MCI Resource Guide

Priority 1
Priority 2
Priority 3

IC
Operations
EMS Branch
EMS Group Supervisor

Triage Unit Leader
Triage Team 1
Triage Team 2
Litter Bearers

Treatment Unit Leader
Immediate Manager
Delayed Manager
Minor Manager

Transportation Unit Leader
Ground Amb Manager
Air Amb Manager
Transportation Recorder

Medical Supplies Manager
Morgue Manager

Resource Guide

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Report To: EMS Branch Director or IC
Radio Designation: EMS Supervisor

FUNCTION

- Supervise the Triage, Treatment and Transportation Groups.
- Supervise Medical Supplies and Morgue Manager
- Establish command and control of the activities within the EMS Group.
EMS Group Supervisor

Report To: **EMS Branch Director**  
Radio Designation: **EMS Supervisor**

**RESPONSIBILITIES**

- Don ICS vest for “EMS Group Supervisor”
- Obtain briefing from the EMS Branch Director or Operations Section Chief.
- Participate in EMS Branch/Operations Section planning.
- Establish EMS Group/Division with assigned personnel, request additional personnel and resources sufficient to handle the magnitude of the incident.
- Designate Unit Leaders and appropriate Treatment Area locations.
- Request law enforcement and coroner involvement as needed.
- Determine amount and type of additional medical equipment and supplies as needed to handle the size of the incident (i.e. medical caches, disaster vans or trailers).
- Ensure the notification of area hospitals and care facilities as to the level of multi-casualty incident.
- Direct and/or supervise on-scene personnel from other agencies (i.e. Coroner’s Office, law enforcement, Red Cross, health care agencies, ambulance companies, and mutual aid responders.)
Reports To: EMS Supervisor
Radio Designation: Triage

FUNCTIONS

- Manage triage activities
- Supervise triage personnel
- Direct movement of patients to treatment areas
- Establish a safe triage area
- Provide status reports to EMS Supervisor
- Anticipate reassignment after primary triage is complete
TRIAGE

Reports To: EMS Supervisor
Radio Designation: Triage

RESPONSIBILITIES

- Don ICS vest for “Triage”
- Obtain briefing from the EMS Group/Division Supervisor.
- If the scene is not safe, ensure all patients are moved out of the incident site before establishing primary triage.
- Develop organization sufficient to handle the assignment.
- Inform the EMS Group/Division Supervisor of resource needs.
- If necessary, divide incident site into sectors and assign Triage Teams to each sector. A team will usually be a single person/resource. Preferably a Fire EMT.
- Implement the primary triage process using the START and JumpSTART methods. Ensure triage personnel tag patients at the incident site.
- Coordinate movement of patients from Triage to the appropriate Treatment Area with the Extrication Group and Treatment Unit Leader.
- Provide periodic status reports with the number of patients and their triage categories to the EMS Group/Division Supervisor.
- Maintain security and control of the triage area.
- Maintain Unit/Activity Log (ICS Form 214).
Triage Team

Reports To: Triage
Radio Designation: Triage Team 1, 2, 3, ...

FUNCTIONS
- Perform primary triage using START and JumpSTART
- Categorize each patient with RAPtag band
- Coordinate movement of patients to treatment areas

RESPONSIBILITIES
- Don ICS vest “Triage”.
- Obtain briefing from the Triage Unit Leader
- Triage and tag patients using RPM assessment.
- During triage the only medical treatment to be performed is: 1) opening the airway. 2) Stop severe hemorrhage. 3) Provide 5 rescue breaths for pediatric patients that are apneic but have a palpable pulse. 4) Place unconscious patients in the coma position.
- After primary triage is completed, coordinate with the Triage Unit Leader to move patients from the incident site to the treatment area.
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START

Move the walking wounded

No respirations after head tilt

Respirations over 30/min

Perfusion

No radial pulse

Cap refill >2 sec

Mental status

Unable to follow simple commands

Stable RPM

JumpSTART

Move the walking wounded

Respirations

No respirations

No peripheral pulse

Respirations <15 >45

No respirations

With peripheral pulse

Give 5 ventilations via barrier

Respirations resume

No spontaneous respirations

Perfusion

No peripheral pulse

Cap refill >2 sec.

Mental status AVPU

AV

PU
Litter Bearers

Reports To: **Triage** (Triage Unit Leader)
Radio Designation: **Litter Bearer Team 1, 2, 3, ...**

**FUNCTIONS**

- Provide safe and timely movement of triaged patients from the scene to the proper treatment area
- Only transport those patients who have been triaged
- Work closely with the Triage Teams
- Having a team of four may be able to accomplish more work than two 2 person teams over a long period of time.

**RESPONSIBILITIES**

- Obtain briefing from the Triage Unit Leader.
- Gather needed equipment to safely transport patients from the scene to the appropriate treatment area.
- Provide periodic status reports to the Triage Unit Leader on assigned tasks and status of personnel.
- Maintain Unit/Activity Log (ICS Form 214).
Reports To: **EMS Supervisor**
Radio Designation: **Treatment**

**FUNCTIONS**

- Manage all activities within the treatment area
- Request personnel from the EMS Supervisor
  - Paramedics - Immediate (Red) and Delayed (Yellow)
  - EMT - Minor (Green)
- Secure medical equipment and supplies
- Coordinate patient loading with the Transport Unit Leader
TREATMENT

Reports To: EMS Supervisor
Radio Designation: Treatment

RESPONSIBILITIES

- Don ICS Vest for “Treatment”
- Obtain briefing from EMS Group/Division Supervisor.
- Develop organization sufficient to handle assignment.
- Ensure arriving companies drop medical equipment and supplies at the treatment areas. This includes colored tarps and cones.
- Establish well marked treatment areas using colored tarps and create an entry chute using colored cones.
- Direct and supervise the treatment areas. Ensure that adequate paramedics are assigned to provide the ALS care for the number of critical patients.
- Coordinate movement of patients from triage to treatment areas with the Triage Unit Leader.
- Coordinate loading of patients with the Transportation Unit Leader.
- Request sufficient medical caches, equipment and supplies as necessary.
- Provide status reports to EMS Group/Division Supervisor.
- Maintain Unit/Activity Log (ICS Form 124).
### Treatment Log

**Mark treatment area**

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Reports To: **Treatment** (Treatment Unit Leader)
Radio Designation: **Minor Manager**

**FUNCTIONS / RESPONSIBILITIES**

- Secondary triage and treatment of patients assigned to the Minor Treatment Area.
- Request and establish treatment teams as necessary.
- Assign treatment personnel to patients.
- Assure patients are prioritized and packaged for transportation.
- Coordinate with Treatment Unit Leader.
- Assure that patient information is recorded on triage tag.
- Maintain Unit/Activity Log (ICS Form 214).
Reports To: **Treatment** (Treatment Unit Leader)
Radio Designation: **Delayed Manager**

**FUNCTIONS / RESPONSIBILITIES**

- Secondary triage and treatment of patients assigned to the Delayed Treatment Area.
- Request and establish treatment teams as necessary.
- Assign treatment personnel to patients.
- Assure patients are prioritized and packaged for transportation.
- Coordinate with Treatment Unit Leader.
- Assure that patient information is recorded on triage tag.
- Maintain Unit/Activity Log (ICS Form 214).
Reports To: **Treatment** (Treatment Unit Leader)
Radio Designation: **Immediate Manager**

**FUNCTIONS / RESPONSIBILITIES**

- Secondary triage and treatment of patients assigned to the Immediate Treatment Area.
- Request and establish treatment teams as necessary.
- Assign treatment personnel to patients.
- Assure patients are prioritized and packaged for transportation.
- Coordinate with Treatment Unit Leader.
- Assure that patient information is recorded on triage tag.
- Maintain Unit/Activity Log (ICS Form 214).
Reports To: **EMS Supervisor** (EMS Group Supervisor)
Radio Designation: **Transportation**

**FUNCTIONS**

- Coordinate patient transportation
- Maintain records relating to identification, injuries, mode of transportation, and destination
- Coordinate patient loading with the Treatment Unit Leader
TRANSPORTATION

Reports To: EMS Supervisor (EMS Group Supervisor)
Radio Designation: Transportation

RESPONSIBILITIES

- Don ICS Vest for “Transportation”
- Obtain briefing from EMS Group Supervisor.
- Insure the establishment of communications with hospitals, either through direct contact or utilize the EOC, and maintain records of handling capabilities of each medical facility.
- Coordinate an ambulance staging area with the EMS Group Supervisor and the Staging Manager.
- Direct the transportation of patients as determined by the Treatment Unit Leader.
- Request additional ambulances and buses as required.
- Notify the Ground Ambulance Manager of ambulance requests. This position may be filled by the ambulance dispatch center.
- Request additional air ambulances/helicopters through the Air Ambulance Manager.
- Assure that patient information and destination is recorded.
- Maintain Unit/Activity Log (ICS Form 124).
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<td>Memorial North</td>
<td>Penrose Main 719-776-5333</td>
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Reports To: **Transportation** (Transportation Unit Leader)
Radio Designation: **Transportation Recorder**

**FUNCTIONS / RESPONSIBILITIES**

- **M**
  - Maintain Unit/Activity Log (ICS Form 214).
Reports To: Transportation (Transportation Unit Leader)  
Radio Designation: Ground Ambulance Manager

FUNCTIONS / RESPONSIBILITIES

- Manages the ambulance staging areas and dispatches ambulances as requested by the Transportation Unit Leader.
- Establish staging area for ambulances.
- Establish routes of travel for ambulances coming to and departing from the incident.
- Assure the necessary equipment and supplies are available during transportation either by restocking at the hospitals or from a cache at the ambulance staging area.
- Maintain Unit/Activity Log (ICS Form 214).
Reports To: **Transportation** (Transportation Unit Leader)
Radio Designation: **Air Ambulance Manager**

**FUNCTIONS / RESPONSIBILITIES**

- Manages helicopters/fixed winged aircraft and ensure landing zone/area is available and secure.

- Coordinate with the Transportation Unit Leader and the Staging Manager to establish helicopter landing zones.

- Establish communications with the Colorado Springs Airport Operations to ensure landing runways will be available for the arrival and departures of aircrafts.

- Establish communications with the landing zone crew to ensure a safe and adequate LZ.

- Maintain Unit/Activity Log (ICS Form 214).
Reports To: **EMS Supervisor**  
Radio Designation: **Medical Supply Manager**

**FUNCTIONS / RESPONSIBILITIES**

- Acquires and maintains control of appropriate medical equipment.
- Obtain briefing from EMS Group Supervisor.
- Secure, distribute and maintain status of medical equipment and supplies with the EMS Branch.
- Coordinate with Logistics Section Chief or Supply Unit Leader
- Maintain Unit/Activity Log (ICS Form 214).
Morgue Manager

Reports To: **EMS Supervisor**
Radio Designation: **Morgue Manager**

**FUNCTIONS / RESPONSIBILITIES**

- Assume responsibility for the Morgue Area until properly relieved by law enforcement or coroner.
- Assess resources/supply needs and order as needed.
- Secure the area and keep it off limits except for authorized personnel.
- Coordinate with law enforcement and assist the Coroner or Medical Examiner representatives.
- Maintain Unit/Activity Log (ICS Form 214).