

## Patient Transportation Area Unit Leader

**Reports to:** Medical Group Supervisor

**Supervises:** Ground Ambulance Coordinator, Air Ambulance Coordinator and Medical Communications Coordinator

**Assignment Location:** Transport Corridor

**Talk Group:** \_\_\_\_\_

**Radio call sign:** Patient Transport Area Leader

**Skills needed:** EMTs and paramedics with experience in BLS and ALS as appropriate. Knowledge of hospital destination criteria.

**Mission:** Responsible for communications with Patient Distribution Group and coordinating patient loading into ambulances or other patient transport vehicles. Maintains patient records.

### **Immediate Actions:**

- Determine and maintain access and egress routes for patients and transporting units
- Coordinate movement of patients to transportation Area with Treatment Unit Leader
- Coordinate ambulance flow through Transport Area.
- Oversee assignment of sufficient personnel to bear litters.
- Utilize destination schematics for patient movement.
- Review available trauma center and hospital resources. Determine need for transport to regional trauma centers; notify MGS if indicated.
- Ensure that trauma triage criteria are utilized in determining patient movement to trauma center(s).
- If delegated by Medical Group Supervisor, will radio back to the SFFD Officer located at DEC which hospitals will receive patients, how many, what type, and any special needs (pediatrics, hazmat). Updates will be provided every 30 minutes or anytime there is a significant change in the MCI incident.*
- Ensure that patients in different triage categories are not mixed together in transport vehicles (ex: do not mix red and green patients in same ambulance).*

### **On-Going Actions:**

- Maintain Unit/Activity Log (ICS Form 214)
- Request additional resources through Patient Transport Area Unit Leader or Medical Supply Coordinator if used.

## Medical Communications Coordinator

**Reports to:** Patient Transportation Unit Leader

**Assignment Location:** Transport Corridor

**Talk Group:** \_\_\_\_\_                      **Radio call sign:** Medical Communications Coordinator

**Skills needed:** EMTs and paramedics with experience in BLS and ALS as appropriate. Knowledge of hospital destination criteria.

**Mission:** Maintains medical communications with the Patient Distribution Group for assignment of hospital facilities for MCI patients. Selects the mode of medical transport based upon patient need using patient condition information provided by the Treatment Dispatch Manager.

### **Immediate Actions:**

- ❑ Receives basic patient information and condition from Treatment Dispatch Manager.
- ❑ Contacts the Patient Distribution Group to obtain the name and contact information for the Patient Distribution Unit Leader.
- ❑ Reports to the Patient Distribution Unit Leader, the number of MCI patients, their triage levels and triage tag numbers.
- ❑ Obtains from the Patient Distribution Unit Leader, the assigned receiving facility for each patient.
- ❑ Confirms assigned facilities, (“This is Medical Comms at Transport Area – I copy to take 2 Green patients with Triage Tag numbers 6293 and 6456 to St Lukes Hospital. Is the correct?”).
- ❑ Advises the Patient Distribution Unit Leader of any remaining field MCI patients awaiting disposition.
- ❑ Communicates ground transportation requests to Ground Ambulance Coordinators.
- ❑ Communicates air ambulance requests to the Air Operations Branch Director or Air Ambulance Coordinator.

## Ground Ambulance Coordinator

**Reports to:** Patient Transportation Unit Leader

**Assignment Location:** Transport Corridor

**Talk Group:** \_\_\_\_\_

**Radio call sign:** Ground Ambulance Coordinator

**Skills needed:** Knowledge of hospital Assignment Locations and destination criteria.

**Mission:** Coordinates ground ambulances or other ground-based patient transportation vehicles. Manages the Ambulance Staging Area(s). Dispatches ambulances as requested.

### **Immediate Actions:**

- Establishes access and egress routes for ground ambulances.
- Establish appropriate staging area(s) for ambulances.
- Establish and maintain communications with the Medical Communications Coordinator and Treatment Dispatch Manager.
- Establish and maintain check-in procedures for new arrivals.
- Provide ambulances upon request from the Medical Communications Coordinator.
- Request additional transportation resources as appropriate.

### **On-Going Actions:**

- Maintain Transport Worksheet of patient transports that includes:
  1. Triage tag number
  2. Triage Level
  3. Patient name (if known)
  4. Patient Age and Gender
  5. Type of transport unit
  6. Name of transport unit provider
  7. Transport unit provider unit number
  8. Destination
  9. Time of departure
  10. ETA
- Assure that necessary equipment is available for patient needs during transportation.
- Request additional resources through Patient Transport Area Unit Leader or Medical Supply Coordinator if used.

## Air Ambulance Coordinator

**Reports to:** Patient Transportation Unit Leader

**Assignment Location:** Transport Corridor

**Talk Group:** \_\_\_\_\_

**Radio call sign:** Ambulance Coordinator

**Skills needed:** Knowledge of hospital Assignment Locations and destination criteria.

**Mission:** Establishes and coordinates helispots and air medical operations with the Air Operations Group.

### **Immediate Actions:**

- Establish appropriate helispots for air ambulances.
- Establish routes of travel for air ambulances for incident operations.
- Establish and maintain communications with the Air Operations Branch Director regarding Air Ambulance Transportation Assignments.
- Establish and maintain communications with the Medical Communications Coordinator and Treatment Dispatch Manager.
- Establish and maintain check-in procedures for new arrivals.
- Provide air ambulances upon request from the Medical Communications Coordinator.
- Coordinate ground ambulance transport of patients to helispots.

### **On-Going Actions:**

- Maintain Transport Worksheet of patient transports that includes:
  1. Triage tag number
  2. Triage Level
  3. Patient name (if known)
  4. Patient Age and Gender
  5. Type of transport unit
  6. Name of transport unit provider
  7. Transport unit provider unit number
  8. Destination
  9. Time of departure
  10. ETA
- Assure that necessary equipment is available for patient needs during transportation.
- Request additional resources through Patient Transport Area Unit Leader or Medical Supply Coordinator if used.