

INCIDENT COMMAND SYSTEM

MULTI-CASUALTY

POSITION MANUAL

MEDICAL SUPPLY COORDINATOR

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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. MEDICAL SUPPLY COORDINATOR CHECKLIST

- a. Check-in and obtain briefing from Medical Group/Division Supervisor.
- b. Acquire, distribute, and maintain status of medical equipment and supplies within the Medical Group/Division.
- c. Request additional medical supplies (medical caches).
- d. Distribute medical supplies to Treatment and Triage Units.
- e. Maintain Unit Log (ICS-214).

## CHAPTER 2 - ORGANIZATION AND PROCEDURES

2.1 ORGANIZATION The Medical Supply Coordinator is assigned to a Medical Group/Division Supervisor of the Multi-Casualty Branch. The Medical Supply Coordinator is responsible for acquiring and maintaining control of appropriate medical equipment and supplies from units assigned to the Medical Group/Division. If Logistics Section is established, this position would coordinate with the Supply Unit Leader.

2.2 MAJOR RESPONSIBILITIES AND PROCEDURES The major responsibilities of the Medical Supply Coordinator are stated below. Following each responsibility are procedures for implementing the activity.

- a. Check-in and obtain briefing from Medical Group/Division Supervisor.
  1. Request and receive briefing which includes.
    - (a) Incident Briefing Form (ICS 201) or that information verbally.
    - (b) Initial instructions concerning work activities.
  2. Obtain Incident Action Plan when available.
- b. Acquire, distribute, and maintain status of medical equipment and supplies within the Medical Group/Division.
  1. Identifies and collects, as appropriate, available equipment and supplies that are on-scene.
  2. Establish a secure collection point for equipment and supplies in an area accessible to the Treatment Areas.
  3. Maintain an inventory list of equipment, supplies, and medical caches collected, received, and distributed. Provide receipt upon request.
  4. Establish coordination with the Ground Ambulance Coordinator to obtain supplies from ambulances.
  5. Request personnel to assist in the collection and distribution of supplies and equipment. Consider a need for vehicle(s) for the transport of supplies and equipment.

- c. Request additional medical supplies (medical caches).
  - 1. Make requests for supplies through the Medical Group/Division Supervisor.
- d. Distribute medical supplies to Treatment and Triage Units.
- e. Maintain Unit Log.
  - 1. Record significant events or actions 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.