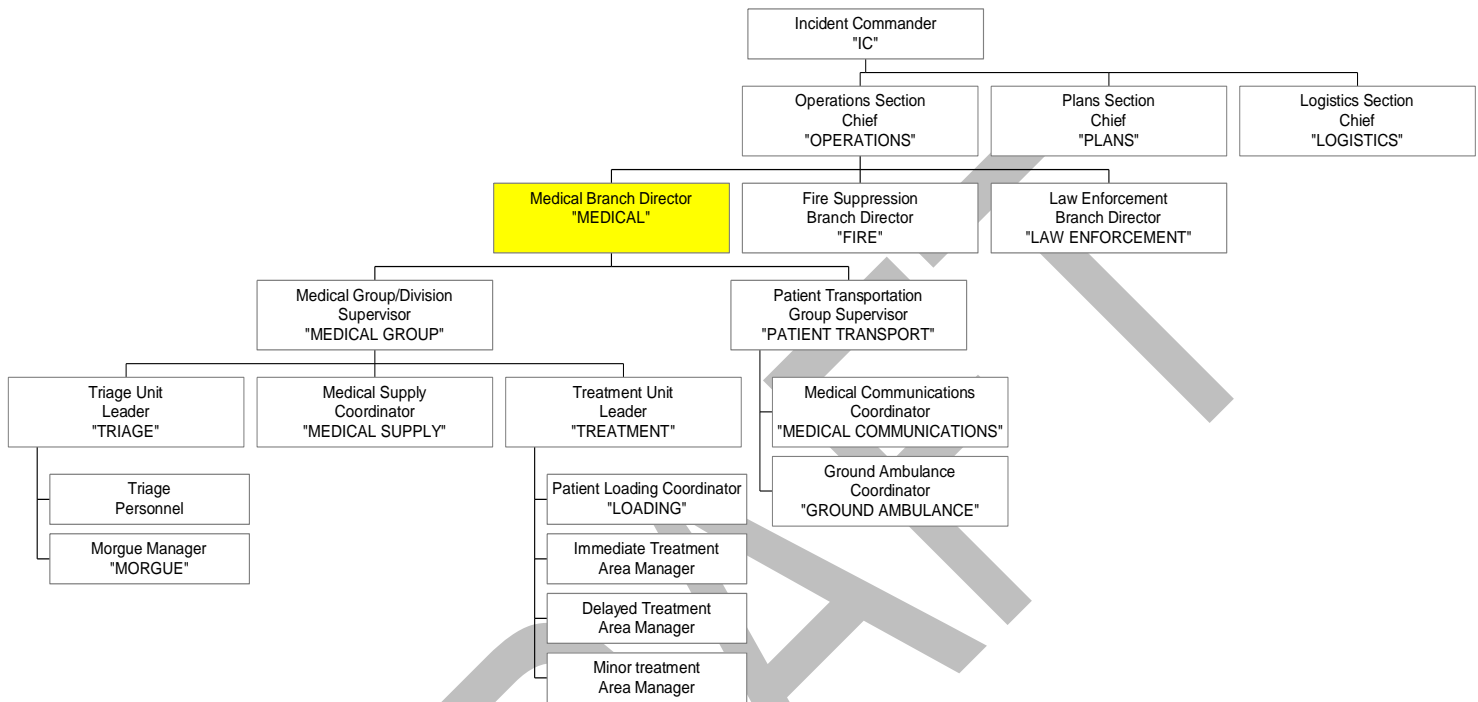
- ☐ Obtain situation briefing from Operations Section Chief
- ☐ Don position identification vest
- ☐ Assess situation
- ☐ Appoint and brief staff, as needed
- ☐ **Review group assignments for effectiveness of current operations and modify as needed.**
- ☐ **Provide input to Operations Section Chief for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



MEDICAL BRANCH DIRECTOR

Position Check List

Medical Branch





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

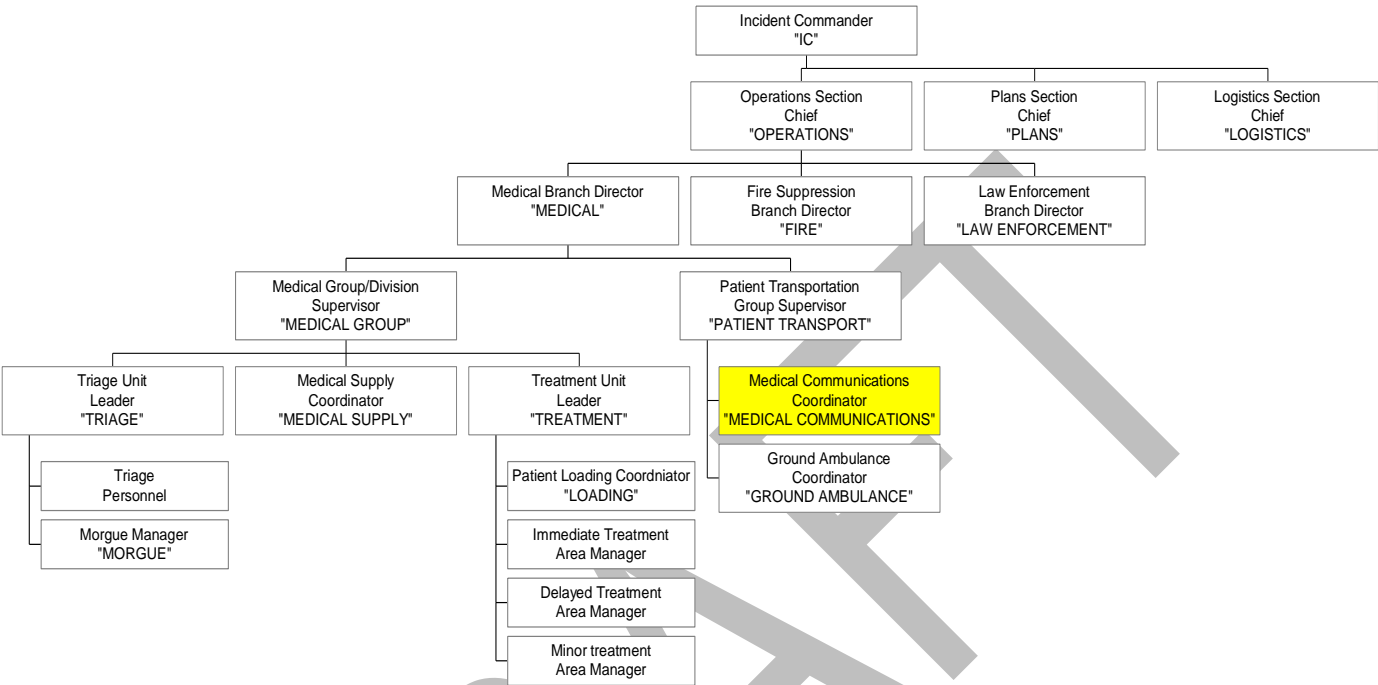
- ☐ **Coordinate patient destination with the hospital alert system.**
- ☐ *Provide receiving facilities with incident information as requested, including any decontamination procedures.*
- ☐ *Advise receiving facilities of inbound patients, including triage category and types of injuries.*
- ☐ **Communicate 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*



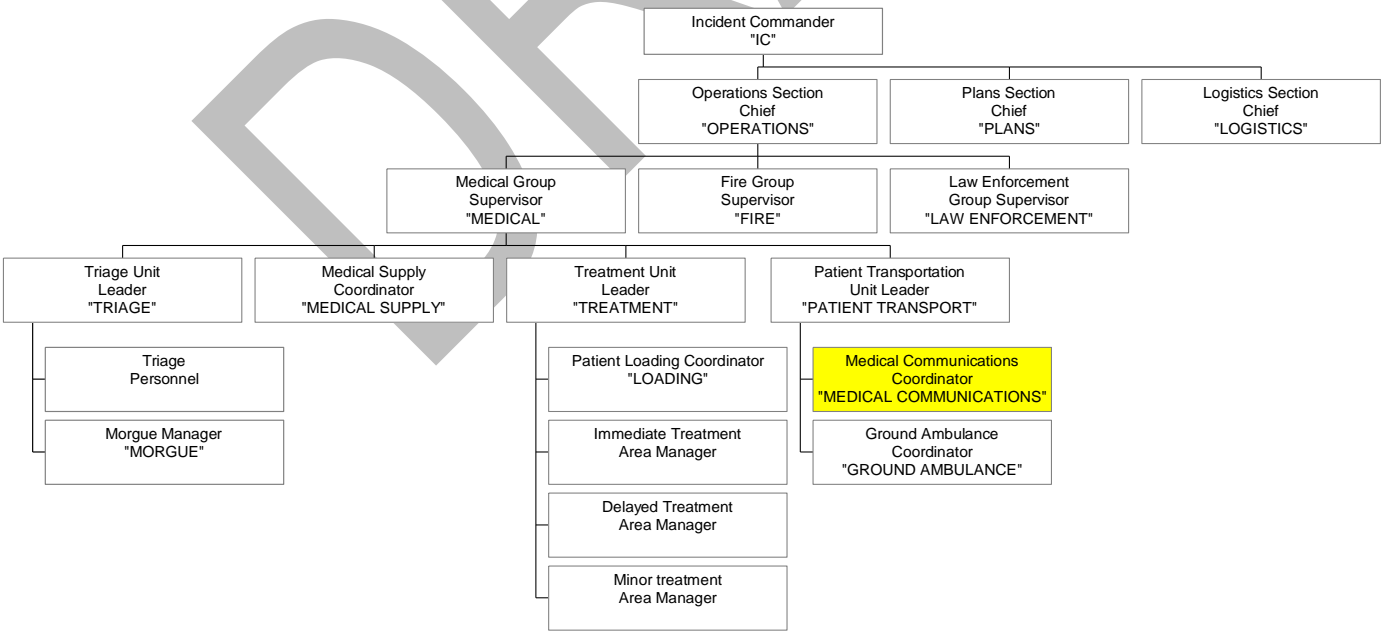
MEDICAL COMMUNICATIONS COORDINATOR

Position Check List

Medical Branch



Medical Group





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:
 - Triage Unit Leader
 - Treatment Unit Leader
 - Patient Transportation Unit Leader
 - 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

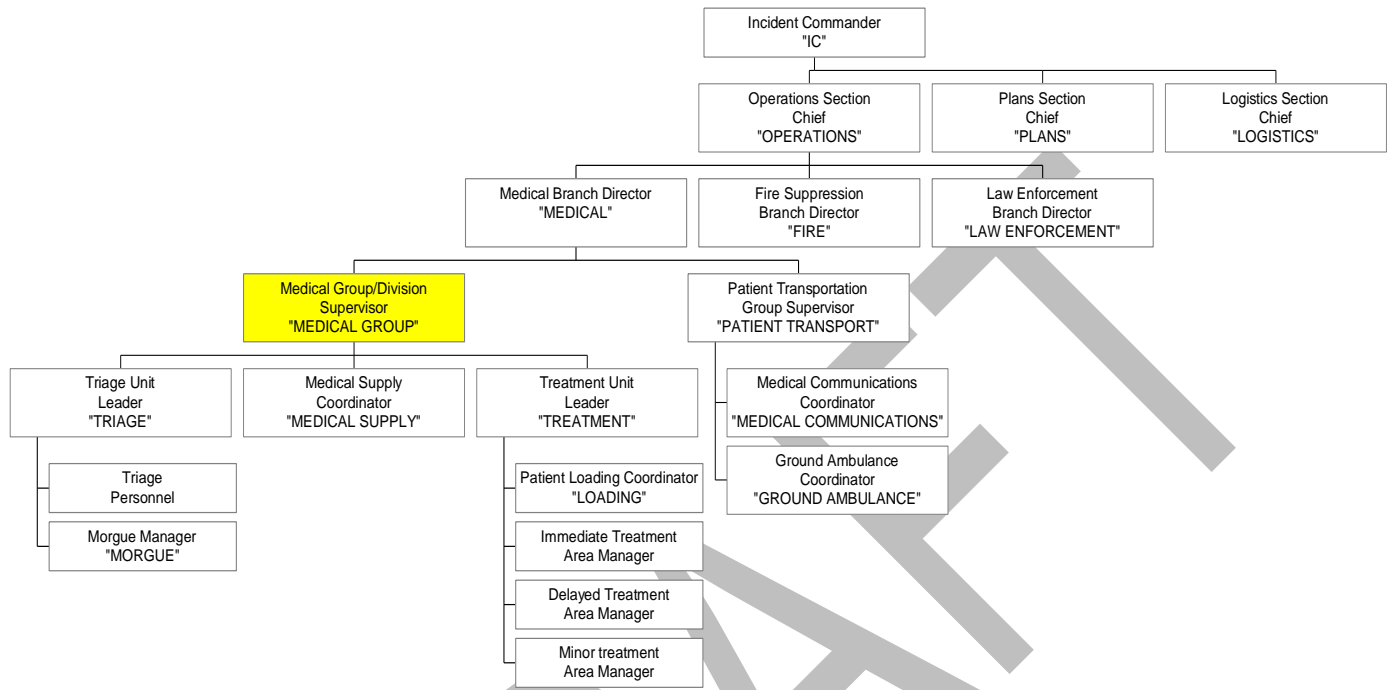
- ☐ *Establish coordination with Fire Control, HazMat Control, and Extrication Groups and Units*
- ☐ *Ensure that all work areas are out of hazardous areas*
- ☐ **Determine amount and types of additional medical resources and supplies needed to handle the magnitude of the incident (medical caches, backboards, litters, and cots).**
- ☐ *Anticipate needs for:*
 - ☐ *Medical supplies, equipment*
 - ☐ *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*



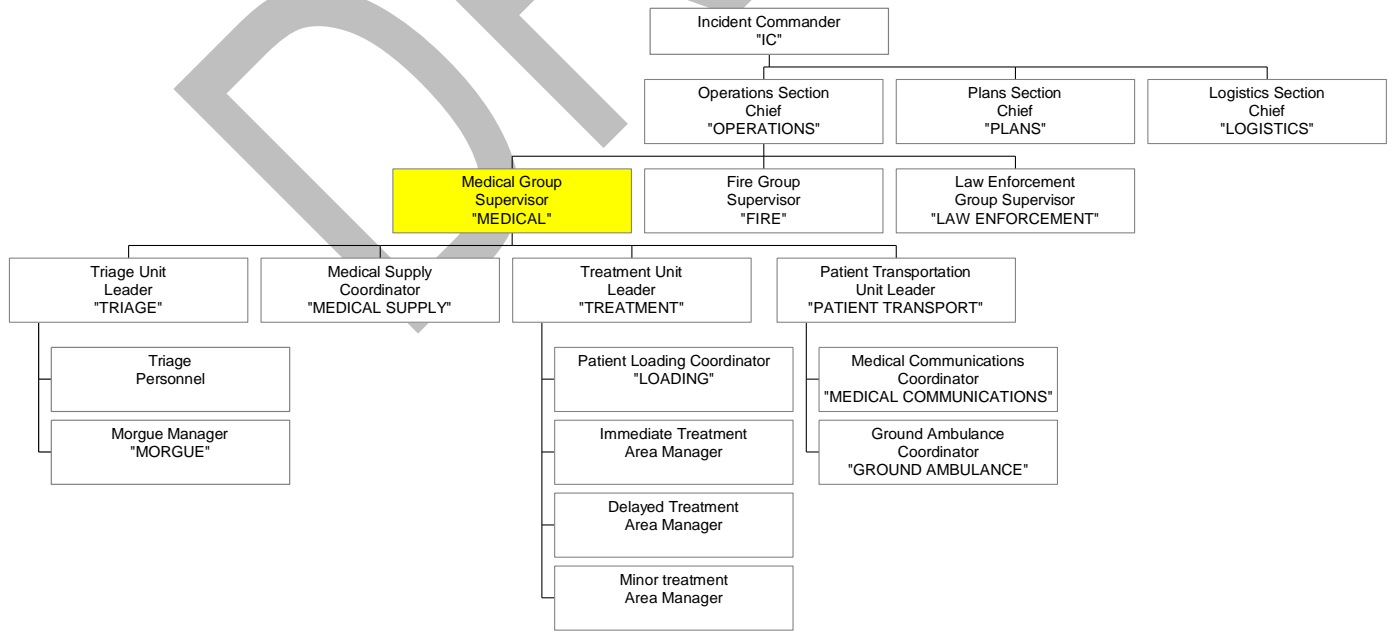
MEDICAL GROUP SUPERVISOR

Position Check List

Medical Branch



Medical Group





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."

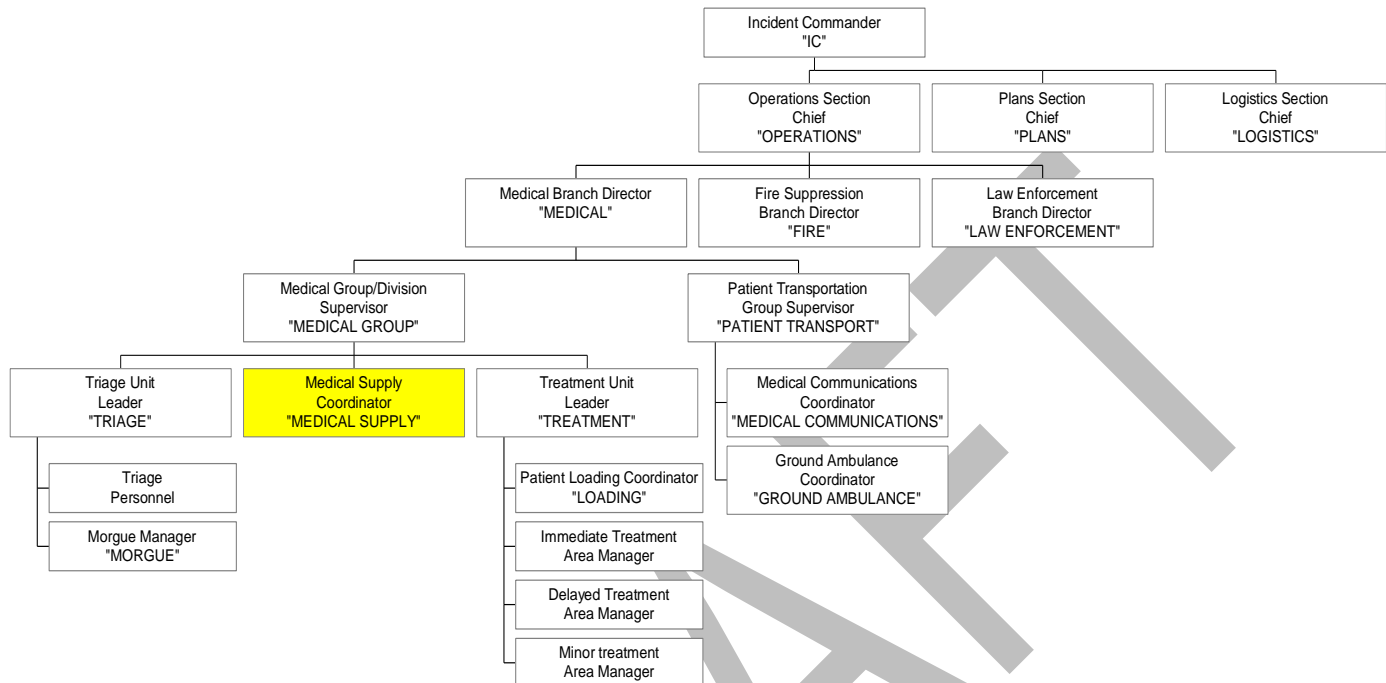
- ☐ Obtain situation briefing from Medical Group Supervisor
- ☐ *Don position identification vest*
- ☐ **Acquire, distribute and maintain status of medical equipment and supplies within the Medical Group. ***
- ☐ *Make requests for needed medical equipment and supplies through Medical Group Supervisor **
- ☐ *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.**



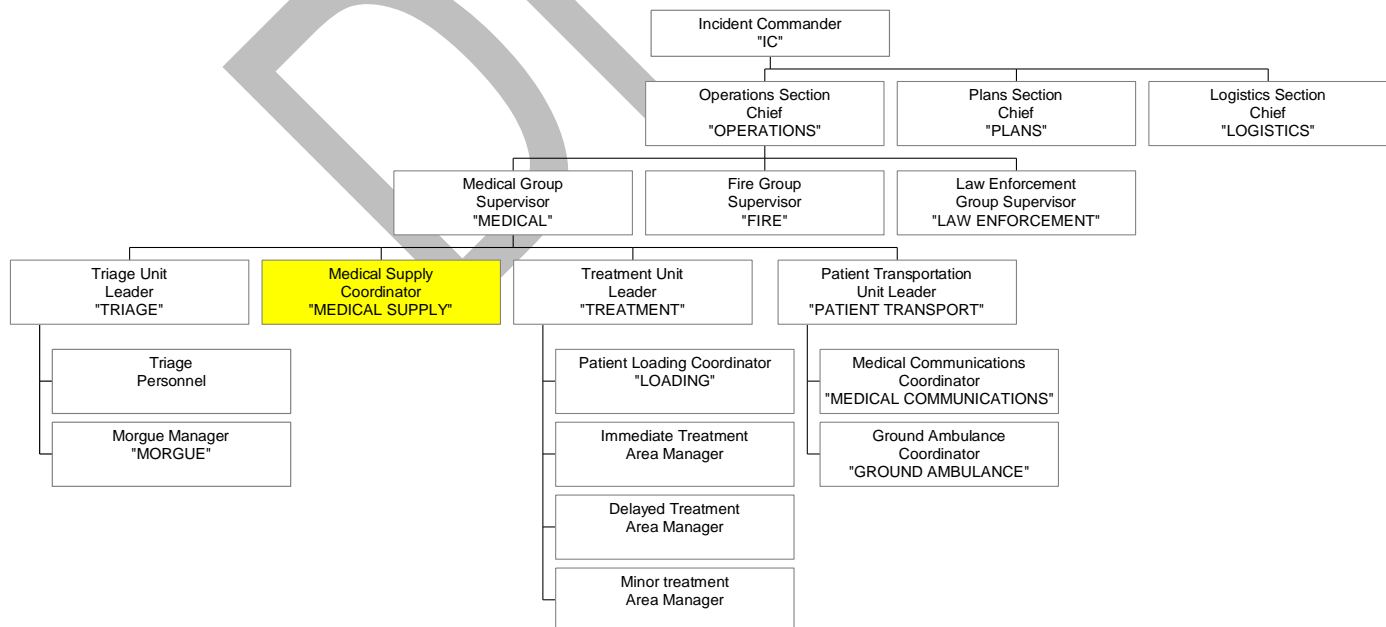
MEDICAL SUPPLY COORDINATOR

Position Check List

Medical Branch



Medical Group





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

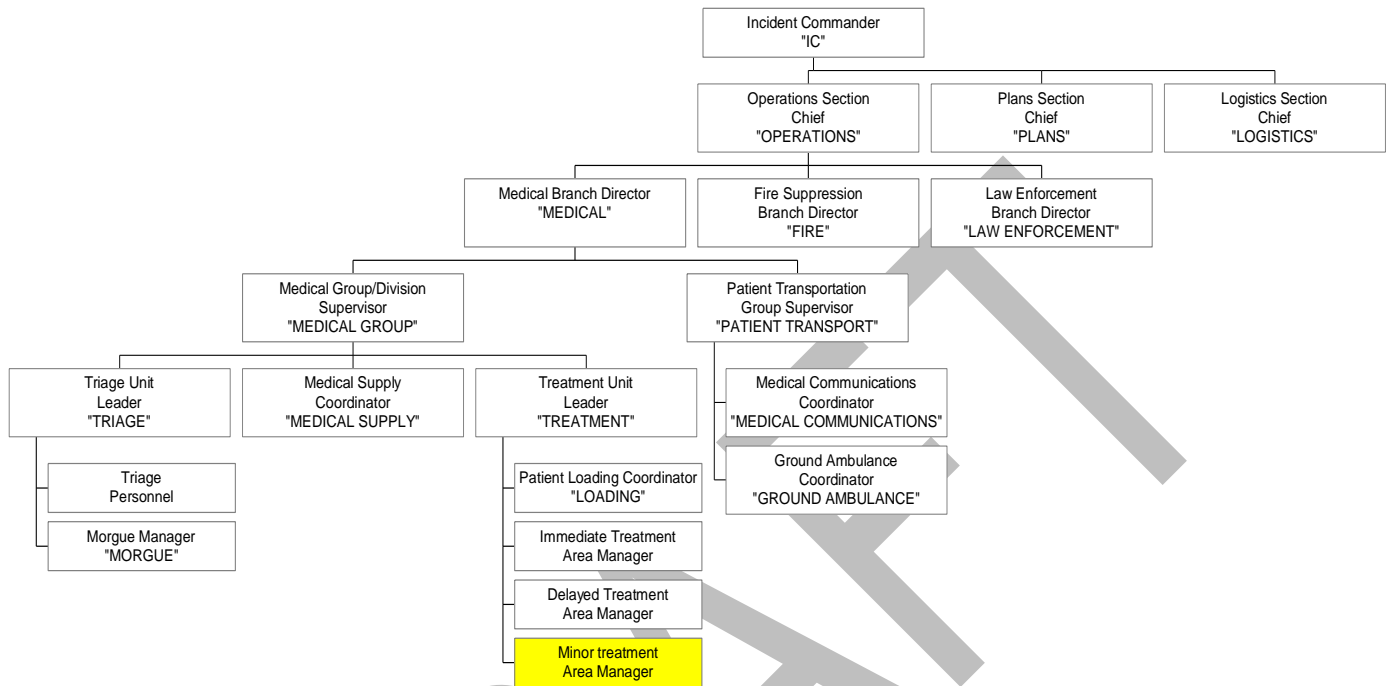
- ☐ *Obtain situation briefing from the Treatment Unit Leader*
- ☐ *Don position identification vest*
- ☐ *Assess situation*
- ☐ *Coordinate location of Minor Treatment Area with Treatment Unit Leader*
- ☐ **Request or establish Medical Teams as necessary.**
- ☐ *Make requests for supplies and personnel 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*



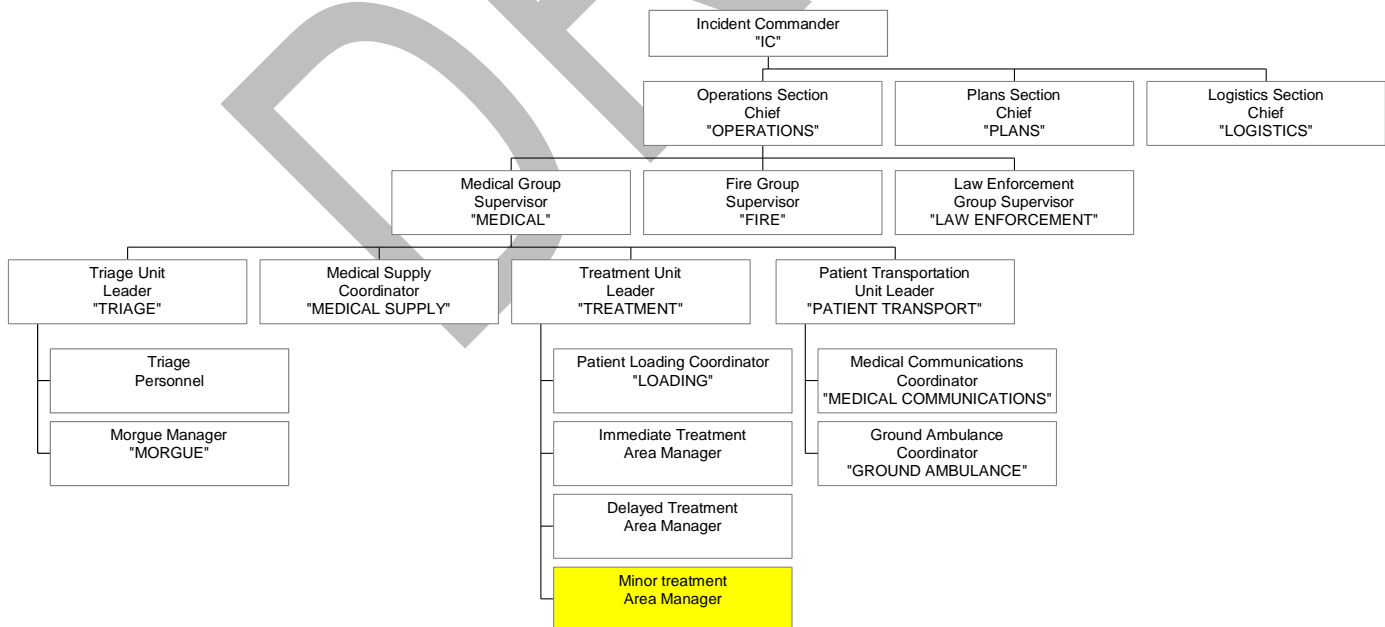
MINOR TREATMENT AREA MANAGER

Position Check List

Medical Branch



Medical Group





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."

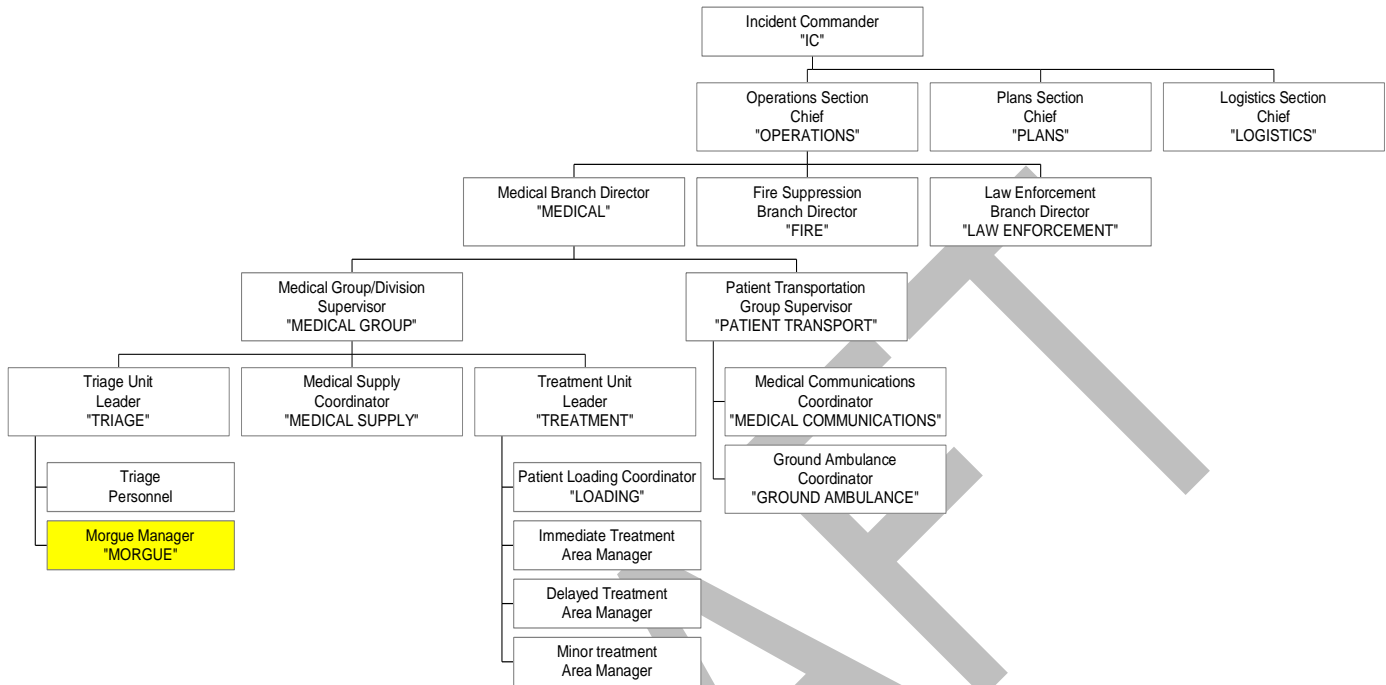
- ☐ Obtain Situation briefing from Medical Group Supervisor, Triage Unit Leader, and Treatment Unit Leader
- ☐ Don position identification vest
- ☐ **Assess resource/supply needs and order as needed.**
- ☐ Appoint staff and assistants, as needed:
 - Aides
 - Litter bearers
- ☐ Secure body tags
- ☐ **Coordinate 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)



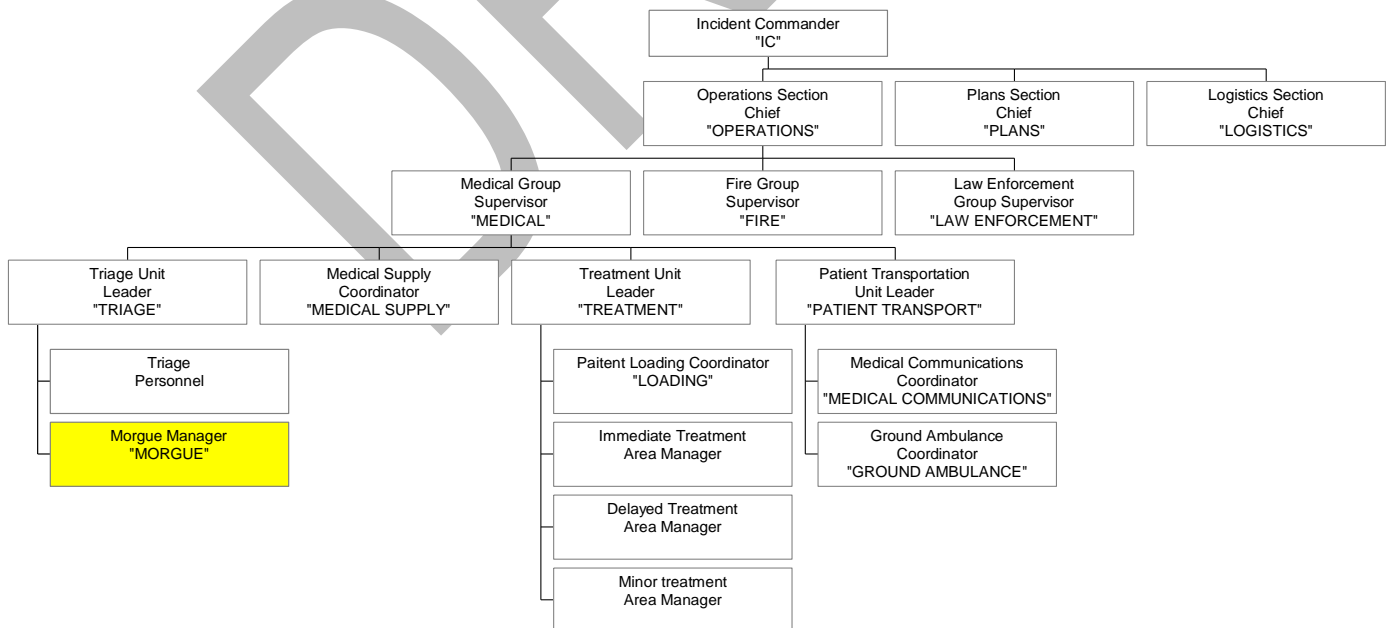
MORGUE MANAGER

Position Check List

Medical Branch



Medical Group





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

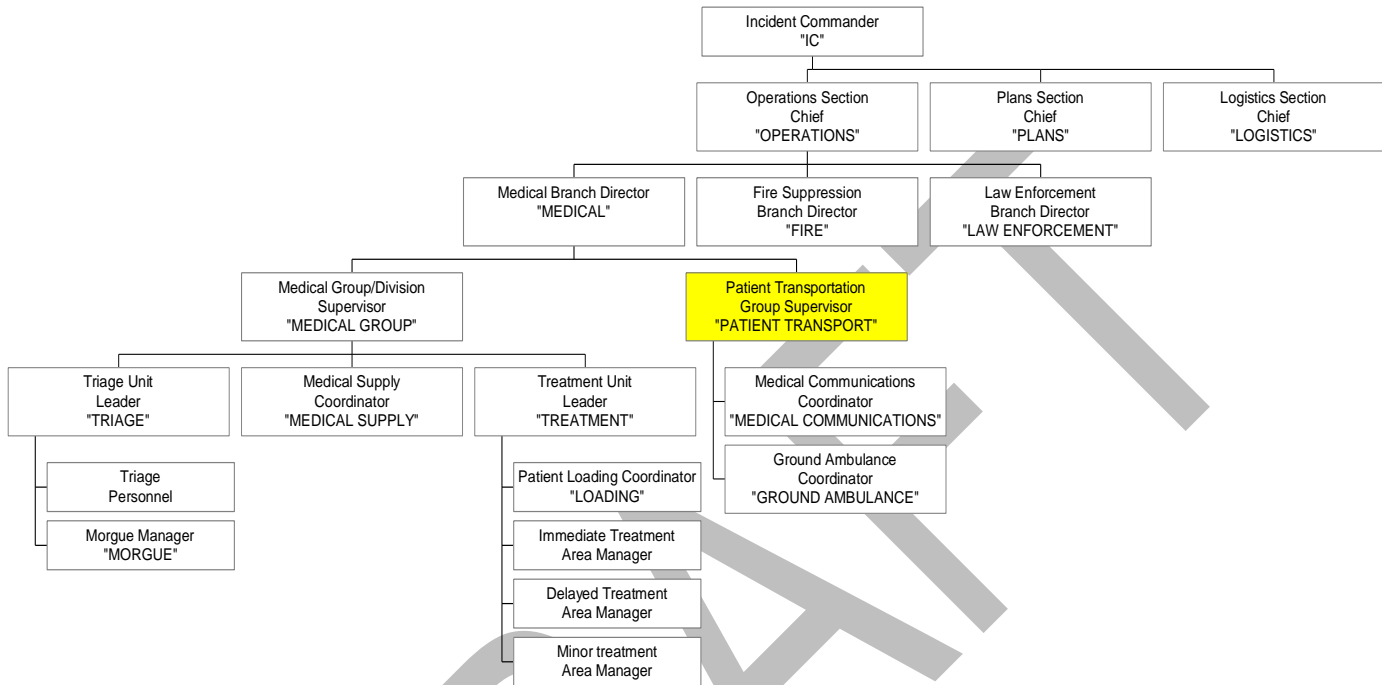
- ☐ **Coordinate the establishment of the Air Ambulance Helispots with the Medical Branch Director and Air Operations Branch Director.**
- ☐ *Maintain written records of patients, ambulance units, and receiving facilities*
- ☐ *Provide patient information for transmission to the receiving facilities 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*



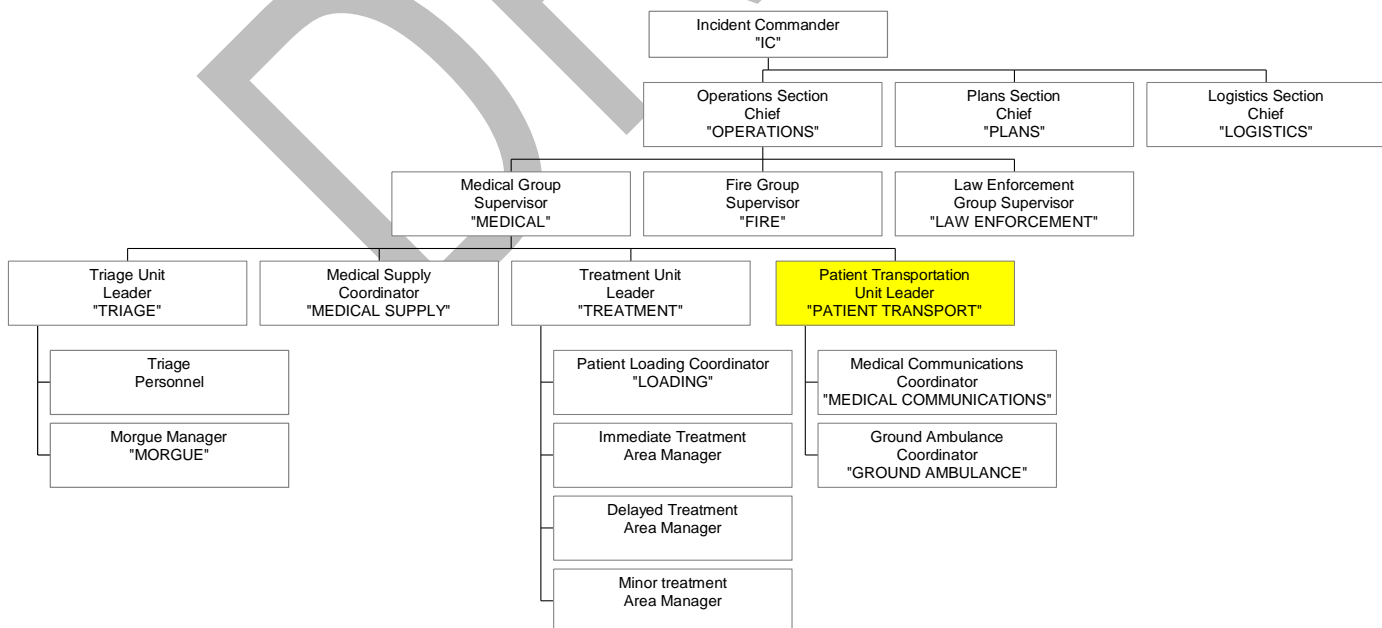
PATIENT TRANSPORTATION UNIT LEADER OR GROUP SUPERVISOR

Position Check List

Medical Branch



Medical Group





Patient Loading Coordinator

Position Check List

Description

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

Review FOG Common Responsibilities

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

Radio Call sign "LOADING" or LOADING 1, LOADING 2, etc."

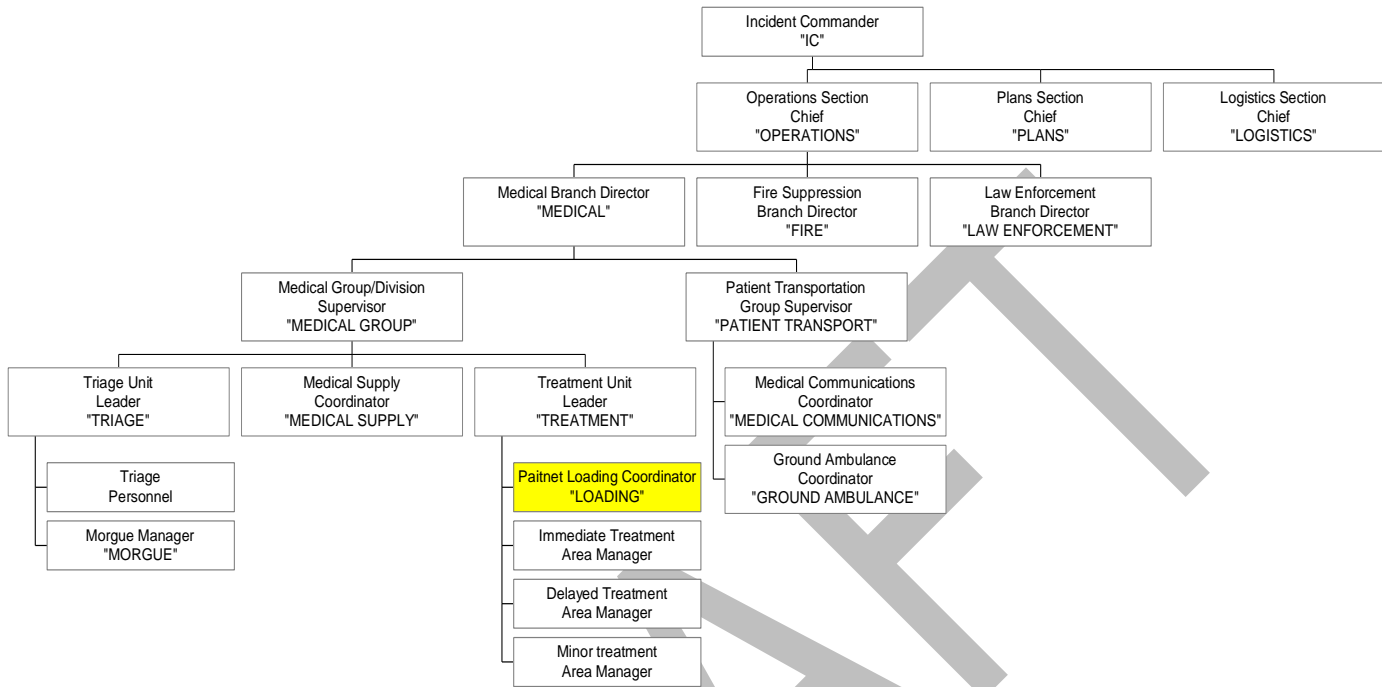
- ☐ Obtain situation briefing from Treatment Unit Leader
- ☐ Don position identification vest
- ☐ **Establish communications with the Immediate, Delayed, and Minor Treatment Managers.**
- ☐ **Establish communications with the Patient Transportation Unit Leader.**
- ☐ Assess situation
- ☐ Verify that 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)**



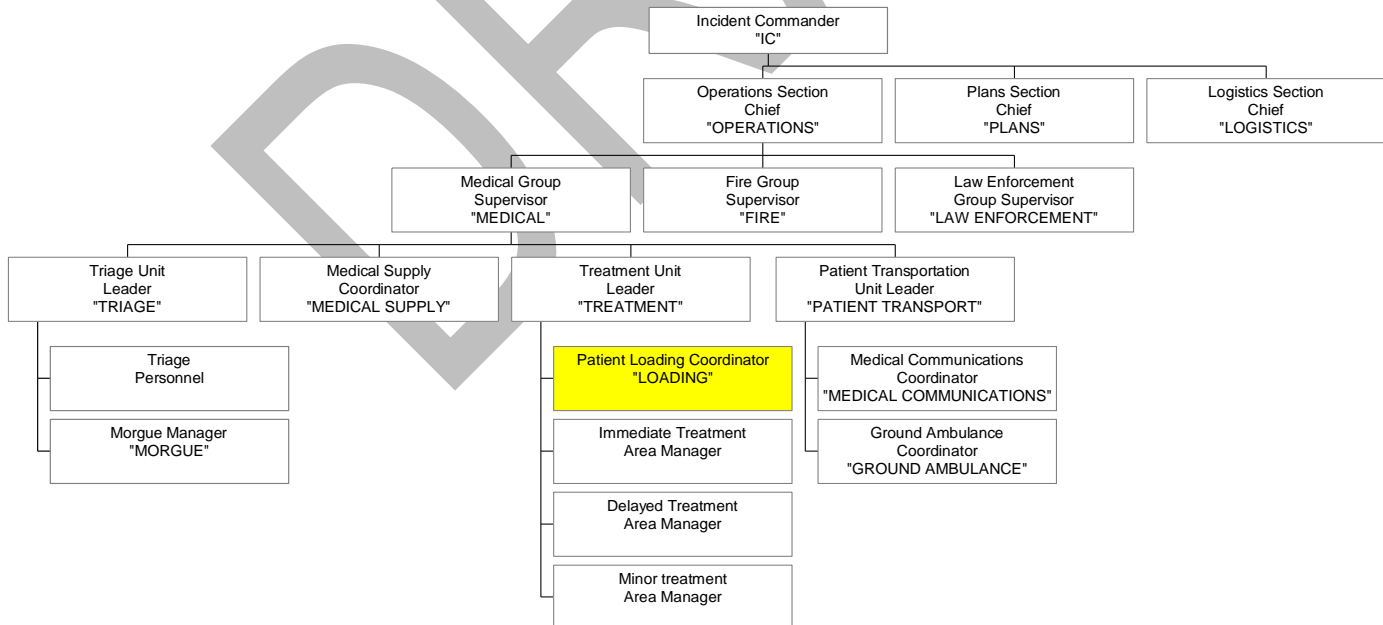
Patient Loading Coordinator

Position Check List

Medical Branch



Medical Group





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:*
 - ☐ *Treatment Area Managers*
 - ☐ *Patient Loading Coordinator*
 - ☐ *Litter Bearers*
 - ☐ *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*
 - ☐ *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 Check List

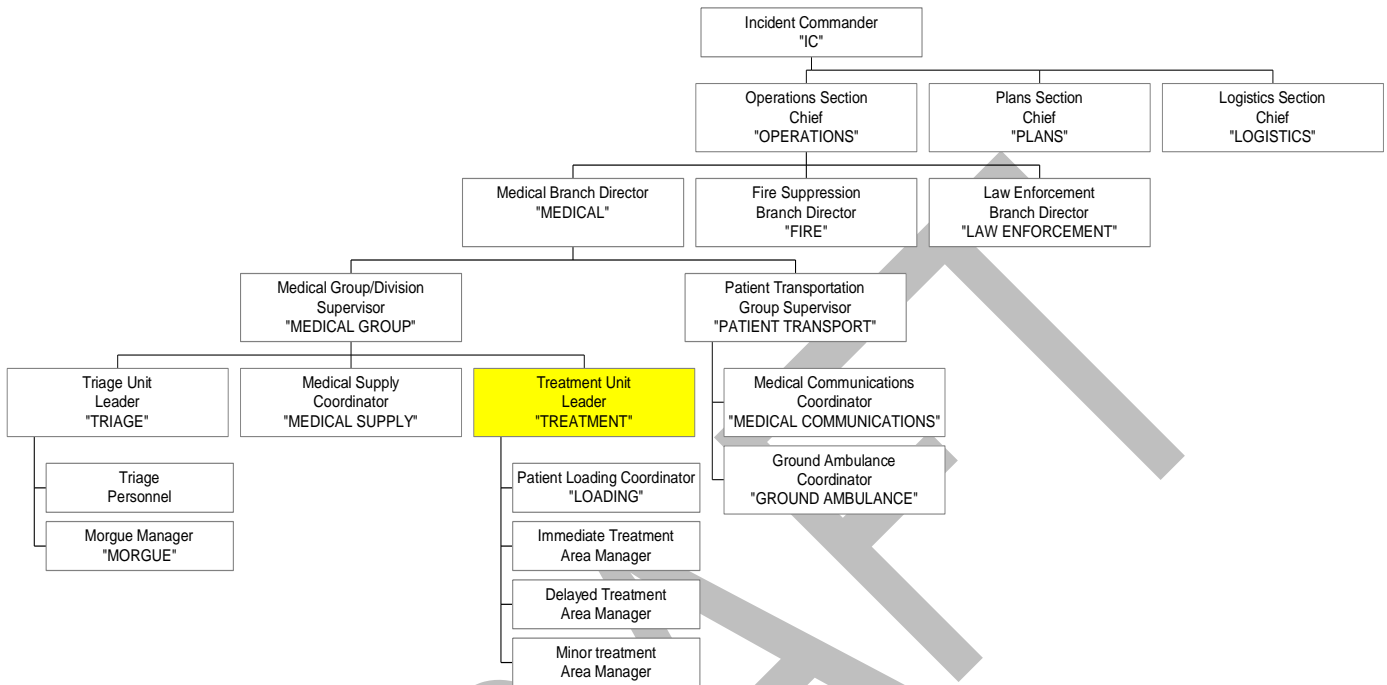
- ☐ Request sufficient medical caches and supplies as necessary.
- ☐ Establish communications and coordination with Patient Transportation Unit Leader.
- ☐ Ensure continual triage of patients throughout Treatment Areas.
- ☐ Direct movement of patients to ambulance loading area(s).
- ☐ Expedite movement 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



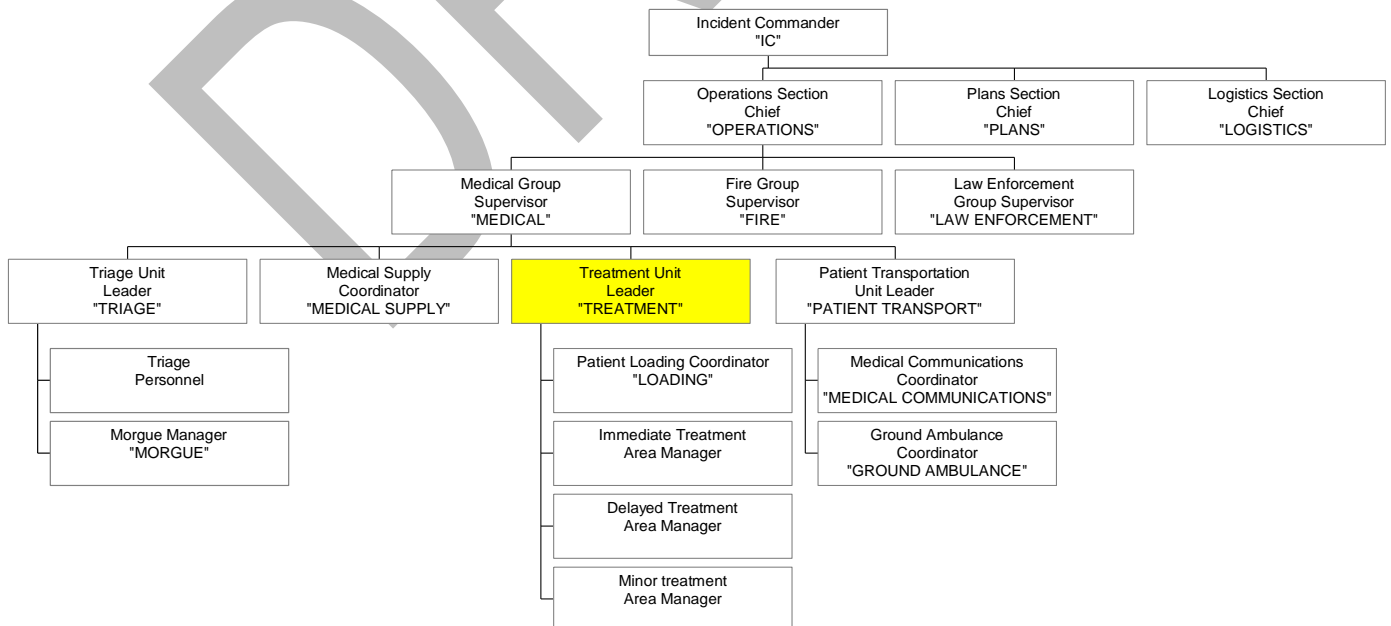
TREATMENT UNIT LEADER

Position Check List

Medical Branch



Medical Group





TRIAGE PERSONNEL

Position Check List

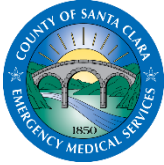
Description

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

Review FOG Common Responsibilities

ICS Specific Responsibilities with *County of Santa Clara additions*

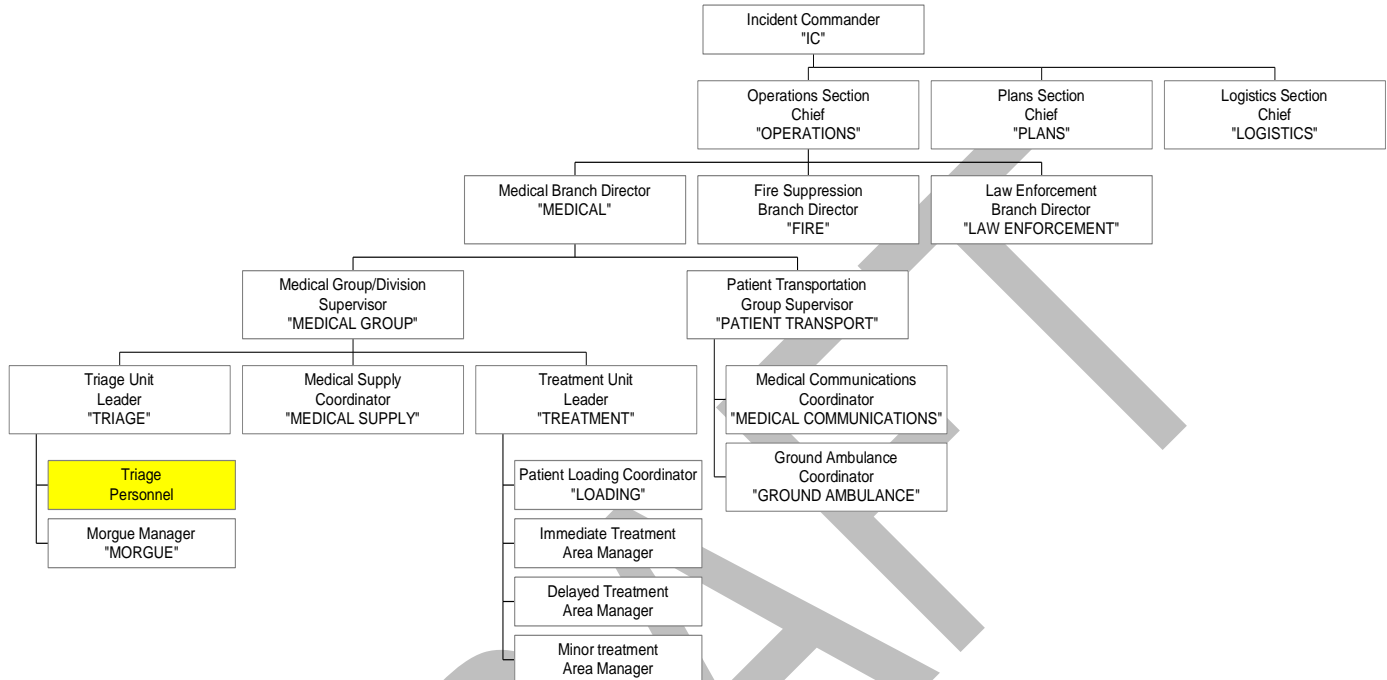
- ☐ *Obtain situation briefing from Triage Unit Leader*
- ☐ *Don position identification vest*
- ☐ **Report to designated on-scene triage location.**
- ☐ *Secure adequate supplies of triage tags*
- ☐ *Assess situation*
- ☐ **Triage and tag injured patients. Classify patients while noting injuries and 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.**



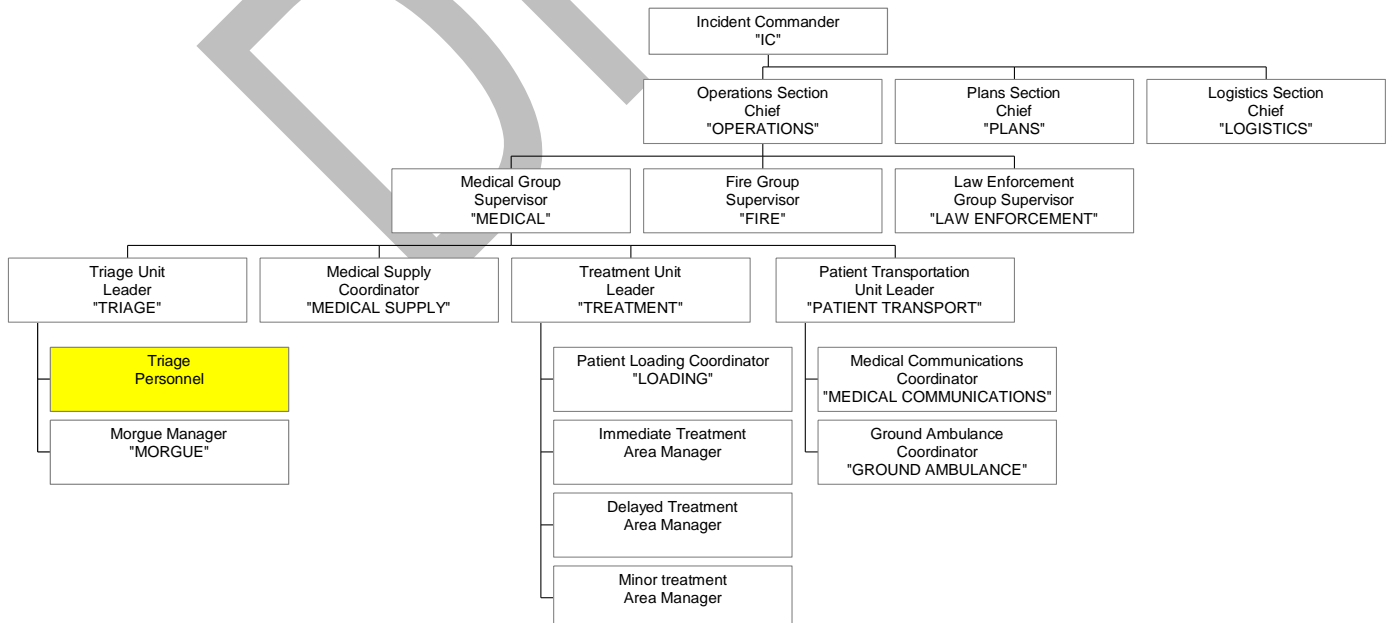
TRIAGE PERSONNEL

Position Check List

Medical Branch



Medical Group





TRIAGE UNIT LEADER

Position Check List

Description

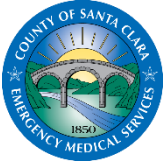
Reports to the Medical Group Supervisor and supervises Triage Personnel/Litter Bearers and the Morgue Manager. Assumes responsibility for providing triage management and movement of patients from the triage area. When triage is completed, the Unit Leader may be reassigned as needed.

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*

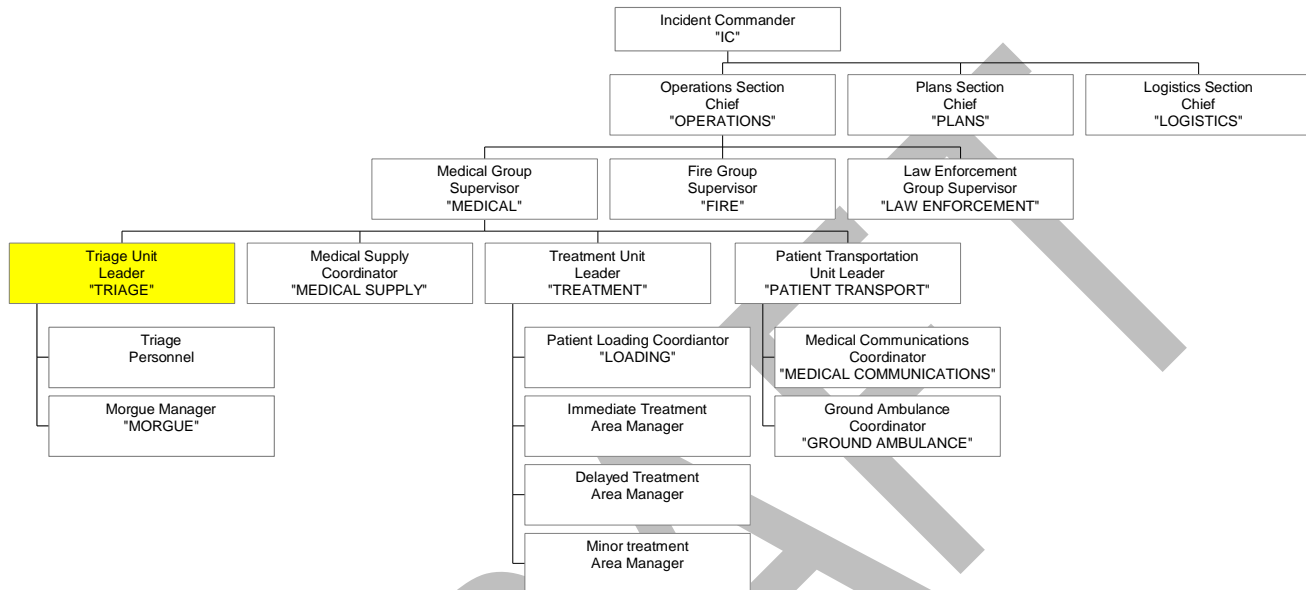
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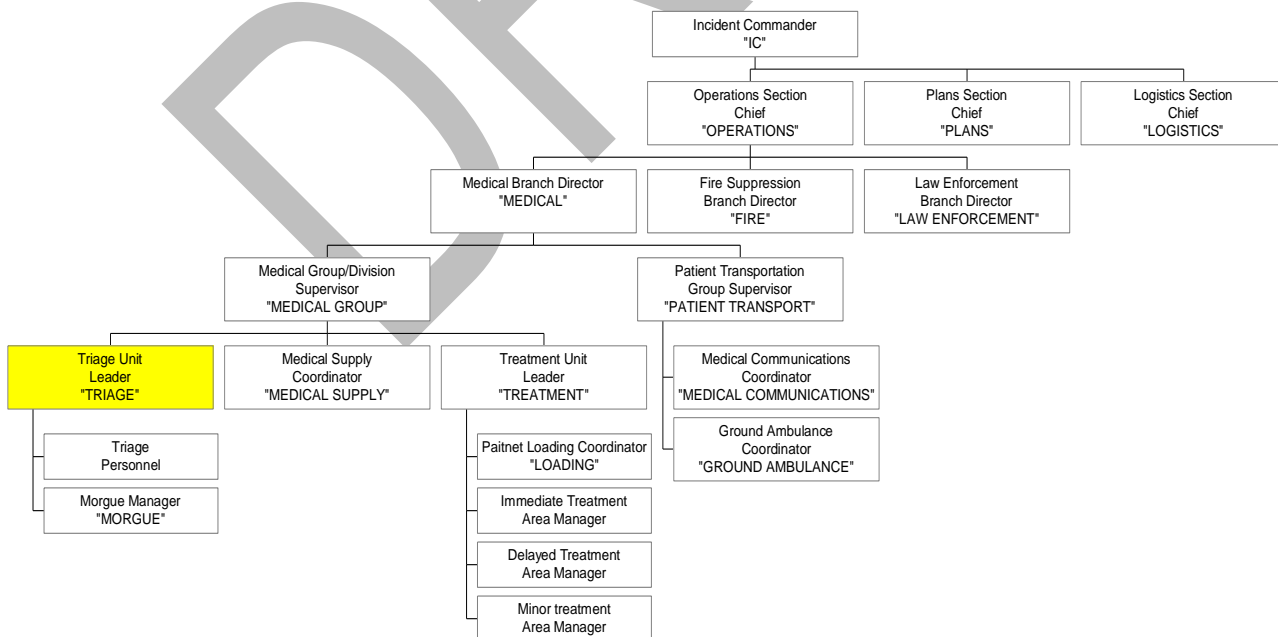
TRIAGE UNIT LEADER

Position Check List

Medical Group



Medical Branch



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.

HOSPITAL	Recommended Patient Distribution Per Each Round			Patient Count Round 1			Patient Count Round 2			Patient Count Round 3		
STANFORD HOSPITAL (TRAUMA)	I 2	D 2	M 4	I	D	M	I	D	M	I	D	M
VALLEY MEDICAL CENTER (TRAUMA)	I 2	D 2	M 4	I	D	M	I	D	M	I	D	M
REGIONAL MEDICAL CENTER (TRAUMA)	I 2	D 2	M 4	I	D	M	I	D	M	I	D	M
PALO ALTO VA	I 2	D 2	M 4	I	D	M	I	D	M	I	D	M
EL CAMINO HOSPITAL MOUNTAIN VIEW	I 2	D 2	M 4	I	D	M	I	D	M	I	D	M
KAISER SANTA CLARA	I 2	D 2	M 4	I	D	M	I	D	M	I	D	M
O'CONNOR HOSPITAL	I 2	D 2	M 4	I	D	M	I	D	M	I	D	M
KAISER SAN JOSE	I 2	D 2	M 4	I	D	M	I	D	M	I	D	M
GOOD SAMARITAN HOSPITAL	I 2	D 2	M 4	I	D	M	I	D	M	I	D	M
EL CAMINO HOSPITAL LOS GATOS	I 2	D 2	M 4	I	D	M	I	D	M	I	D	M
ST. LOUISE REGIONAL MEDICAL CENTER	I 2	D 2	M 4	I	D	M	I	D	M	I	D	M

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.

HOSPITAL	TIME			TIME			TIME			TIME		
Kaiser Redwood City 1150 Veterans Blvd Redwood City 5 Miles	I	D	M	I	D	M	I	D	M	I	D	M
Sequoia Hospital 170 Alameda de Las Pulgas Redwood City 5.3 Miles	I	D	M	I	D	M	I	D	M	I	D	M
San Mateo Medical Center 222 W 39 th Ave San Mateo 11.3 Miles	I	D	M	I	D	M	I	D	M	I	D	M
Mills Peninsula Medical Cntr 1501 Trousdale Dr Burlingame 15.5 Miles	I	D	M	I	D	M	I	D	M	I	D	M
Seton Coastside Hospital 600 Marine Blvd Moss Beach 19 Miles	I	D	M	I	D	M	I	D	M	I	D	M
Kaiser South San Francisco 1200 El Camino Real South San Francisco 21 Miles	I	D	M	I	D	M	I	D	M	I	D	M
Seton Medical Center 1900 Sullivan Ave Daly City 23 Miles	I	D	M	I	D	M	I	D	M	I	D	M

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.

HOSPITAL	TIME			TIME			TIME			TIME		
Dominican Hospital 1555 Soquel Dr Santa Cruz 11 Miles	I	D	M	I	D	M	I	D	M	I	D	M
Watsonville Hospital 75 Nielson St Watsonville 18 Miles	I	D	M	I	D	M	I	D	M	I	D	M

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.
- Hospital are listed nearest to farthest from the County border.

HOSPITAL	TIME			TIME			TIME			TIME		
Hazel Hawkins Hospital 911 Sunset Dr Hollister 9 Miles	I	D	M	I	D	M	I	D	M	I	D	M

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.

HOSPITAL	TIME			TIME			TIME			TIME		
Kaiser Fremont 39400 Paseo Padre Pkwy Fremont 7 Miles	I	D	M	I	D	M	I	D	M	I	D	M
Washington Hospital 2000 Mowry Ave Fremont 7.5 Miles	I	D	M	I	D	M	I	D	M	I	D	M
St. Rose Hospital 27200 Calaroga Ave Hayward 15 Miles	I	D	M	I	D	M	I	D	M	I	D	M
ValleyCare Hospital 5555 W Las Positas Blvd Pleasanton 16 Miles	I	D	M	I	D	M	I	D	M	I	D	M
Eden Medical Center 20103 Lake Chabot Rd Castro Valley 18 Miles – (TRAUMA)	I	D	M	I	D	M	I	D	M	I	D	M
San Leandro Hospital 13855 E 14Th St San Leandro 21 Miles	I	D	M	I	D	M	I	D	M	I	D	M
Kaiser San Leandro 2500 Merced Street San Leandro 21 miles	I	D	M	I	D	M	I	D	M	I	D	M

HOSPITAL	TIME			TIME			TIME			TIME		
Alameda Hospital 2070 Clinton Ave Alameda 28 Miles	I	D	M	I	D	M	I	D	M	I	D	M
Alameda County Medical Center (Highland) 1411 E 31 St Oakland 29 Miles – (TRAUMA)	I	D	M	I	D	M	I	D	M	I	D	M
Kaiser Oakland 280 W MacArthur Blvd Oakland 31 Miles	I	D	M	I	D	M	I	D	M	I	D	M
Summit Hospital 350 Hawthorne Ave Oakland 31 Miles	I	D	M	I	D	M	I	D	M	I	D	M
UCSF Benioff Children's Hospital Oakland 747 52nd St Oakland 32 Miles (TRAUMA)	I	D	M	I	D	M	I	D	M	I	D	M
Alta Bates Berkley 2450 Ashby Ave Berkeley 33 Miles	I	D	M	I	D	M	I	D	M	I	D	M

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.

HOSPITAL	TIME			TIME			TIME			TIME		
Natividad Medical Center 1441 Constitution Blvd Salinas 16 Miles (TRAUMA)	I	D	M	I	D	M	I	D	M	I	D	M
Salinas Valley Memorial Hospital 450 E Romie Ln Salinas 18 Miles	I	D	M	I	D	M	I	D	M	I	D	M
Community hospital of Monterey Peninsula 23625 Holman Hwy Monterey 31 Miles	I	D	M	I	D	M	I	D	M	I	D	M
Mee Memorial Hospital 300 Canal St King City 55 Miles	I	D	M	I	D	M	I	D	M	I	D	M

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.

HOSPITAL	TIME			TIME			TIME			TIME		
San Francisco General 1001 Potrero Ave San Francisco 26 Miles (TRAUMA)	I	D	M	I	D	M	I	D	M	I	D	M
CPMC St. Luke's Campus 3555 Cesar Chavez San Francisco 26 Miles	I	D	M	I	D	M	I	D	M	I	D	M
CPMC Pacific Campus 2333 Buchanan St San Francisco 28 Miles	I	D	M	I	D	M	I	D	M	I	D	M
CPMC Davies Campus - Castro & Duboce Streets San Francisco 28 Miles	I	D	M	I	D	M	I	D	M	I	D	M
St. Francis Hospital 900 Hyde St San Francisco 28 Miles	I	D	M	I	D	M	I	D	M	I	D	M
UCSF Parnassus 505 Parnassus Ave. San Francisco 28 Miles	I	D	M	I	D	M	I	D	M	I	D	M
Kaiser San Francisco 2425 Geary Blvd San Francisco 29 Miles	I	D	M	I	D	M	I	D	M	I	D	M

HOSPITAL	TIME			TIME			TIME			TIME		
St. Mary's Hospital 450 Stanyan St San Francisco 29 Miles	I	D	M	I	D	M	I	D	M	I	D	M
UCSF Benioff Children's Hospital 1975 4 th Street San Francisco 29 Miles	I	D	M	I	D	M	I	D	M	I	D	M
CPMC California Campus 3700 California St San Francisco 29 Miles	I	D	M	I	D	M	I	D	M	I	D	M
Chinese Hospital 845 Jackson St San Francisco 29 Miles	I	D	M	I	D	M	I	D	M	I	D	M
San Francisco VA 4150 Clement St San Francisco 31 Miles	I	D	M	I	D	M	I	D	M	I	D	M

Patient Transportation Tracking - Worksheet

Page 1 of

#	TAG NUMBER / NAME	PRIORITY I, D, M	PRIMARY INJURIES	UNIT TRANSPORTING	TIME OF DEPARTURE	HOSPITAL
1						
2						
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20						

Patient Transportation Tracking - Worksheet

Page 2 of

#	TAG NUMBER / NAME	PRIORITY I, D, M	PRIMARY INJURIES	UNIT TRANSPORTING	TIME OF DEPARTURE	HOSPITAL
21						
22						
23						
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Patient Transportation Tracking - Worksheet

Page 3 of

#	TAG NUMBER / NAME	PRIORITY I, D, M	PRIMARY INJURIES	UNIT TRANSPORTING	TIME OF DEPARTURE	HOSPITAL
41						
42						
43						
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Patient Transportation Tracking - Worksheet

Page ____ of ____

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