

DELAWARE COUNTY MCI PLAN
POSITION DESCRIPTION / CHECKLIST

EMS INCIDENT COMMANDER

A. The crew chief (squad leader/chief operational officer) of the first EMS unit to arrive at the site of the incident is designated as the EMS INCIDENT COMMANDER and is assigned to the On Site Command Post. He / she continues as such until they are relieved according to local plan or until the area is secured.

- Manages the EMS response to the incident. Directs and supervises the administration of all EMS operations.
- Assists in establishing and identifying the Command Post area and remains at the command post.
- Establishes EMS Sector of the Command Post.
- Works in cooperation with fire and police command officers at the Command Post.
- Ensures the safety of all EMS personnel at the incident.
- Coordinates the actions of all EMS personnel
- Surveys and assesses the situation, determining the need for medical equipment and manpower.
- Confirms the incident type and number of casualties with the Communications Center and requests equipment and manpower as needed.
- Ensures the establishment of all operation sectors.
- Designates STAGING OFFICER. - Personnel and Equipment Staging, Ambulance Vehicle Staging
- Designates TRIAGE OFFICER
- Designates TREATMENT OFFICER
- Designates TRANSPORTATION OFFICER.
- Designates EMS SAFETY OFFICER.

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EMS INCIDENT COMMANDER - CONTINUED

- Establishes County, Regional and hospital communications networks. Ensures initial notification to local/area hospitals is made.
- Ensures that activities essential to EMS (i.e., security, access, communications) are initiated by the appropriate agencies.
- Remains at command post until command is transferred, terminated or until relieved

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EMERGENCY SERVICES COORDINATOR

The Emergency Services Coordinator (ESC) will be dispatched by upon notification of a MCI. Upon arrival at the scene the ESC will report to the on scene Commander or Incident Commander in order to assist with communications and/or requests for mutual aid or special resources.

Other duties of the Emergency Services Coordinator include but are not limited to:

- Notifications to agencies which may be affected by the incident, including DEC, DEP, DOT, etc.
- Liaison to the County Chairman of the Board of Supervisors and other county and state officials.
- Dissemination of public information in conjunction with the Incident Commander.
- Supervision of special county response teams.

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STAGING OFFICER

It is important that the Staging Sector be established early in any incident to preclude resources being exposed to any hazard or blocked in by later arriving units.

- Is appointed by the EMS INCIDENT COMMANDER.
- Establishes safe assembly and mobilization area for EMS personnel and equipment.
- Ensures logistical services are provided in staging area for long- term operations. This is to include such considerations as fuel, rest rooms, food/refreshments, oxygen cascade systems, additional medical supplies, etc.
- Releases resources to the incident based on operational needs as requested by the various sector officers.
- Advises EMS Command of the need for additional resources
- Ensures that ambulances are properly positioned for immediate egress, and that the ambulance remains staffed with a driver.

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TRIAGE OFFICER

A crew member of the first or second EMS unit to arrive at the site of the incident is designated by the EMS INCIDENT COMMANDER as the TRIAGE OFFICER and assigned to the site of the incident to supervise primary triage and emergency medical care. He continues as such until he is relieved according to the local plan or until the area is secured, at which time he reports to the EMS INCIDENT COMMANDER for re-assignment.

- Is appointed by the EMS INCIDENT COMMANDER.
- Evaluates incident site to determine triage procedure to use.
- Tags all patients and ensures they are completed.
- Establishes primary triage procedures that is airway maintenance, bleeding control, whole body immobilization and initial triage priority assignment.
- Establishes procedures for moving patients from the incident site to the Treatment Area according to priority.
- Determines manpower needs at the site of the incident. Appoints triage support personnel, as needed.
- Coordinates EMS and other personnel assigned to provide emergency medical care at the site of the incident.
- Maintains communication with the Command Post.
- Coordinates the management of patients with the Field Hospital Officer.
- Coordinates and requests supplies and equipment, as needed.
- Completes the triage summary sheet and submits it to the EMS INCIDENT COMMANDER before re- assignment.

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TREATMENT OFFICER

A crew member of the second or third EMS Unit to arrive at the site of the incident is designated by the EMS INCIDENT COMMANDER as the TREATMENT OFFICER and assigned to the Treatment Area. He continues as such until he is relieved according to the local plan or the area is secured.

- Establishes and supervises a treatment area as requested by the EMS INCIDENT COMMANDER. This includes establishing its entrance and exit points, ambulance loading area, triage points, EMS equipment depository, patient flow patterns and holding areas.
- Determines and provides for the treatment needs for all patients brought to this area.
- Determines need for EMS and/or medical equipment and manpower and requests additional resources, as needed.
- Determines need and assigns personnel to perform secondary triage as patients enter the treatment area and while at patient holding areas.
- Ensures that patients brought to the Treatment Area are grouped according to their assigned triage priority. This may be facilitated by the placement of colored tarps on the ground that correspond to triage priority colors (red, yellow, green).
- Coordinates the activities of the EMS personnel assigned to the Treatment Area.
- Coordinates patient transportation with the TRANSPORTATION OFFICER.
- Maintains communications with the Command Post.
- Advise the Command Post of the Treatment Area Location.
- Assigns Appropriate EMS resources to care for patients.
- Assigns ALS personnel to the more critical patients.
- Advises EMS INCIDENT COMMANDER if specific supplies are required in the treatment area.

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TRANSPORTATION OFFICER

A crew member of one of the EMS units is designated by the EMS INCIDENT COMMANDER as the TRANSPORTATION OFFICER and is assigned to the exit point of the Treatment Area. He continues as such until he is relieved according to the local plan or until the area is secured.

- Is appointed by the EMS INCIDENT COMMANDER.
- Establishes a transportation area adjacent to the treatment area.
- Establishes and/or maintains the ambulance vehicle holding area and a one-way ambulance traffic flow pattern.
- Establishes and maintains ambulance loading area.
- Coordinates the loading of patients onto the EMS units.
- Supervises patient evacuation in conjunction with Treatment Sector Officer.
- Determines and monitors the critical care capabilities of local and regional receiving hospitals and the patient transportation flow patterns between the Treatment Area and the receiving hospitals.
- Determines transportation priorities and hospital destinations.
- Communicates patient information (age, sex, type of injury, priority and vital signs) to the receiving hospitals (may designate an assistant for this function).
- Maintains communication with the Command Post and receiving hospitals.
- Coordinates helicopter evacuation.
- Documents the patients' destinations in the site dispatch log, and collects the top (yellow) copy of the MCI tag.

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