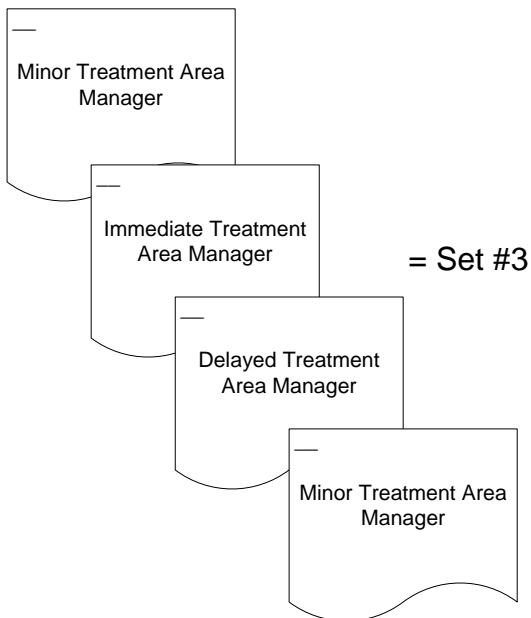
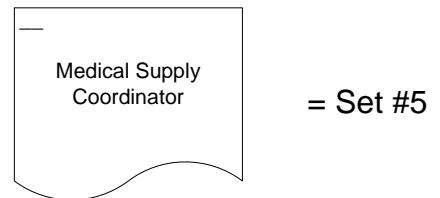
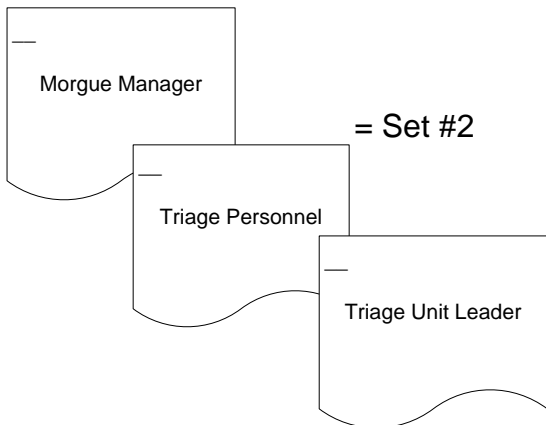
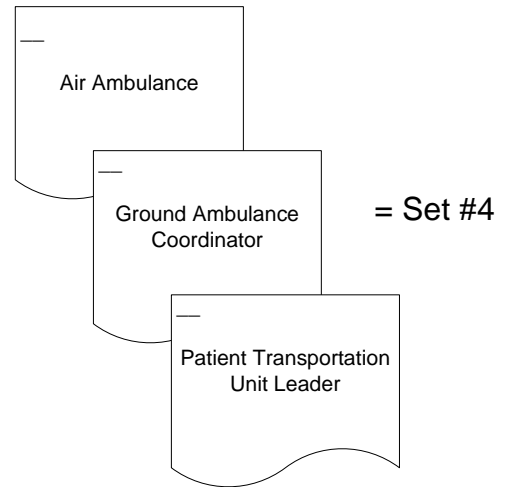
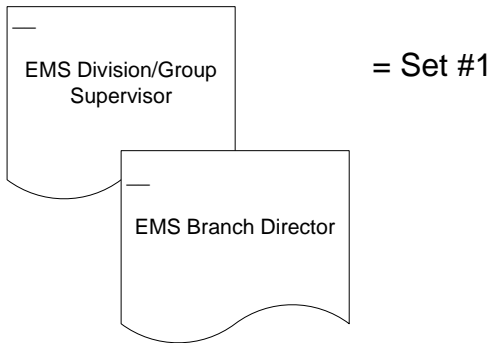


JURISDICTIONAL FIRE AGENCY MCI FIELD RESPONSIBILITIES PACKETS

These packets are designed to be used as tear-outs, while on scene during a Multi-Casualty Incident. The sets are grouped for easy distribution based on Mission. To make additional Packets, use a pre-collated set as a sample, or follow the instructions below:

1. Copy the set (double sided) for each position individually and staple in the upper left-hand corner.
2. Assemble the sets, in the order indicated below, into Packets. Staple the sets together with one staple (middle top of page).



EMS BRANCH DIRECTOR

You report to the **Operations Section Chief**

MISSION: Responsible for the implementation of the Incident Action Plan within the EMS Branch and supervise the EMS Division(s)/Group(s) and the Patient Transportation function if multiple EMS Divisions/Groups established.

- Don position identification vest.
- Review entire checklist.
- Review Common Responsibilities (Back).
- Obtain briefing from the **Operations Section Chief**.
- Identify Radio Channels:
 - _____ Command Net (monitor and use)
 - _____ Tactical Net (monitor)
 - _____ Air to Ground Frequency (monitor)
- Review Division/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.
- Advise Operations Section Chief if MCI Tier needs to change.
- Approve suspension of PCRs and direct use of triage tags as minimal documentation method if appropriate.
- Maintain Unit/Activity Log (ICS Form 214).

NOTE: If the Incident is a Branch organization, yet only one EMS Division/Group is required, the EMS Branch Director assumes EMS Division/Group Supervisor duties. If multiple EMS Divisions and or Groups are required, upgrade the Patient Transportation Unit to a Group, thereby making a single Patient Transportation Group for the multiple EMS Divisions and or Groups. In this case the EMS Branch Director would supervise the various EMS Divisions and or Groups along with the single Patient Transportation Group.

COMMON RESPONSIBILITIES

The following is a checklist applicable to all ICS personnel:

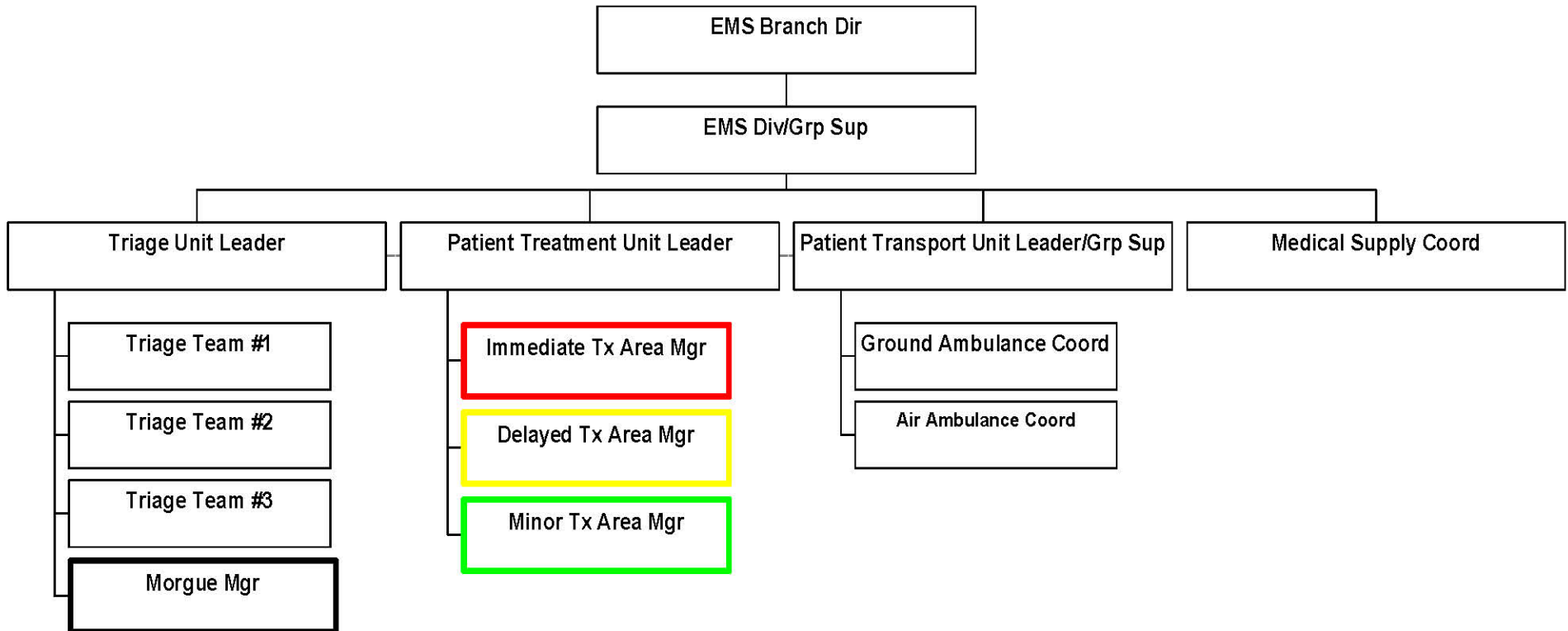
- Receive assignment from your agency, including:
 - Job assignment, e.g., Strike Team designation, overhead position, etc.
 - Resource order number and request number
 - Reporting location
 - Reporting time
 - Travel instructions
 - Any special communications instructions, e.g., travel frequency
- Upon arrival at the incident, check in at designated Check-in location.
 - Incident Command Post
 - Base or Camps
 - Staging Areas
 - Helibases
 - If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor.
- Receive briefing from immediate supervisor.
- Acquire work materials.
- Conduct all tasks in a manner that ensures safety and welfare of you and your co-workers.
- Organize and brief subordinates.
- Know the assigned frequency or frequencies for your area of responsibility and ensure that communication equipment is operating properly.
- Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications" e.g., "Webb Communications".
- Complete forms and reports required of the assigned position and send through supervisor to Documentation Unit.
- Respond to demobilization orders and brief subordinates regarding demobilization.

UNIT LEADER RESPONSIBILITIES

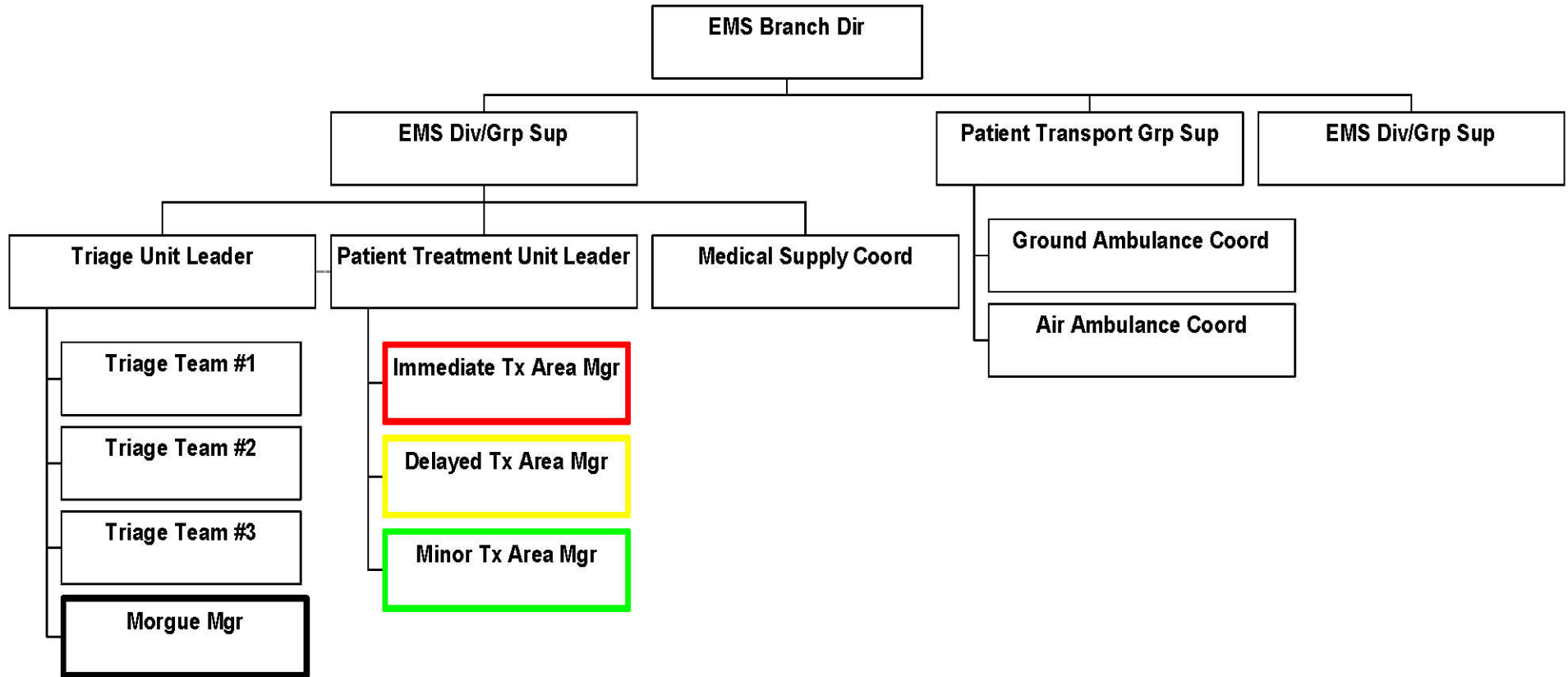
A number of the Unit Leader responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit Leader Position.

- 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 and 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).

MCI - Single EMS Div/Grp



MCI - Multiple EMS Div/Grps



COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET						Frequency Band VHF, UHF, AVIATION		Description CONTRA COSTA COUNTY EMS		
Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq	N or W	RX Tone/NAC	TX Freq	N or W	Tx Tone/NAC	Mode	Remarks
<u>DISPATCH NETS:</u>										
Repeater	AMR RED	Initial Dispatch	935.6875	W	None	896.6875	W	D134	A	AMR Ambulances – Central/East County
Repeater	AMR GREEN	Initial Dispatch	936.7125	W	None	897.7125	W	D134	A	AMR Ambulances – West County
Repeater	SRM SOUTH	Initial Dispatch	153.9950	W	100.0	154.9950	W	D162	A	San Ramon Valley Fire Ambulances
Repeater	CON WEST	Initial Dispatch	159.7350	W	156.7	154.2050	W	156.7	A	Moraga-Orinda Fire Ambulances, CCCFPD (ALS), Pinole (BLS), Rodeo-Hercules (ALS)
Repeater	CON CENTRAL	Initial Dispatch	160.1100	W	141.3	151.0250	W	141.3	A	CCCFPD (ALS)
Repeater	CON EAST	Initial Dispatch	159.6150	W	186.2	154.2050	W	186.2	A	CCCFPD (ALS), East Contra Costa (BLS)
Trunked Talkgroup	RMD FIRE DISP	Initial Dispatch	(Richmond 800 MHZ. Trunked Radio System)					A	Richmond (BLS), El Cerrito (ALS)	
<u>COMMAND NETS:</u>										
Repeater	XCC CMD 1	Command & General Staff	154.3850	W	136.5	155.8200	W	156.7	A	
Simplex – B/M	CONTAC A	Command & General Staff	154.3850	W	136.5	154.3850	W	136.5	A	
<u>COORDINATION NETS:</u>										
Repeater	XCC EMS 1	EMS Branch & EMSOACC	488.4375	W	136.5	491.4375	W	136.5	A	CCCSO Comm 1 – EMS Operational Area Communications Center
Repeater	XCC EMS 2	Ambulance & Hospital	488.9125	W	136.5	491.9125	W	136.5	A	Ambulance to Hospital – Central/East
Repeater	XCC EMS 3	Ambulance & Hospital	488.6125	W	136.5	491.6125	W	136.5	A	Ambulance to Hospital – South County
Repeater	XCC EMS 4	Ambulance & Hospital	488.6625	W	136.5	491.6625	W	136.5	A	Ambulance to Hospital – West County
<u>AIR-TO-GROUND NET:</u>										
Simplex – Mo only	CALCORD	EMS Helicopters & Helispots	156.0750	W	None	156.0750	W	None	A	
<u>AIR-TO-AIR NET:</u>										
Simplex – Aircraft	122.925	All Helicopters in area	122.9250		None	122.9250		None	AM	EMS, Law, USCG & Media Helicopters

The convention calls for frequency lists to show four digits after the decimal place, followed by either an “N” or a “W”, depending on whether the frequency is narrow or wide band. Mode refers to either “A” or “D” indicating analog or digital (e.g. Project 25). All channels are shown as if programmed in a portable or mobile radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

EMS DIVISION/GROUP SUPERVISOR

You report to the **EMS Branch Director**

MISSION: Supervise the Triage Unit Leader, Treatment Unit Leader, Patient Transportation Unit Leader and Medical Supply Coordinator, establishes command and controls the activities within an EMS Division or Group. If multiple EMS Divisions/Groups established, Branch will establish and supervise a single Patient Transportation Group serving all EMS Divisions/Groups.

- Don position identification vest.
- Review entire checklist.
- Review Common Responsibilities (Back).
- Obtain briefing from the **EMS Branch Director**.
- Identify Radio Channels:
 - _____ Command Net (monitor and use with Director and peers)
 - _____ Tactical Net (monitor and use with subordinates)
 - _____ Air to Ground Frequency (monitor)
- Participate in EMS Branch/Operations Section planning activities.
- Establish EMS Division/Group 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 Area from Immediate and Delayed Treatment Areas.
- Request law enforcement/coroner involvement as needed.
- Advise EMS Branch Director or Operations Section Chief if MCI Tier needs to change.
- Request proper security, traffic control, and access for the EMS Division/Group work areas.
- Direct medically trained personnel to the appropriate Unit Leader.
- Maintain Unit/Activity Log (ICS Form 214).

COMMON RESPONSIBILITIES

The following is a checklist applicable to all ICS personnel:

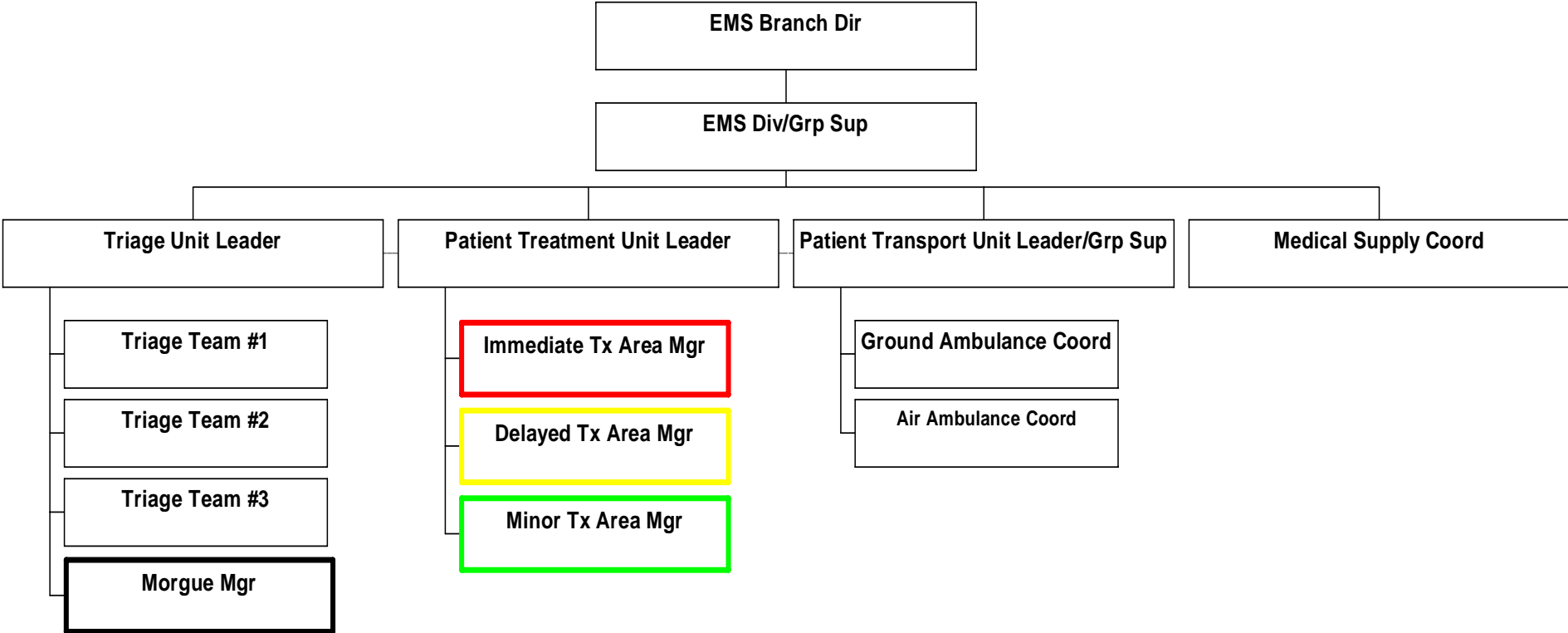
- Receive assignment from your agency, including:
 - Job assignment, e.g., Strike Team designation, overhead position, etc.
 - Resource order number and request number
 - Reporting location
 - Reporting time
 - Travel instructions
 - Any special communications instructions, e.g., travel frequency
- Upon arrival at the incident, check in at designated Check-in location.
 - Incident Command Post
 - Base or Camps
 - Staging Areas
 - Helibases
 - If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor.
- Receive briefing from immediate supervisor.
- Acquire work materials.
- Conduct all tasks in a manner that ensures safety and welfare of you and your co-workers.
- Organize and brief subordinates.
- Know the assigned frequency or frequencies for your area of responsibility and ensure that communication equipment is operating properly.
- Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications" e.g., "Webb Communications".
- Complete forms and reports required of the assigned position and send through supervisor to Documentation Unit.
- Respond to demobilization orders and brief subordinates regarding demobilization.

UNIT LEADER RESPONSIBILITIES

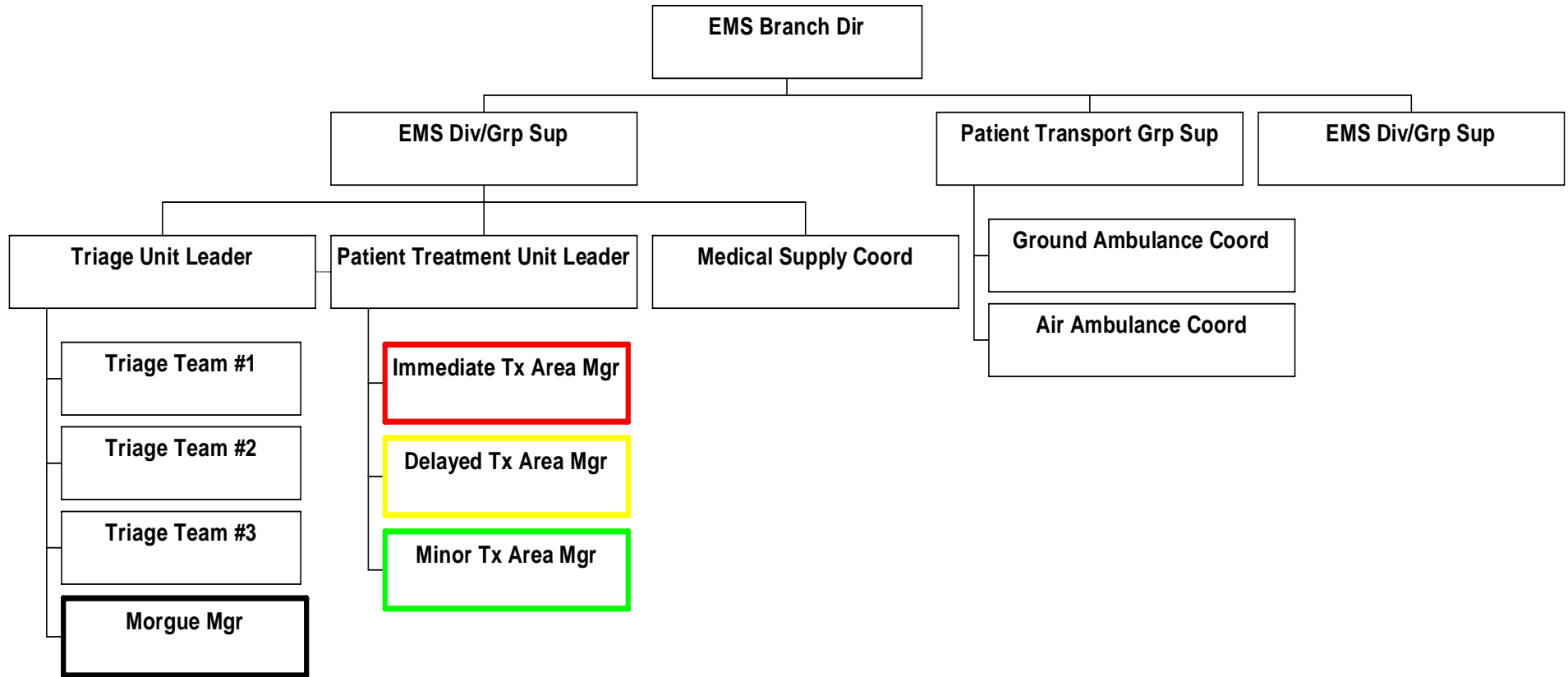
A number of the Unit Leader responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit Leader Position.

- 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 and 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).

MCI - Single EMS Div/Grp



MCI - Multiple EMS Div/Grps



COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET						Frequency Band VHF, UHF, AVIATION		Description CONTRA COSTA COUNTY EMS	
Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode	Remarks	
<u>DISPATCH NETS:</u>									
Repeater	AMR RED	Initial Dispatch	935.6875 W	None	896.6875 W	D134	A	AMR Ambulances – Central/East County	
Repeater	AMR GREEN	Initial Dispatch	936.7125 W	None	897.7125 W	D134	A	AMR Ambulances – West County	
Repeater	SRM SOUTH	Initial Dispatch	153.9950 W	100.0	154.9950 W	D162	A	San Ramon Valley Fire Ambulances	
Repeater	CON WEST	Initial Dispatch	159.7350 W	156.7	154.2050 W	156.7	A	Moraga-Orinda Fire Ambulances, CCCFPD (ALS), Pinole (BLS), Rodeo-Hercules (ALS)	
Repeater	CON CENTRAL	Initial Dispatch	160.1100 W	141.3	151.0250 W	141.3	A	CCCFPD (ALS)	
Repeater	CON EAST	Initial Dispatch	159.6150 W	186.2	154.2050 W	186.2	A	CCCFPD (ALS), East Contra Costa (BLS)	
Trunked Talkgroup	RMD FIRE DISP	Initial Dispatch	(Richmond 800 MHZ. Trunked Radio System)				A	Richmond (BLS), El Cerrito (ALS)	
<u>COMMAND NETS:</u>									
Repeater	XCC CMD 1	Command & General Staff	154.3850 W	136.5	155.8200 W	156.7	A		
Simplex – B/M	CONTAC A	Command & General Staff	154.3850 W	136.5	154.3850 W	136.5	A		
<u>COORDINATION NETS:</u>									
Repeater	XCC EMS 1	EMS Branch & EMSOACC	488.4375 W	136.5	491.4375 W	136.5	A	CCCSO Comm 1 – EMS Operational Area Communications Center	
Repeater	XCC EMS 2	Ambulance & Hospital	488.9125 W	136.5	491.9125 W	136.5	A	Ambulance to Hospital – Central/East	
Repeater	XCC EMS 3	Ambulance & Hospital	488.6125 W	136.5	491.6125 W	136.5	A	Ambulance to Hospital – South County	
Repeater	XCC EMS 4	Ambulance & Hospital	488.6625 W	136.5	491.6625 W	136.5	A	Ambulance to Hospital – West County	
<u>AIR-TO-GROUND NET:</u>									
Simplex – Mo only	CALCORD	EMS Helicopters & Helispots	156.0750 W	None	156.0750 W	None	A		
<u>AIR-TO-AIR NET:</u>									
Simplex – Aircraft	122.925	All Helicopters in area	122.9250	None	122.9250	None	AM	EMS, Law, USCG & Media Helicopters	

The convention calls for frequency lists to show four digits after the decimal place, followed by either an “N” or a “W”, depending on whether the frequency is narrow or wide band. Mode refers to either “A” or “D” indicating analog or digital (e.g. Project 25). All channels are shown as if programmed in a portable or mobile radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

TRIAGE UNIT LEADER

You report to the **EMS Division/Group Supervisor**

MISSION: Supervise Triage Personnel/Litter Bearers and the Morgue Manager. Assumes responsibility for providing triage management and movement of patients from the Triage Area(s) to appropriate Treatment Areas.

- Don position identification vest.
- Review entire checklist.
- Review Common Responsibilities (Back).
- Obtain briefing from the **EMS Division/Group Supervisor**.
- Identify Radio Channels:
 - _____ Command Net (monitor, use as last resort)
 - _____ Tactical Net (monitor, use with Supervisor, peers, subordinates)
- Review Unit Leader Responsibilities (Back).
- Develop organization sufficient to handle assignment.
- Inform EMS Division/Group Supervisor of resource needs.
- Implement triage process.
- Coordinate movement of patients from the Triage Area to the appropriate Treatment Area with the Treatment Unit Leader.
- Give periodic status reports to EMS Division/Group Supervisor.
- Maintain security and control of the Triage Area.
- Establish Morgue. Utilize law enforcement personnel whenever possible.
- Maintain Unit/Activity Log (ICS Form 214).

COMMON RESPONSIBILITIES

The following is a checklist applicable to all ICS personnel:

- Receive assignment from your agency, including:
 - Job assignment, e.g., Strike Team designation, overhead position, etc.
 - Resource order number and request number
 - Reporting location
 - Reporting time
 - Travel instructions
 - Any special communications instructions, e.g., travel frequency
- Upon arrival at the incident, check in at designated Check-in location.
 - Incident Command Post
 - Base or Camps
 - Staging Areas
 - Helibases
 - If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor.
- Receive briefing from immediate supervisor.
- Acquire work materials.
- Conduct all tasks in a manner that ensures safety and welfare of you and your co-workers.
- Organize and brief subordinates.
- Know the assigned frequency or frequencies for your area of responsibility and ensure that communication equipment is operating properly.
- Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications" e.g., "Webb Communications".
- Complete forms and reports required of the assigned position and send through supervisor to Documentation Unit.
- Respond to demobilization orders and brief subordinates regarding demobilization.

UNIT LEADER RESPONSIBILITIES

A number of the Unit Leader responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit Leader Position.

- 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 and 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).

UNIT LOG		1. Incident Name	2. Date Prepared	3. Time Prepared
4. Unit Name/Designators		5. Unit Leader (Name and Position)		6. Operational Period
7. Personnel Roster Assigned				
Name		ICS Position	Home Base	
8. Activity Log				
Time	Major Events			
9. Prepared by (Name and Position)				

TRIAGE PERSONNEL

You report to the **Triage Unit Leader**

MISSION: Triage patients and assign them to appropriate treatment areas.

- Review entire checklist.
- Review Common Responsibilities (Back).
- Obtain briefing from the **Triage Unit Leader**.
- Identify Radio Channels:
 - _____ Command Net (can monitor, use as last resort)
 - _____ Tactical Net (monitor, use with Unit Leader)
- 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 to patients prior to movement as incident conditions dictate.

COMMON RESPONSIBILITIES

The following is a checklist applicable to all ICS personnel:

- Receive assignment from your agency, including:
 - Job assignment, e.g., Strike Team designation, overhead position, etc.
 - Resource order number and request number
 - Reporting location
 - Reporting time
 - Travel instructions
 - Any special communications instructions, e.g., travel frequency
- Upon arrival at the incident, check in at designated Check-in location.
 - Incident Command Post
 - Base or Camps
 - Staging Areas
 - Helibases
 - If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor.
- Receive briefing from immediate supervisor.
- Acquire work materials.
- Conduct all tasks in a manner that ensures safety and welfare of you and your co-workers.
- Organize and brief subordinates.
- Know the assigned frequency or frequencies for your area of responsibility and ensure that communication equipment is operating properly.
- Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications" e.g., "Webb Communications".
- Complete forms and reports required of the assigned position and send through supervisor to Documentation Unit.
- Respond to demobilization orders and brief subordinates regarding demobilization.

UNIT LEADER RESPONSIBILITIES

A number of the Unit Leader responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit Leader Position.

- 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 and 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

You report to the **Triage Unit Leader**

MISSION: Triage patients and assign them to appropriate treatment areas.

- Review entire checklist.
- Review Common Responsibilities (Back).
- Obtain briefing from the **Triage Unit Leader**.
- Identify Radio Channels:
 - _____ Command Net (can monitor, use as last resort)
 - _____ Tactical Net (monitor, use with Unit Leader)
- 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 to patients prior to movement as incident conditions dictate.

COMMON RESPONSIBILITIES

The following is a checklist applicable to all ICS personnel:

- Receive assignment from your agency, including:
 - Job assignment, e.g., Strike Team designation, overhead position, etc.
 - Resource order number and request number
 - Reporting location
 - Reporting time
 - Travel instructions
 - Any special communications instructions, e.g., travel frequency
- Upon arrival at the incident, check in at designated Check-in location.
 - Incident Command Post
 - Base or Camps
 - Staging Areas
 - Helibases
 - If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor.
- Receive briefing from immediate supervisor.
- Acquire work materials.
- Conduct all tasks in a manner that ensures safety and welfare of you and your co-workers.
- Organize and brief subordinates.
- Know the assigned frequency or frequencies for your area of responsibility and ensure that communication equipment is operating properly.
- Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications" e.g., "Webb Communications".
- Complete forms and reports required of the assigned position and send through supervisor to Documentation Unit.
- Respond to demobilization orders and brief subordinates regarding demobilization.

UNIT LEADER RESPONSIBILITIES

A number of the Unit Leader responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit Leader Position.

- 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 and 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

You report to the **Triage Unit Leader**

MISSION: Triage patients and assign them to appropriate treatment areas.

- Review entire checklist.
- Review Common Responsibilities (Back).
- Obtain briefing from the **Triage Unit Leader**.
- Identify Radio Channels:
 - _____ Command Net (can monitor, use as last resort)
 - _____ Tactical Net (monitor, use with Unit Leader)
- 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 to patients prior to movement as incident conditions dictate.

COMMON RESPONSIBILITIES

The following is a checklist applicable to all ICS personnel:

- Receive assignment from your agency, including:
 - Job assignment, e.g., Strike Team designation, overhead position, etc.
 - Resource order number and request number
 - Reporting location
 - Reporting time
 - Travel instructions
 - Any special communications instructions, e.g., travel frequency
- Upon arrival at the incident, check in at designated Check-in location.
 - Incident Command Post
 - Base or Camps
 - Staging Areas
 - Helibases
 - If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor.
- Receive briefing from immediate supervisor.
- Acquire work materials.
- Conduct all tasks in a manner that ensures safety and welfare of you and your co-workers.
- Organize and brief subordinates.
- Know the assigned frequency or frequencies for your area of responsibility and ensure that communication equipment is operating properly.
- Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications" e.g., "Webb Communications".
- Complete forms and reports required of the assigned position and send through supervisor to Documentation Unit.
- Respond to demobilization orders and brief subordinates regarding demobilization.

UNIT LEADER RESPONSIBILITIES

A number of the Unit Leader responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit Leader Position.

- 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 and 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

You report to the **Triage Unit Leader**

MISSION: Triage patients and assign them to appropriate treatment areas.

- Review entire checklist.
- Review Common Responsibilities (Back).
- Obtain briefing from the **Triage Unit Leader**.
- Identify Radio Channels:
 - _____ Command Net (can monitor, use as last resort)
 - _____ Tactical Net (monitor, use with Unit Leader)
- 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 to patients prior to movement as incident conditions dictate.

COMMON RESPONSIBILITIES

The following is a checklist applicable to all ICS personnel:

- Receive assignment from your agency, including:
 - Job assignment, e.g., Strike Team designation, overhead position, etc.
 - Resource order number and request number
 - Reporting location
 - Reporting time
 - Travel instructions
 - Any special communications instructions, e.g., travel frequency
- Upon arrival at the incident, check in at designated Check-in location.
 - Incident Command Post
 - Base or Camps
 - Staging Areas
 - Helibases
 - If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor.
- Receive briefing from immediate supervisor.
- Acquire work materials.
- Conduct all tasks in a manner that ensures safety and welfare of you and your co-workers.
- Organize and brief subordinates.
- Know the assigned frequency or frequencies for your area of responsibility and ensure that communication equipment is operating properly.
- Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications" e.g., "Webb Communications".
- Complete forms and reports required of the assigned position and send through supervisor to Documentation Unit.
- Respond to demobilization orders and brief subordinates regarding demobilization.

UNIT LEADER RESPONSIBILITIES

A number of the Unit Leader responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit Leader Position.

- 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 and 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).

MORGUE MANAGER

You report to the **Triage Unit Leader**

MISSION: Assumes responsibility for Morgue Area functions until properly relieved.

- Don position identification vest.
- Review entire checklist.
- Review Common Responsibilities (Back).
- Obtain briefing from the **Triage Unit Leader**.
- Identify Radio Channels:
 - _____ Command Net (can monitor, use as last resort)
 - _____ Tactical Net (monitor, use with Unit Leader)
- 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 or Medical Examiner representative.
- Keep identity of deceased persons confidential.
- Maintain appropriate records.

COMMON RESPONSIBILITIES

The following is a checklist applicable to all ICS personnel:

- Receive assignment from your agency, including:
 - Job assignment, e.g., Strike Team designation, overhead position, etc.
 - Resource order number and request number
 - Reporting location
 - Reporting time
 - Travel instructions
 - Any special communications instructions, e.g., travel frequency
- Upon arrival at the incident, check in at designated Check-in location.
 - Incident Command Post
 - Base or Camps
 - Staging Areas
 - Helibases
 - If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor.
- Receive briefing from immediate supervisor.
- Acquire work materials.
- Conduct all tasks in a manner that ensures safety and welfare of you and your co-workers.
- Organize and brief subordinates.
- Know the assigned frequency or frequencies for your area of responsibility and ensure that communication equipment is operating properly.
- Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications" e.g., "Webb Communications".
- Complete forms and reports required of the assigned position and send through supervisor to Documentation Unit.
- Respond to demobilization orders and brief subordinates regarding demobilization.

UNIT LEADER RESPONSIBILITIES

A number of the Unit Leader responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit Leader Position.

- 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 and 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).

PATIENT TREATMENT UNIT LEADER

You report to the **EMS Division/Group Supervisor**

MISSION: Supervises Treatment Area. Assumes responsibility for treatment, preparation for transport, and directs movement of patients to loading location(s).

- Don position identification vest.
- Review entire checklist.
- Review Common Responsibilities (Back).
- Obtain briefing from the **EMS Division/Group Supervisor**.
- Identify Radio Channels:
 - _____ Command Net (monitor, use as last resort)
 - _____ Tactical Net (monitor, use with Supervisor, peers, subordinates)
- Review Unit Leader Responsibilities (Back).
- Develop organization sufficient to handle assignment.
- Direct and supervise Immediate, Delayed, and Minor Treatment Areas.
- Establish and maintain communications with the Triage and Patient Transportation Unit Leaders.
- Coordinate movement of patients from Triage Area to Treatment Areas with Triage Unit Leader.
- Verify that patients are prioritized for transportation and medical care delivered is recorded on Triage tags.
- Advise and coordinate with Patient Transportation Unit Leader of patient readiness and priority for transport.
- Direct movement of patients to ambulance loading area(s).
- Assure that appropriate patient tracking information is recorded.
- Request sufficient medical caches and supplies as necessary.
- Give periodic status reports to EMS Division/Group Supervisor.
- Maintain Unit/Activity Log (ICS Form 214)

COMMON RESPONSIBILITIES

The following is a checklist applicable to all ICS personnel:

- Receive assignment from your agency, including:
 - Job assignment, e.g., Strike Team designation, overhead position, etc.
 - Resource order number and request number
 - Reporting location
 - Reporting time
 - Travel instructions
 - Any special communications instructions, e.g., travel frequency
- Upon arrival at the incident, check in at designated Check-in location.
 - Incident Command Post
 - Base or Camps
 - Staging Areas
 - Helibases
 - If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor.
- Receive briefing from immediate supervisor.
- Acquire work materials.
- Conduct all tasks in a manner that ensures safety and welfare of you and your co-workers.
- Organize and brief subordinates.
- Know the assigned frequency or frequencies for your area of responsibility and ensure that communication equipment is operating properly.
- Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications" e.g., "Webb Communications".
- Complete forms and reports required of the assigned position and send through supervisor to Documentation Unit.
- Respond to demobilization orders and brief subordinates regarding demobilization.

UNIT LEADER RESPONSIBILITIES

A number of the Unit Leader responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit Leader Position.

- 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 and 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 AREA MANAGER

You report to the **Treatment Unit Leader**

MISSION: Responsible for treatment and re-triage of patients assigned to Immediate Treatment Area.

- Don position identification vest.
- Review entire checklist.
- Review Common Responsibilities (Back).
- Obtain briefing from the **Treatment Unit Leader**.
- Identify Radio Channels:
 - _____ Command Net (can monitor, use as last resort)
 - _____ Tactical Net (monitor, use with Unit Leader)
- 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 with Treatment Unit Leader.
- Notify Treatment Unit Leader of patient readiness and priority for transportation.
- Ensure continual triage of patients throughout Treatment Areas.
- Assure that appropriate patient information is recorded onto Triage tags.
- Maintain Unit/Activity Log (ICS Form 214).

COMMON RESPONSIBILITIES

The following is a checklist applicable to all ICS personnel:

- Receive assignment from your agency, including:
 - Job assignment, e.g., Strike Team designation, overhead position, etc.
 - Resource order number and request number
 - Reporting location
 - Reporting time
 - Travel instructions
 - Any special communications instructions, e.g., travel frequency
- Upon arrival at the incident, check in at designated Check-in location.
 - Incident Command Post
 - Base or Camps
 - Staging Areas
 - Helibases
 - If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor.
- Receive briefing from immediate supervisor.
- Acquire work materials.
- Conduct all tasks in a manner that ensures safety and welfare of you and your co-workers.
- Organize and brief subordinates.
- Know the assigned frequency or frequencies for your area of responsibility and ensure that communication equipment is operating properly.
- Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications" e.g., "Webb Communications".
- Complete forms and reports required of the assigned position and send through supervisor to Documentation Unit.
- Respond to demobilization orders and brief subordinates regarding demobilization.

UNIT LEADER RESPONSIBILITIES

A number of the Unit Leader responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit Leader Position.

- 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 and 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).

UNIT LOG		1. Incident Name	2. Date Prepared	3. Time Prepared
4. Unit Name/Designators		5. Unit Leader (Name and Position)		6. Operational Period
7. Personnel Roster Assigned				
Name		ICS Position		Home Base
8. Activity Log				
Time		Major Events		
9. Prepared by (Name and Position)				

DELAYED TREATMENT AREA MANAGER

You report to the **Treatment Unit Leader**

MISSION: Responsible for treatment and re-triage of patients assigned to Delayed Treatment Area.

- Don position identification vest.
- Review entire checklist.
- Review Common Responsibilities (Back).
- Obtain briefing from the **Treatment Unit Leader**.
- Identify Radio Channels:
 - _____ Command Net (can monitor, use as last resort)
 - _____ Tactical Net (monitor, use with Unit Leader)
- 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 with the Treatment Unit Leader.
- Notify Treatment Unit Leader of patient readiness and priority for transportation.
- Ensure continual triage of patients throughout Treatment Areas.
- Assure that appropriate patient information is recorded onto Triage tags.
- Maintain Unit/Activity Log (ICS Form 214).

COMMON RESPONSIBILITIES

The following is a checklist applicable to all ICS personnel:

- Receive assignment from your agency, including:
 - Job assignment, e.g., Strike Team designation, overhead position, etc.
 - Resource order number and request number
 - Reporting location
 - Reporting time
 - Travel instructions
 - Any special communications instructions, e.g., travel frequency
- Upon arrival at the incident, check in at designated Check-in location.
 - Incident Command Post
 - Base or Camps
 - Staging Areas
 - Helibases
 - If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor.
- Receive briefing from immediate supervisor.
- Acquire work materials.
- Conduct all tasks in a manner that ensures safety and welfare of you and your co-workers.
- Organize and brief subordinates.
- Know the assigned frequency or frequencies for your area of responsibility and ensure that communication equipment is operating properly.
- Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications" e.g., "Webb Communications".
- Complete forms and reports required of the assigned position and send through supervisor to Documentation Unit.
- Respond to demobilization orders and brief subordinates regarding demobilization.

UNIT LEADER RESPONSIBILITIES

A number of the Unit Leader responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit Leader Position.

- 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 and 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).

MINOR TREATMENT AREA MANAGER

You report to the **Treatment Unit Leader**

MISSION: Responsible for treatment and re-triage of patients assigned to Minor Treatment Area.

- Don position identification vest.
- Review entire checklist.
- Review Common Responsibilities (Back).
- Obtain briefing from the **Treatment Unit Leader**.
- Identify Radio Channels:
 - _____ Command Net (can monitor, use as last resort)
 - _____ Tactical Net (monitor, use with Unit Leader)
- 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 with Treatment Unit Leader.
- Notify Treatment Unit Leader of patient readiness and priority for transportation.
- Ensure continual triage of patients throughout Treatment Areas.
- Assure that appropriate patient information is recorded onto Triage tags.
- Maintain Unit/Activity Log (ICS Form 214).

COMMON RESPONSIBILITIES

The following is a checklist applicable to all ICS personnel:

- Receive assignment from your agency, including:
 - Job assignment, e.g., Strike Team designation, overhead position, etc.
 - Resource order number and request number
 - Reporting location
 - Reporting time
 - Travel instructions
 - Any special communications instructions, e.g., travel frequency
- Upon arrival at the incident, check in at designated Check-in location.
 - Incident Command Post
 - Base or Camps
 - Staging Areas
 - Helibases
 - If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor.
- Receive briefing from immediate supervisor.
- Acquire work materials.
- Conduct all tasks in a manner that ensures safety and welfare of you and your co-workers.
- Organize and brief subordinates.
- Know the assigned frequency or frequencies for your area of responsibility and ensure that communication equipment is operating properly.
- Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications" e.g., "Webb Communications".
- Complete forms and reports required of the assigned position and send through supervisor to Documentation Unit.
- Respond to demobilization orders and brief subordinates regarding demobilization.

UNIT LEADER RESPONSIBILITIES

A number of the Unit Leader responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit Leader Position.

- 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 and 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).

PATIENT TRANSPORTATION UNIT LEADER

You report to the **EMS Division/Group Supervisor**

MISSION: Supervise the Ground and Air Ambulance Coordinators and responsible for the coordination of patient transportation and movement along with maintenance of records relating to the patient's identification, condition, and destination.

May initially be established as a Unit under the EMS Div/Grp Sup. Based on incident size or complexity it may be upgraded to a Group and supervised by the EMS Branch Director.

- Don position identification vest.
- Review entire checklist.
- Review Common Responsibilities (Back).
- Obtain briefing from the **EMS Division/Group Supervisor**.
- Identify Radio Channels:
 - _____ Command Net (monitor, use as last resort)
 - _____ Tactical Net (monitor, use with Supervisor, peers, subordinates)
- Establish and maintain communications with the Patient Treatment Unit Leader.
- Establish and maintain communications with EMSOACC on XCC-EMS1.
- Coordinate patient destination with EMSOACC. Do not transport contaminated patients until proper decontamination has occurred. See **NOTE**.
- Direct the off-incident transportation of patients.
- Coordinate movement of patients from the Triage Area to the appropriate Treatment Area with the Patient Treatment Unit Leader.
- Assure that patient information and destination for all patients is recorded on CCC Patient Transportation Record.
- Request additional ambulances as required.
- Maintain Unit/Activity Log (ICS Form 214).

NOTE: Tier One – Do not automatically disperse patients on the 2/4 plan to nearest hospital(s), take into consideration hospital capabilities, equalization of patient loading and stability of patients. Consult with Base as well as EMSOACC as necessary.

Tier Two – Do not delay in sending patients to hospitals based on the 2/4 plan, however, take into consideration patients either self transporting or being delivered by other means to nearby facilities. Consider utilizing out-of-county hospitals. Coordinate all patient destinations with EMSOACC.

Tier Three – Do not delay in sending patients to hospitals based on the 2/4 plan, however, take into consideration patients either self transporting or being delivered by other means to nearby facilities. Utilize out-of-county hospitals whenever possible. Coordinate all patient destinations with EMSOACC.

COMMON RESPONSIBILITIES

The following is a checklist applicable to all ICS personnel:

- Receive assignment from your agency, including:
 - Job assignment, e.g., Strike Team designation, overhead position, etc.
 - Resource order number and request number
 - Reporting location
 - Reporting time
 - Travel instructions
 - Any special communications instructions, e.g., travel frequency
- Upon arrival at the incident, check in at designated Check-in location.
 - Incident Command Post
 - Base or Camps
 - Staging Areas
 - Helibases
 - If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor.
- Receive briefing from immediate supervisor.
- Acquire work materials.
- Conduct all tasks in a manner that ensures safety and welfare of you and your co-workers.
- Organize and brief subordinates.
- Know the assigned frequency or frequencies for your area of responsibility and ensure that communication equipment is operating properly.
- Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications" e.g., "Webb Communications".
- Complete forms and reports required of the assigned position and send through supervisor to Documentation Unit.
- Respond to demobilization orders and brief subordinates regarding demobilization.

UNIT LEADER RESPONSIBILITIES

A number of the Unit Leader responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit Leader Position.

- 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 and 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).

Contra Costa County Health Services Department
 Emergency Medical Services Agency
 Multi-Casualty Incident Plan

Patient Transportation Record

To be completed by the person responsible for documenting patient transports.

Tag #	Unit ID	Hospital	Tag Color	Name	Age	Sex
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F

GROUND AMBULANCE COORDINATOR

You report to the **Patient Transportation Unit Leader**

MISSION: Manage the Ambulance Staging Area(s), and dispatches ambulances as requested.

- Don position identification vest.
- Review entire checklist.
- Review Common Responsibilities (Back).
- Obtain briefing from the **Patient Transportation Unit Leader**.
- Identify Radio Channels:
 - _____ Command Net (can monitor, use as last resort)
 - _____ Tactical Net (monitor, use with Unit Leader)
- Establish appropriate staging area for ambulances.
- Establish routes of travel for ambulances for incident operations.
- Provide ambulances upon request from the Patient Transportation Unit Leader.
- Assure that necessary equipment is available in the ambulance for patient needs during transportation.
- Request additional transportation resources as appropriate through the Patient Transportation Unit Leader.
- Provide an inventory of medical supplies available at ambulance staging area for use at the scene.
- Maintain records as required and Unit/Activity Log (ICS Form 214).

COMMON RESPONSIBILITIES

The following is a checklist applicable to all ICS personnel:

- Receive assignment from your agency, including:
 - Job assignment, e.g., Strike Team designation, overhead position, etc.
 - Resource order number and request number
 - Reporting location
 - Reporting time
 - Travel instructions
 - Any special communications instructions, e.g., travel frequency
- Upon arrival at the incident, check in at designated Check-in location.
 - Incident Command Post
 - Base or Camps
 - Staging Areas
 - Helibases
 - If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor.
- Receive briefing from immediate supervisor.
- Acquire work materials.
- Conduct all tasks in a manner that ensures safety and welfare of you and your co-workers.
- Organize and brief subordinates.
- Know the assigned frequency or frequencies for your area of responsibility and ensure that communication equipment is operating properly.
- Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications" e.g., "Webb Communications".
- Complete forms and reports required of the assigned position and send through supervisor to Documentation Unit.
- Respond to demobilization orders and brief subordinates regarding demobilization.

UNIT LEADER RESPONSIBILITIES

A number of the Unit Leader responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit Leader Position.

- 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 and 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).

Contra Costa County Health Services Department
Emergency Medical Services Agency
Multi-Casualty Incident Plan

Patient Transportation Record

To be completed by the person responsible for documenting patient transports.

Tag #	Unit ID	Hospital	Tag Color	Name	Age	Sex
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F
			R / Y / G			M / F

AIR AMBULANCE COORDINATOR

You report to the **Patient Transportation Unit Leader**

MISSION: Coordinate patient movement and requests for air ambulances with Air Operations Branch Director or Helispot Manager once established.

- Don position identification vest.
- Review entire checklist.
- Review Common Responsibilities (Back).
- Obtain briefing from the **Patient Transportation Unit Leader**.
- Identify Radio Channels:
 - _____ Command Net (can monitor, use as last resort)
 - _____ Tactical Net (monitor, use with Unit Leader)
 - _____ Air to Ground Frequency (monitor)
- Establish resources for and routes of travel to and from the Helispot.
- Establish and maintain communications with the Air Operations Branch Director or Helispot Manager regarding Air Ambulance Transportation assignments.
- Coordinate requests for air ambulance transportation through the Air Operations Branch Director or Helispot Manager.
- Coordinate the movement of patients to the Helispot
- Maintain records as required and Unit/Activity Log (ICS Form 214).

COMMON RESPONSIBILITIES

The following is a checklist applicable to all ICS personnel:

- Receive assignment from your agency, including:
 - Job assignment, e.g., Strike Team designation, overhead position, etc.
 - Resource order number and request number
 - Reporting location
 - Reporting time
 - Travel instructions
 - Any special communications instructions, e.g., travel frequency
- Upon arrival at the incident, check in at designated Check-in location.
 - Incident Command Post
 - Base or Camps
 - Staging Areas
 - Helibases
 - If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor.
- Receive briefing from immediate supervisor.
- Acquire work materials.
- Conduct all tasks in a manner that ensures safety and welfare of you and your co-workers.
- Organize and brief subordinates.
- Know the assigned frequency or frequencies for your area of responsibility and ensure that communication equipment is operating properly.
- Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications" e.g., "Webb Communications".
- Complete forms and reports required of the assigned position and send through supervisor to Documentation Unit.
- Respond to demobilization orders and brief subordinates regarding demobilization.

UNIT LEADER RESPONSIBILITIES

A number of the Unit Leader responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit Leader Position

- 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 and 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).

MEDICAL SUPPLY COORDINATOR

You report to the **Medical Division/Group Supervisor**

MISSION: Acquires and maintains control of appropriate medical equipment and supplies from units assigned to the Medical Group.

- Don position identification vest if available.
- Review entire checklist.
- Review Common Responsibilities (Back).
- Obtain briefing from the **Medical Division/Group Supervisor**.
- Identify Radio Channels:
 - _____ Command Net (monitor, use as last resort)
 - _____ Tactical Net (monitor, use with Supervisor, peers, subordinates)
- Acquire, distribute and maintain status of medical equipment and supplies within the Medical Group*.
- Request additional medical supplies*.
- Distribute medical supplies to Treatment and Triage Units.
- Maintain Unit/Activity Log (ICS Form 214).

* If the Logistics Section is established, this position would coordinate with the Logistics Section Chief or Supply Unit Leader.

COMMON RESPONSIBILITIES

The following is a checklist applicable to all ICS personnel:

- Receive assignment from your agency, including:
 - Job assignment, e.g., Strike Team designation, overhead position, etc.
 - Resource order number and request number
 - Reporting location
 - Reporting time
 - Travel instructions
 - Any special communications instructions, e.g., travel frequency
- Upon arrival at the incident, check in at designated Check-in location.
 - Incident Command Post
 - Base or Camps
 - Staging Areas
 - Helibases
 - If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor.
- Receive briefing from immediate supervisor.
- Acquire work materials.
- Conduct all tasks in a manner that ensures safety and welfare of you and your co-workers.
- Organize and brief subordinates.
- Know the assigned frequency or frequencies for your area of responsibility and ensure that communication equipment is operating properly.
- Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications" e.g., "Webb Communications".
- Complete forms and reports required of the assigned position and send through supervisor to Documentation Unit.
- Respond to demobilization orders and brief subordinates regarding demobilization.

UNIT LEADER RESPONSIBILITIES

A number of the Unit Leader responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit Leader Position.

- 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 and 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).

