

INCIDENT COMMAND SYSTEM

MULTI-CASUALTY

POSITION MANUAL

PATIENT TRANSPORTATION GROUP  
SUPERVISOR

ICS-MC-222-2

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CONTENTS

	Page
1.1 CHECKLIST USE.....	1
1.2 PATIENT TRANSPORTATION GROUP SUPERVISOR'S CHECKLIST .....	1
2.1 ORGANIZATION.....	2
2.2 PERSONNEL .....	2
2.3 MAJOR RESPONSIBILITIES AND PROCEDURES.....	2

## 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 PATIENT TRANSPORTATION GROUP SUPERVISOR'S CHECKLIST

- a. Check-in and obtain briefing from the Multi-Casualty Branch Director (if activated) or Operations Section Chief.
- b. Establish communications with hospital(s).
- c. Designate ambulance staging area(s).
- d. Direct the transportation of patients as determined by Treatment Unit Leader(s).
- e. Assure that patient information and destination is recorded.
- f. Establish communications with Ambulance Coordinator(s).
- g. Request additional ambulance, as required.
- h. Notify Ambulance Coordinator(s) of ambulance requests.
- i. Coordinate requests for air ambulance transportation through the Air Operations Director.
- j. Establish Air Ambulance Helispot with the Multi-Casualty Branch Director and Air Operations Director.
- k. Maintain Unit Log (ICS-214).

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

2.1 ORGANIZATION The Patient Transportation Group Supervisor is assigned to the Multi-Casualty Branch of the Operations Section. The Patient Transportation Supervisor is responsible for the coordination of patient transportation and maintenance of records relating to patient identification, injuries, mode of off-incident transportation and destination. The Patient Transportation Group Supervisor reports to the Multi-Casualty Branch Director (if activated) or the Operations Section Chief. Normally only one Patient Transportation Group is established, even when there are multiple medical group/divisions, as patient transportation must be carefully coordinated to prevent overloading of hospitals.

2.2 PERSONNEL The Patient Transportation Group organization structure is designed to provide the Incident Commander with a basic expandable system for coordinated transportation of any number of patients in a multi-casualty incident. Because of the coordination needed to prevent overloading of hospitals, normally only one Patient Transportation Group is established and with only one Medical Communications Coordinator; however multiple Ground/Air Ambulance staging areas may be needed depending on the geographics of the incident.

2.3 MAJOR RESPONSIBILITIES AND PROCEDURES The major responsibilities of the Patient Transportation Group Supervisor are stated below. Following each responsibility are procedures for implementing the activity.

- a. Check-in and obtain briefing from Multi-Casualty Branch Director (if activated) or Operations Section Chief.
  1. Complete ICS 211 (Check-in Form).
  2. If reporting direct to assignment, check-in via radio.
  3. Request and receive briefing which includes:
    - (a) Incident Briefing Form (ICS 201) or that information verbally
    - (b) Initial instructions concerning work activities
  4. Obtain Incident Action Plan when available.

- b. Establish communications with hospital(s).
  - 1. Activate Medical Communications Coordinator position.
  - 2. Make contact with hospital alert/coordination system or other appropriate medical facility.
- c. Designate ambulance staging area(s).
  - 1. Activate Air/Ground Ambulance Coordinator positions.
  - 2. Designate location(s) consistent with safe and efficient operations.
- d. Direct the transportation of patients as determined by the Treatment Unit Leader.
  - 1. Ensure patients' priorities are matched to hospitals prepared to accept patients of the same priorities.
  - 2. Ensure that Medical Communications Coordinator communicates appropriate hospital information to Treatment Unit.
  - 3. Ensure that ambulance operators are directed to the proper hospitals.
- e. Assure that patient information and destination is recorded.
  - 1. Activate Transportation Recorder Position(s) as needed.
  - 2. Coordinate patient information gathering with Treatment Unit.
- f. Establish communications with Ambulance Coordinator(s).
- g. Request additional ambulances, as required.
  - 1. Evaluate recommendations of Ambulance Coordinator(s).
  - 2. Make requests through normal channels.
- h. Notify Ambulance Coordinator(s) of ambulance requests.

- i. Coordinate requests for air ambulance transportation through the Air Operations Director
  - 1. Evaluate recommendations of Air Ambulance Coordinator.
  - 2. Make requests through Air Operations Branch.
- j. Establish Air Ambulance Helispot with Multi-Casualty Branch Director and Air Operations Director.
  - 1. Multi-Casualty Branch considerations should include patient conditions and operational efficiency.
  - 2. Air Operations considerations should include safety and operational limitations.
- k. Maintain Unit Log.
  - 1. Record significant events or action taken on the Unit Log (ICS Form 214).
  - 2. Submit Unit Logs through your supervisor to Documentation Unit at the end of each operational period.