

INCIDENT COMMAND SYSTEM

MULTI-CASUALTY

POSITION MANUAL

MULTI-CASUALTY BRANCH DIRECTOR

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## CHAPTER 1 - CHECKLIST

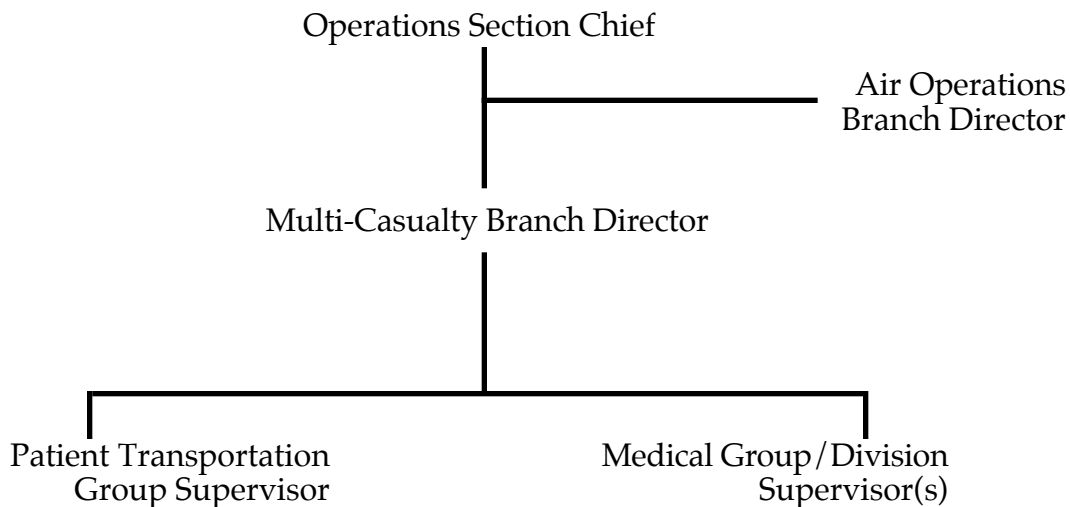
1.1 CHECKLIST USE The checklist presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary.

### 1.2 MULTI-CASUALTY BRANCH DIRECTOR'S CHECKLIST

- a. Check-in and obtain briefing from Operations Section Chief.
- b. Review Group/Division Assignments for effectiveness of current operations and modify as needed.
- c. Provide input to Operations Section Chief for the Incident Action Plan.
- d. Supervise Branch activities.
- e. Report to Operations Section Chief on Branch activities.
- f. Maintain Unit Log (ICS Form 214).

## CHAPTER 2 - ORGANIZATION, PERSONNEL, RESPONSIBILITIES, AND PROCEDURES

2.1 ORGANIZATION The Multi-Casualty Branch Director is responsible for the implementation of the Incident Action Plan within the Branch. This includes the direction and execution of branch planning for the assignment of resources within the Branch. Branch Directors will be activated only as needed in accordance with incident characteristics, the availability of personnel, and the requirements of the Incident Commander and Operations Section Chief. The Multi-Casualty Branch Director reports to the Operations Section Chief (see Figure 2-1).



**Figure 2-1** Multi-Casualty Branch Director and Incident Command System Organization

2.2 PERSONNEL The Multi-Casualty Branch organization is designed to provide the Incident Commander with a basic expandable structure for handling any number of patients in a multi-casualty incident. The number of personnel assigned to the Branch varies based on the number of medical divisions needed for geographics or patient load.

2.3 MAJOR RESPONSIBILITIES AND PROCEDURES The major responsibilities of the Multi-Casualty Branch Director are stated below. After each responsibility are the procedures for accomplishing that responsibility.

- a. Check-in and obtain briefing from Operations Section Chief.
  1. Receive incident briefing from Operations Section Chief.
  2. Obtain the Incident Action Plan, when available.
- b. Review Group/Division Assignments for effectiveness of current operations and modify as needed.
  1. Determine effectiveness of current Branch operations.
    - (a) Review current Branch Operations with Group/Division supervisors.
  2. Estimate immediate and long-range Branch resource and logistical requirements.
  3. Within the scope of the current Incident Action Plan, determine appropriate modifications to current activities and implement.
  4. In an emergency situation, if it is necessary to modify Incident Action Plan without prior approval, take appropriate action and then notify the Operations Section Chief.
- c. Provide input to Operations Section Chief for the Incident Action Plan.
  1. Formulate tentative operations with subordinates and provide these to Operations Section Chief for consideration at Planning Meeting.
  2. Attend Planning Meetings as requested.
  3. Participate in discussion of Incident Action Plan alternatives.
- d. Supervise Branch Activities
  1. Maintain communications with and assign work tasks to Group/Division Supervisors.

2. Periodically check work progress on tasks assigned to Groups/Divisions.
  - (a) Receive reports of progress.
  - (b) Periodically visit each Group/Division area to view activities and determine adequacy of progress.
3. Coordinate activities of Branch elements.
  - (a) Establish priorities and resolve problems.
  - (b) Ensure that Medical Group/Division are maintaining communications and coordination with Patient Transportation Group.
  - (c) Ensure Patient Transportation Group is maintaining communications and coordination with Air Operations.
4. Ensure general welfare and safety of Branch personnel.
5. Resolve logistics problems reported by subordinates.
6. Ensure Group/Division check-ins (personnel reporting to incident) and resource status changes are transmitted to Resources Unit in a timely manner through appropriate channels.
7. Ensure Group/Division logistical support requests are coordinated through Branch.
8. Approve any accident and medical reports which originate within the Branch (these would be prepared on home agency forms).
- e. Report to Operations Section Chief on Branch Activities. Notify the Operations Section Chief upon occurrence of the following events:
  1. Inability to fulfill Branch portion of Incident Action Plan.
  2. Need to modify Incident Action Plan and additional resources needed.
  3. Surplus resources assigned to Branch.
  4. Hazardous situations.
  5. Significant events (e.g., injury).
  6. Problems concerning logistics and other Operations Branches.

f. Maintain Unit Log

1. Record Branch actions on Unit Log (ICS Form 214).
2. Submit Unit Logs through your supervisor to Documentation Unit at the end of each operational period.