

INCIDENT COMMAND SYSTEM

MULTI-CASUALTY

POSITION MANUAL

AIR AMBULANCE 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.

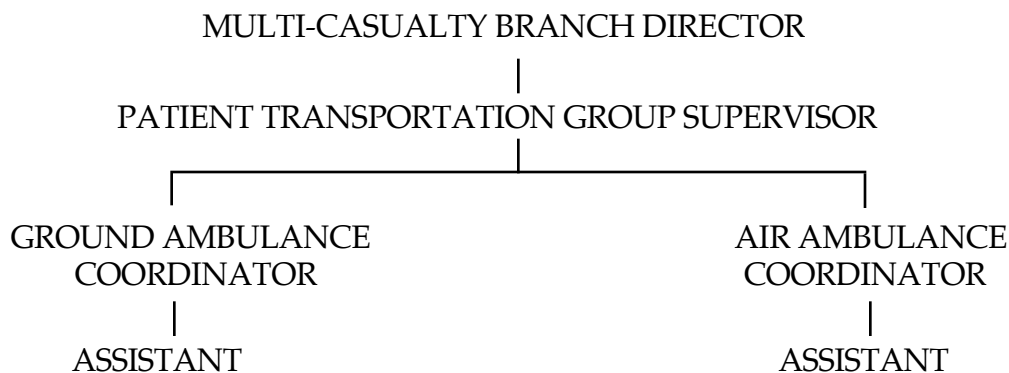
1.2 AIR AMBULANCE COORDINATOR'S CHECKLIST

- a. Check in and receive briefing from Patient Transportation Group Supervisor.
- b. If Air Operations Personnel are not at scene establish a Helispot.
- c. Coordinate patient transportation activities with Air Operations Branch. (When activated).
- d. Request Ground Ambulances to move patients from the Treatment Area to the Helispot/Helibase if needed.
- e. Determine Air Ambulance ETA's to scene and number of ALS & BLS patients that can be transported for each Air Ambulance.
- f. Provide Air Ambulance Crews with necessary information.
- g. Ascertain Air Ambulance ETA to receiving hospital and forward the ETA to the Medical Communications Coordinator.
- h. Maintain records as necessary.
- i. Assess resource needs and make requests as appropriate.
- j. Provide an inventory of medical supplies available at the Helispot.
- k. Establish and maintain communications with the Air Operations Branch.
- l. Establish safe routes of travel for Ground Ambulances entering and exiting the Helibase(s) and/or Helispot(s).
- m. Establish and maintain communications with the Medical Communications Coordinator and the Treatment Dispatch Manager.

## CHAPTER 2 RESPONSIBILITIES AND PROCEDURES

### 2.1 RESPONSIBILITIES

- a. The Air Ambulance Coordinator is primarily responsible to:
  - 1. Manage the Air Ambulance Loading Area activities.
  - 2. Develop an organization sufficient to handle the assignment.
  - 3. Coordinate activities with the Air Operations Branch.
  - 4. Coordinate activities with the Patient Transportation Supervisor.
  - 5. Plan the layout of the Air Ambulance Loading Area, considering aircraft safety and limitations, as well as immediate and future tactical needs.
  - 6. Request additional resources as necessary.
  - 7. Establish location of Helibase(s) and or Helispot(s), and notify incident personnel of location(s) when established.
- b. The Air Ambulance Coordinator reports to the Patient Transportation Supervisor or the Multi-Casualty Branch Director, and may organize Loading Area as follows:



2.2 PERSONNEL The number of personnel needed to perform the major responsibilities of the Air Ambulance Coordinator varies based on the size and complexity of the incident. Personnel recommended for each 12-hour operational period is presented in Table 2-1 for Air Ambulances.

<p>Table 2-1 Air Ambulance Coordinator Personnel Recommendations (per 12 hour operational period)</p>
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UNIT POSITION	SIZE INCIDENT (number of helicopters)			
	1	2-5	6-10	11+
Coordinator	1	1	1	as needed
Assistants	0	1	--as needed--	

### 2.3 DESCRIPTION

The Air Ambulance Coordinator is a ground-based position that works for the Patient Transportation Group Supervisor during Multi-Casualty Incidents. The position is activated when the number of Air Ambulances and patients require detailed coordination in terms of transportation. The Air Ambulance Coordinator is primarily concerned with having the correct number and type of patients delivered to the Helispot/Helibase in a timely manner with a known destination hospital. The Air Ambulance Coordinator may have to secure a Helispot/Helibase location for arriving Air Ambulances and communicate directly with the Flight Crews if Air Operations Branch positions have not been filled.

## 2.4 ORGANIZATION

The Air Ambulance Coordinator works directly for the Patient Transportation Group Supervisor. The Air Ambulance Coordinator is responsible for coordinating patient transportation with the Air Operations Branch. The exact position in Air Operations to contact will be determined by the situation.

- a. Figure 2.1 shows the Command System Organization when the Air Operations Branch has not been filled. This is most likely early in an incident or in an incident that will be of short duration. In this situation the Air Ambulance Coordinator will have the additional duties of Helispot Manager until relieved by Air Operations.

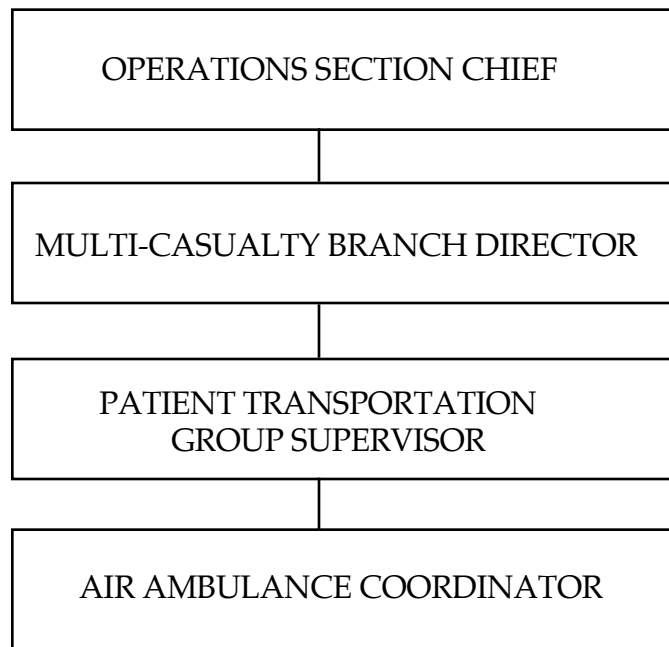


Figure 2.1

- b. Figure 2.2 shows the Command System Organization when the Air Operations Branch has been filled. This is likely on a long term incident and/or a complex incident. Not all Air Operation Branch positions may be filled. Your point of contact may vary from incident to incident.

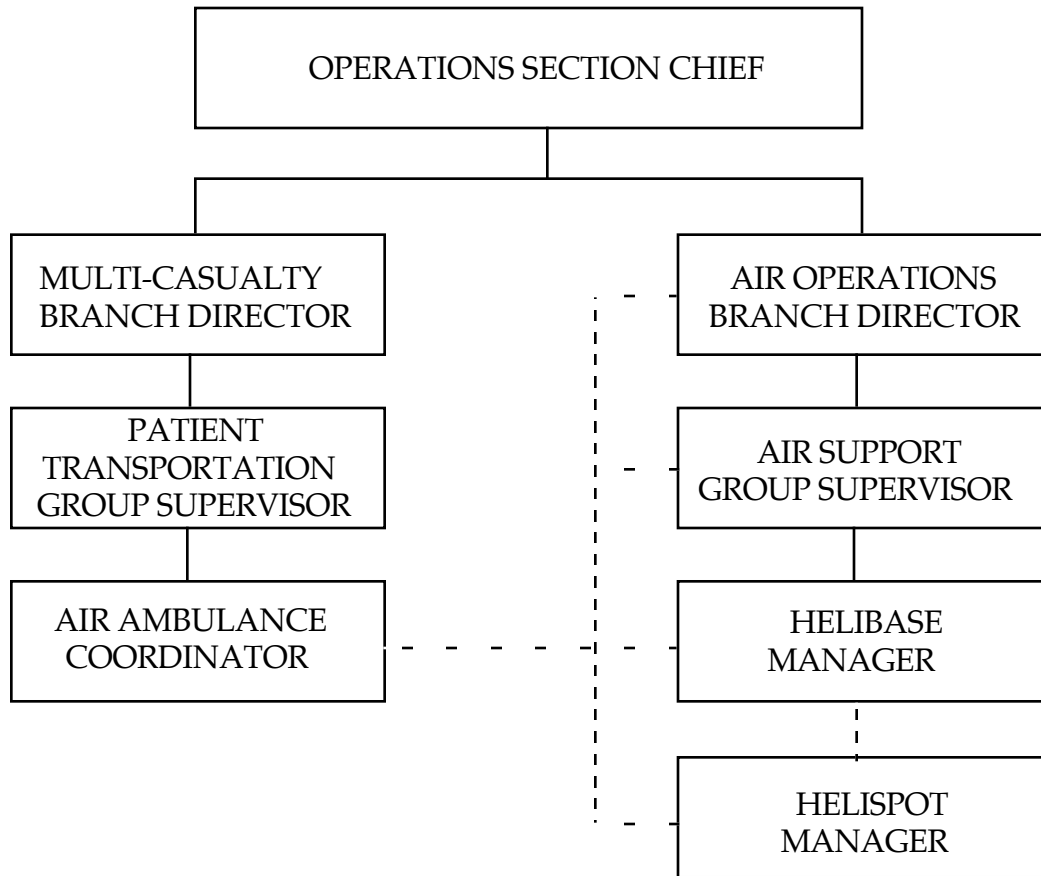


Figure 2.2

## 2.5 PROCEDURES

The major responsibilities of the Air Ambulance Coordinator are stated below. Following each responsibility are the procedures for implementing the responsibility.

- a. Check in and receive briefing from the Patient Transportation Group Supervisor.
  1. Incident Briefing Form ICS-201.
  2. Instructions concerning work activities.
  3. Determine position in Air Operations that you coordinate with.
  4. Obtain Incident Action Plan when available.
  5. Location of Helispot.
  6. Expected number and type of resources.
  7. Anticipated duration/operation period.
  8. The need for temporary logistical support.
  9. Food delivery.
  10. Incident frequencies to communicate with Patient Transportation Group Supervisor, Medical Communications Coordinator, Treatment Dispatch Manager, and the Air Ambulances.
  11. Sanitation.
- b. If Air Operations Personnel are not at scene establish a helispot.
  1. Location may have been determined prior to your arrival.
  2. Insure that the location meets the safety and operational requirements of the helicopters.
  3. Insure that the location has access for incoming ground resources.
  4. Function as Helispot Manager until relieved by Air Operations or the patients have been transported.
  5. Establish radio communications with incoming Air Ambulances when possible.
- c. Coordinate patient transportation activities with Air Operations. (When activated).
  1. The exact position that you coordinate with will be determined by



- the level of staffing and the number of patients to be transported.
2. Determine patient carrying capabilities of Air Ambulances.
  3. Coordinate Ground Ambulance traffic plan at the Helispot/Helibase.
- d. Request Ground Ambulances to move patients from treatment to the Helispot/Helibase if needed.
1. Request through your supervisor.
  2. Have sufficient ambulances to handle the patient load.
- e. Determine Air Ambulance ETA's to scene and number of Advanced Life Support (ALS) and Basic Life Support (BLS) patients that can be transported for each Air Ambulance.
1. If Air Operations is staffed they can provide you with this information.
  2. If Air Operations is not staffed you will have to ascertain this information yourself.
  3. Coordinate the above information with the Transportation Group Supervisor so that patients depart Treatment Areas and arrive at the Helispot/Helibase in synch with available Air Ambulances.
- f. The Air Ambulance Crews will need the following information prior to departure. Give the information to the appropriate position in Air Operations. If Air Operations is not staffed you will have to give the information directly to the Air Ambulance Crews yourself.
1. Name and location of the receiving hospital.
  2. Radio frequency of receiving hospital.
  3. If the receiving hospital does not have a Helispot, provide location of landing area and insure that ground transportation has been arranged to transfer the patients to the hospital.
  4. Advise the Air Ambulance Crews if the hospital has been contacted about the patients.
  5. Provide paperwork and information on patient condition.
  6. Provide paperwork and information on patient treatment. This comes from the Medical Communications Coordinator.
- g. Ascertain Air Ambulance ETA to receiving hospital and forward the ETA to the Medical Communications Coordinator.
1. Get information directly from Air Ambulance Crew if Air Operations is not staffed.

- h. Maintain records as necessary.
  - 1. Record actions on Unit Log (ICS Form 214).
- i. Assess resource needs and make requests as appropriate.
- j. Provide an inventory of medical supplies at the Helispot.
- k. Establish and maintain communications with Air Operations Branch.
  - 1. Radio frequencies
  - 2. Lines of communications
- l. Establish safe routes of travel for Ground Ambulances entering and exiting the helibase(s) or helispots(s).
  - 1. Do this yourself if Air Operations is not at scene.
  - 2. Coordinate with Helispot/Helibase Manager if at scene.
- m. Establish and maintain communications with the Medical Communications Coordinator and the Treatment Dispatch Manager.