

POSITION CHECKLISTS

EMS / MEDICAL BRANCH DIRECTOR: The EMS/Medical 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. The Branch Director reports to the IC (or to the Operations Section Chief) and supervises the Patient Transportation Supervisor and the Medical Group Supervisors.

- a. Review Common Responsibilities (Page 1-2).
- b. Review assignments for effectiveness of current operation and modify as needed.
- c. Supervise Branch activities.
- d. Report to IC (or to Operations Section Chief) on Branch activities.
- e. Provide input to IC (or Operations Section Chief) for the Incident Action Plan.
- f. Participate in EMS/Medical Branch and Operations Section planning activities.

MEDICAL GROUP SUPERVISOR: The Medical Group Supervisor reports to the EMS/Medical Branch Director and supervises the Triage Unit Leader, Treatment Unit Leader and Medical Supply Coordinator. The Medical Group Supervisor controls the activities within the Medical Group in order to assure the best possible emergency medical care to patients during a multi-casualty incident.

- a. Review Common Responsibilities (Page 1-2).
- b. Participate in EMS/Medical Branch and Operations Section planning activities.
- c. Establish Medical Group with assigned personnel and request additional personnel and resources sufficient to handle the magnitude of the incident.
- d. Designate Unit Leaders and Treatment Area locations as appropriate.
- e. Isolate Morgue and Minor Treatment Area from the Immediate and Delayed Treatment Areas.
- f. Request law enforcement and medical examiner involvement as needed.
- g. Determine amount and types of additional medical resources and supplies needed to handle the magnitude of the incident (medical caches, backboards, litters, cots).
- h. Ensure activation of hospital alert system and local EMS/health agencies. Provide information concerning:
 1. Nature of the incident.
 2. Location of Ambulance Staging Area (if located separately) and Loading Zone.
 3. Casualty information.
 4. Number of patients including the number in each START category.
 5. Types of injuries.
 6. Contamination concerns and decontamination actions taken (Chem Packs, MCI Trailer).
- i. Direct and/or supervise on-scene personnel from agencies such as Medical Examiner's Office, Red Cross, law enforcement, ambulance companies, county health agencies and hospital volunteers.
- j. Ensure proper security, traffic control and access within the Medical Branch.
- k. Direct medically trained personnel to the appropriate Unit Leader.
- l. Maintain Unit Log (ICS Form 214).

TRIAGE UNIT LEADER: The Triage Unit Leader reports to the Medical Group Supervisor and supervises Triage Personnel and the Morgue Manager. The Triage Unit Leader assumes responsibility for providing triage management and movement of patients from the triage area. When triage has been completed the Triage Unit Leader may be reassigned as needed.

- a. Review Common Responsibilities (Page 1-2).
- b. Review Unit Leader Responsibilities.
- c. Develop organization sufficient to handle assignment.
- d. Inform the Medical Group Supervisor of resource needs.

- e. Implement triage process.
 1. Establish a Triage Control Point and direct secondary triage confirming or changing START tagging of casualties.
 2. Ensure that contaminated patients are decontaminated prior to being moved to a treatment area.
 3. Direct casualties to appropriate treatment areas based on triage category. Notify supervisor when triage has been completed.
 - DECEASED (Expired) = Black Tag
 - IMMEDIATE (Critical) = Red Tag
 - DELAYED (Urgent) = Yellow Tag
 - MINOR (Ambulatory) = Green Tag
- f. Coordinate movement of patients from the Triage Area to the appropriate Treatment Area.
- g. Give periodic status reports to the Medical Group Supervisor.
- h. Maintain security and control of the Triage Area.
- i. Establish Morgue.

TRIAGE PERSONNEL: Triage personnel report to the Triage Unit Leader, triage patients and assign them to appropriate treatment areas.

- a. Review Common Responsibilities (Page 1-2).
- b. Report to the designated on-scene triage location.
- c. Perform secondary triage, confirming or revising START tagging of casualties. Classify patients while noting injuries and vital signs, if taken.
- d. Direct movement of patients to proper Treatment areas.
- e. Provide appropriate medical treatment (ABC's) to patients prior to movement as incident conditions dictate.

TREATMENT UNIT LEADER: The Treatment Unit Leader reports to the Medical Group Supervisor and supervises the Treatment Managers and the Treatment Dispatch Manager. The Treatment Unit Leader assumes responsibility for treatment, preparation for transport and coordination of patient treatment in the Treatment Areas and directs movement of patients to the loading zone(s).

- a. Review Common Responsibilities (Page 1-2).
- b. Review Unit Leader Responsibilities.
- c. Develop organization sufficient to handle assignment.
- d. Direct and supervise Treatment Dispatch Manager, Immediate, Delayed and Minor Treatment Areas.
 1. Divide into three (3) distinct and well-marked sectors; use red, yellow, and green, flags or tarps if available.
 2. Isolate Minor Treatment Area from Immediate and Delayed Areas.
 3. Consider placement of patients to allow working room.
 4. Monitor noise, exhaust from vehicles, congestion, etc.
 5. Designate entrance and exit to area.
- e. Coordinate movement of patients from Triage Area to Treatment Areas with Triage Unit Leader.
- f. Request sufficient medical caches and supplies as necessary.
- g. Establish communications and coordination with Patient Transportation Group.
- h. Track Triage Tag Numbers.
- i. Ensure continual triage of patients throughout Treatment Areas.
- j. Direct movement of patients to ambulance loading zones(s).
- k. Give periodic status reports to Medical Group Supervisor.
- l. Report for reassignment.

TREATMENT DISPATCH MANAGER: The Treatment Dispatch Manager reports to the Treatment Unit Leader and is responsible for coordinating with the Patient Transportation Group and the transportation of patients out of the Treatment Area.

- a. Review Common Responsibilities (Page 1-2).
- b. Establish communications with the Immediate, Delayed and Minor Treatment Managers.
- c. Establish communications with Patient Transportation Group.
- d. Verify that patients are prioritized for transportation.
- e. Advise Medical Communications Coordinator of patient readiness and priority for dispatch.
- f. Coordinate transportation of patients with Medical Communications Coordinator.
- g. Assure that appropriate patient tracking information is recorded.
- h. Coordinate ambulance loading with Treatment Manager and ambulance personnel.

IMMEDIATE TREATMENT MANAGER: The Immediate Treatment Manager reports to the Treatment Unit Leader and is responsible for treatment and re-triage of patients assigned to the Immediate Treatment Area.

- a. Review Common Responsibilities (Page 1-2).
- b. Request or establish Medical Teams as necessary.
- c. Assign treatment personnel to patients received in the Immediate Treatment Area.
- d. Ensure treatment of patients triaged to the Immediate Treatment Area.
- e. Assure that patients are prioritized for transportation.
- f. Coordinate transportation of patients with Treatment Dispatch Manager.
- g. Notify Treatment Dispatch Manager of patient readiness and priority for transportation (the most critical patients should have transportation priority).
- h. Assure that appropriate patient information is recorded.

DELAYED TREATMENT MANAGER: The Delayed Treatment Manager reports to the Treatment Unit Leader and is responsible for treatment and re-triage of patients assigned to the Delayed Treatment Area.

- a. Review Common Responsibilities (Page 1-2).
- b. Request or establish Medical Teams as necessary.
- c. Assign treatment personnel to patients received in the Delayed Treatment Area.
- d. Ensure treatment of patients triaged to the Delayed Treatment Area.
- e. Assure that patients are prioritized for transportation.
- f. Coordinate transportation of patients with Treatment Dispatch Manager.
- g. Notify Treatment Dispatch Manager of patient readiness and priority for transportation (the most critical patients should have transportation priority).
- h. Assure that appropriate patient information is recorded.

MINOR TREATMENT MANAGER: The Minor Treatment Manager reports to the Treatment Unit Leader and is responsible for treatment and re-triage of patients assigned to the Minor Treatment Area.

- a. Review Common Responsibilities (Page 1-2).
- b. Request or establish Medical Teams as necessary.
- c. Assign treatment personnel to patients received in the Minor Treatment Area.
- d. Ensure treatment of patients triaged to the Minor Treatment Area.
- e. Assure that patients are prioritized for transportation.
- f. Coordinate transportation of patients with Treatment Dispatch Manager.
- g. Notify Treatment Dispatch Manager of patient readiness and priority for transportation (the most critical patients should have transportation priority).
- h. Assure that appropriate patient information is recorded.

- i. Coordinate volunteer personnel/organizations through Agency Representatives and Treatment Unit Leader.

PATIENT TRANSPORTATION GROUP SUPERVISOR: The Transportation Group Supervisor reports to the EMS/Medical Branch Director, supervises the Medical Communications Coordinator and the Air/Ground Ambulance Managers and is responsible for the coordination of patient transportation and maintenance of records relating to patient identification, injuries, mode of off-incident transportation and destination.

- a. Review Common Responsibilities (Page 1-2).
- b. Establish communications with hospital(s).
- c. Establish ambulance staging area(s) and loading zones.
- d. Direct the transportation of patients as determined by Treatment Unit Leader(s).
- e. Coordinate patient loading and mix to achieve an optimum ratio of medics to patients.
- f. Assure that patient information and destination is recorded.
- g. Establish communications with Ambulance Coordinator(s).
- h. Request additional ambulances and alternative forms of transportation (eg. Buses)_as needed by the volume and severity of the casualties as required.
- i. Notify Ambulance Manager(s) of ambulance requests.
- j. Coordinate requests for air ambulance transportation through the Air Operations Director.
- k. Establish Air Ambulance Helispot with the Medical Group Supervisor and Air Operations Director.
- l. Alert the Coordinating Hospital when patients are ready for transport, provide a brief description of injuries and obtain destination instructions.
- m. Assure that ambulance drivers know the correct patient destination.
- n. Assure that patient information and destination is recorded.
- o. Coordinate loading of patients for air ambulance transportation through the Helispot Manager.
- p. Advise Coordinating Hospital and Medical Group Supervisor when the last patient is transported.
- q. Maintain Unit Log (ICS Form 214).

MEDICAL COMMUNICATIONS COORDINATOR: The Medical Communications Coordinator reports to the Patient Transportation Group/Division Supervisor and maintains communications with the hospital alert system and/or other medical facilities to assure proper patient transportation and destination and coordinates the information through the Patient Transportation Group Supervisor.

- a. Review Common Responsibilities (Page 1-2).
- b. Establish communications with hospital alert system.
- c. Determine and maintain current status of hospital/medical facility availability and capability.
- d. Obtain a briefing including significant information to forward to the Coordinating Hospital.
- e. Establish radio contact with the Coordinating Hospital and provide information on:
 - 1. Nature of the incident.
 - 2. Incident designator.
 - 3. Estimated total number of casualties including the number of casualties in each triage category. Update this information as more accurate figures become available.
- f. Receive basic patient information and injury status from Treatment Dispatch Manager including triage category and injury status.
- g. Communicate hospital availability to Treatment Dispatch Manager.
- h. Coordinate patient off-incident destination with the Coordinating Hospital.
- i. Communicate patient transportation needs to Ambulance Managers based upon request from Treatment Dispatch Manager.

- j. Maintain appropriate records.

AIR/GROUND AMBULANCE MANAGER: The Air/Ground Ambulance Manager(s) report to the Patient Transportation Group Supervisor and manage the Air/Ground Ambulance Staging Areas and Loading Zones, and dispatch ambulances as requested.

- a. Review Common Responsibilities (Page 1-2).
- b. Establish appropriate staging area for ambulances.
- c. Establish routes of travel for ambulances for incident operations.
- d. Establish and maintain communications with Air Operations Branch Director.
- e. Establish and maintain communications with the Medical Communications Coordinator and Treatment Dispatch Manager. Provide ambulances upon request from the Medical Communications Coordinator.
- f. Maintain records as required.
- g. Assure that necessary equipment is available in the ambulance for patient needs during transportation.
- h. Establish immediate contact with ambulance agencies at the scene.
- i. Request additional transportation resources as appropriate.
- j. Provide an inventory of medical supplies available at ambulance staging area for use at the scene.

MEDICAL SUPPLY UNIT LEADER: The Medical Supply Unit Leader reports to the Medical Group Supervisor and acquires and maintains control of appropriate medical equipment and supplies from units assigned to the Medical Group. If a Logistics Section were established this position would coordinate with the Supply Unit Leader.

- a. Review Common Responsibilities (Page 1-2).
- b. Acquire, allocate and distribute medical equipment and supplies within the Medical Group.
- c. Request additional medical supplies (medical caches, Chem Packs, MCI Trailer, etc.).
- d. Distribute medical supplies to Treatment and Triage Units.
- e. Maintain Unit Log (ICS Form 214).

MORGUE MANAGER: The Morgue Manager reports to the Triage Unit Leader and assumes responsibility for Morgue Area activities until relieved of that responsibility by the Office of the Medical Examiner or law enforcement officer.

- a. Review Common Responsibilities (Page 1-2).
- b. Assess resource and supply needs and order as needed.
- c. Coordinate all Morgue Area activities.
- d. Maintain security of deceased persons and personal belongings.
- e. Keep area off limits to all but authorized personnel.
- f. Coordinate with law enforcement and assist the Medical Examiner's Office as necessary.
- g. Keep identity of deceased persons confidential.
- h. Maintain appropriate records.

HOSPITAL EMERGENCY RESPONSE TEAM (H.E.R.T.): A hospital emergency response team is recommended to consist of a minimum of three medical personnel, optimum of five medical personnel, which includes a team leader (Base Hospital ER Physician and 1 MICN preferred) and any combination of physicians, nurses or physicians' assistants. H.E.R.T. will be requested through the Incident Commander. H.E.R.T. report to the Treatment Unit Leader and assume responsibility for patient assessment and treatment as assigned.

- a. Review Common Responsibilities (Page 1-2).
- b. Report to the Incident Command Post for assignment.

- c. Perform medical treatment and other duties as assigned.
- d. Remain at the Treatment Unit unless otherwise reassigned.
- e. Respond to the scene with appropriate emergency medical equipment.

HELISPOT MANAGER: The Helispot Manager reports to the Helibase Manager and is responsible to establish a safe Helicopter Landing Zone (LZ), maintain LZ security, establish radio contact with incoming and departing helicopters and direct the landing and departure of helicopters.

- a. Review Common Responsibilities (Page 1-2).
- b. Request a tactical channel be assigned for direct communication with incoming helicopters.
- c. Establish wind direction and speed.
- d. Identify location and height of vertical hazards, especially in the approach and departure paths.
- e. Establish a safe Landing Zone (LZ):
 - 1. 100' by 100' square area, mark the four corners.
 - 2. Flat, hard-packed surface with little debris (wet down the area to reduce blowing dust).
 - 3. Remove and/or secure any loose objects in or near the LZ.
 - 4. Assure that any required lighting of the LZ is downwind of the helicopter approach so the lights do not shine in the eyes of the approaching pilot.
- f. Provide an Engine Company in full protective clothing on standby during landing, loading and takeoff operations.
- g. Establish direct communication on assigned tactical frequency with inbound and departing helicopters.
- h. Provide landing and takeoff instructions to the helicopter pilot as appropriate.
- i. Do not allow any person to approach the helicopter unless the pilot indicates for you to do so by hand signal.
- j. Maintain LZ security. Keep all personnel clear of tail rotor at all times.
- k. Coordinate patient loading with the Ambulance Coordinator(s).
- l. Control entry of medical personnel for loading/unloading of patients. Assure there are no loose objects on the patient or on medical personnel. Assure that tall objects are lowered (IV stands, etc.).
- m. No smoking in the landing zone area.
- n. Maintain Unit Log (ICS Form 214).

FIRE / RESCUE BRANCH DIRECTOR: The Fire/Rescue Branch Director is responsible for the implementation of the Incident Action Plan within the Fire/Rescue Branch. This includes the direction and execution of branch planning for the assignment of resources within the branch. The Fire/Rescue Branch Director reports to the Incident Commander and supervises the Hazardous Material Group Supervisor and the Rescue Group Supervisor.

- a. Review Common Responsibilities (Page 1-2).
- b. Review Branch assignments for effectiveness of current operation and modify as needed.
- c. Provide input to the Incident Commander for the Incident Action Plan.
- d. Identify and prioritize immediate, potential and future rescue related problems.
- e. Activate elements of the Fire/Rescue Branch as needed.
- f. Supervise Fire/Rescue Branch activities.
- g. Coordinate with EMS/Medical Branch Director and Law Branch Director.

- h. Monitor effect of power tools (exhaust fumes, noise, effectiveness).
- i. Assure that unused tools and equipment are secure and staged for immediate use if needed.
- j. Report to Incident Command on Fire/Rescue Branch activities.
- k. Maintain Unit Log (ICS Form 214).

RESCUE GROUP / DIVISION SUPERVISOR: The Rescue Group Supervisor reports to the Fire/Rescue Branch Director and supervises the START Triage Leader, Extrication Leader, Litter Team Leader and Search Team Leader.

- a. Review Common Responsibilities (Page 1-2).
- b. Make an assessment of the rescue scene and determine rescue objectives.
- c. Assure that hazards are eliminated, mitigated or controlled.
- d. Assure that the access to the rescue area is restricted to only personnel wearing appropriate PPE and who have reason to enter.
- e. If hazardous materials are involved, request appropriate resources capable of dealing with the material(s).
- f. Supervise assigned personnel and request additional personnel and resources as needed to complete objectives.
- g. Report to Rescue Group Supervisor on Rescue Group activities.
- h. Maintain Unit Log (ICS Form 214).

START TRIAGE LEADER: The START Triage Leader reports to the Rescue Group/Division Supervisor and supervises personnel assigned to perform START triage in the hazard area. START personnel assess accessible victims in the hazard area using the START triage criteria and tag each victim with the appropriate category.

- a. Review Common Responsibilities (Page 1-2).
- b. Determine resource needs and request through the Rescue Group/Division Supervisor.
- c. Access and triage victims within the hazard area.
- d. Assure that all victims are tagged.
- e. Determine the total number of victims and the number of victims in each triage category and report to the Rescue Group/Division Supervisor.
- f. Report extrication needs.
- g. Report decontamination needs.
- h. Coordinate with the Extrication Leader to ensure that "Immediate" category patients receive the highest priority for stabilization and transfer to the Treatment Area.
- i. Coordinate with Hazardous Material Group Supervisor.
- j. Inform the Rescue Group/Division Supervisor when START triage is complete.

EXTRICATION LEADER: The Extrication Leader reports to the Rescue Group/Division Supervisor and supervises personnel assigned to perform extrication in the hazard area. Extrication personnel identify trapped victims and extricate them.

- a. Review Common Responsibilities (Page 1-2).
- b. Identify and assess entrapped victims and determine extrication strategy.
- c. Determine resource needs and request through the Rescue Group/Division Supervisor.
- d. Extricate victims.
- e. Coordinate with START Triage Leader.
- f. Coordinate with Hazardous Material Group Supervisor.
- g. Coordinate with Litter Team Leader.
- h. Inform the Rescue Group/Division Supervisor when extrication is complete.

LITTER TEAM LEADER: The Litter Team Leader reports to the Rescue Group/Division Supervisor and supervises personnel assigned to package and transfer back-boarded and non-ambulatory patients from the hazard area to a safe Treatment Area and from Treatment Areas to Transportation Areas.

- a. Review Common Responsibilities (Page 1-2).
- b. Determine resource needs and request through the Rescue Group/Division Supervisor.
- c. Assign Litter Teams to package and transfer patients to Treatment Areas and to Transportation Areas.
 1. Immediate (Red) patients have first priority for transfer to the Treatment Area.
 2. Packaging and treatment should only be what is needed to stabilize the patient for movement to a safe treatment area for secondary triage and further emergency care prior to transport.
 3. Delayed (Yellow) patients should receive thorough packaging and treatment needed to stabilize them for movement to a safe treatment area for secondary triage and further emergency care prior to transport.
- d. Coordinate with Extrication Leader.
- e. Coordinate with Treatment Dispatch Manager.
- f. Coordinate with Decontamination Leader.

SEARCH TEAM LEADER: The Search Team Leader reports to the Rescue Group/Division Supervisor and supervises personnel assigned to search for missing or hidden victims.

- a. Review Common Responsibilities (Page 1-2).
- d. Determine resource needs and request through the Rescue Group/Division Supervisor.
- e. Assign Search Teams to search designated area(s) for missing or hidden victims.
- b. Coordinate with the Hazardous Material Group Supervisor.

LAW ENFORCEMENT BRANCH DIRECTOR: The Law Enforcement Branch Director is responsible to organize and direct law enforcement operations during the incident. This includes traffic control, investigation and evidence collection, perimeter and internal security, evacuation, and tactical police operations including SWAT and crowd control tactical units. The law branch coordinates with other involved law enforcement agencies including the medical examiner and animal control. The Law Branch coordinates with the Medical and Rescue Branch Directors.

- a. Review Common Responsibilities (Page 1-2).
- b. Review assignments for effectiveness and modify as needed.
- c. Supervise Branch activities and staff with assigned personnel and request additional personnel and resources sufficient to handle the magnitude of the incident.
- d. Report to IC (or to Operations Section Chief) on Branch activities.
- e. Participate in Law Branch / Operations Section Planning activities.
- f. Ensure traffic control is established as needed to provide for safety and security.
- g. Ensure security perimeters are established for the incident and at the operational areas such as the command post and treatment areas as needed.
- h. Ensure investigation and evidence collection activities are conducted as needed.
- i. Coordinate special police unit (SWAT, TAC, Bomb Disposal, other) activities.
- j. Conduct evacuation as requested by Command.
- k. Coordinate with the Medical Examiner to secure deceased victims and their belongings.
- m. Maintain Unit/Activity Log (ICS Form 214).

TRAFFIC CONTROL GROUP SUPERVISOR: The Traffic Control Group Supervisor is responsible to organize and direct traffic control operations during the incident. This includes developing traffic control plans, utilization of traffic control warning devices and assigning personnel to direct traffic.

- a. Review Common Responsibilities (Page 1-2).
- b. Review assignments for effectiveness and modify as needed.

- c. Supervise Group activities and staff with assigned personnel and request additional personnel and resources sufficient to handle the magnitude of the incident.
- d. Report to the Law Enforcement Branch Director on group activities.
- e. Provide input to the Branch Director for the Incident Action Plan.
- f. Develop a traffic control plan that identifies roadblocks and detours.
- g. Assign personnel to direct traffic as needed to provide for safety and security.
- h. Set up traffic control warning devices as needed.
- i. Determine location for response and consider staging areas.
- j. Assess situation.
- k. Verify credentials for access.
- l. Determine communications issues.
- m. Determine if Personal Protective Equipment (PPE) is needed.
- n. Identify to all Traffic Group personnel location of ICP, Staging Areas, media staging, Casualty Collection Points, ingress and egress points.
- o. Request equipment, personnel and supplies as needed.
- p. Determine support needs and location of support resources.
- q. Determine mission and projected length.
- r. Develop Traffic Control inputs for Incident Action Plan and communicate with Law Enforcement Branch Director and Planning Section.
- s. Coordinate with local traffic management and other emergency response units.
- t. Establish and secure ingress and egress routes.
- u. Establish and secure pedestrian control.
- v. Consider hostile crowd issues.
- w. Maintain Unit/Activity Log (ICS Form 214).

INVESTIGATIONS GROUP SUPERVISOR: The Investigation Group Supervisor is responsible to organize and direct investigation and evidence collection operations during the incident.

- a. Review Common Responsibilities (Page 1-2).
- b. Review assignments for effectiveness and modify as needed.
- c. Supervise Group activities and staff with assigned personnel and request additional personnel and resources sufficient to handle the magnitude of the incident.
- d. Report to the Law Enforcement Branch Director on group activities.
- e. Provide input to the Branch Director for the Incident Action Plan.
- f. Assign personnel to investigation and evidence collection tasks as needed.
- g. Determine location for response and consider Staging Areas.
- h. Assess situation.
- i. Determine communications issues.
- j. Determine staffing needs.
- k. Determine equipment needs.
- l. Determine if Personal Protective Equipment (PPE) is needed.
- m. Consider if tactical equipment is needed (armor, vests, helmets, etc.).
- n. Determine type of tactical response resources required.
- o. Consider need for maps, building plans, etc.
- p. Determine support needs and location for support resources.
- q. Determine decontamination needs.
- r. Determine projected length and scope of mission.
- s. Determine work locations.
- t. Develop investigative protocol and communicate with Law Enforcement Branch Director and Planning Section.
- u. Coordinate with other emergency response agencies.

- v. Coordinate intelligence information.
- w. Consider how active agent is to be collected and transported and coordinate this with fire and hazardous materials agencies.
- x. Consider video and photographic recording of evidence.
- y. Collect evidence.
- z. Consider nutrition, hydration and rest needs and coordinate with Logistics Section.
- aa. Report status of mission.
- bb. Recognize potential evidence such as unexploded devices, portions of devices, clothing of victims and containers.
- cc. Preserve all potential evidence.
- dd. Maintain Unit/Activity Log (ICS Form 214).

SECURITY GROUP SUPERVISOR: The Security Group Supervisor is responsible to provide incident security for the involved public and incident staff.

- a. Review Common Responsibilities (Page 1-2).
- b. Review assignments for effectiveness and modify as needed.
- c. Supervise Group activities and staff with assigned personnel and request additional personnel and resources sufficient to handle the magnitude of the incident.
- d. Report to the Law Enforcement Branch Director on group activities.
- e. Provide input to the Branch Director for the Incident Action Plan.
- f. Assess the scene and determine security needs.
- g. Establish perimeters as needed at inner operational areas (Command Post, Morgue, etc.) and outer incident areas.
- h. Coordinate with Investigation Group to secure and protect evidence.
- i. Assign personnel to security functions as needed.
- j. Respond and take appropriate action to requests for immediate intervention within the incident due to violent behavior, criminal action or breaches in security.
- k. Assess immediate danger to first responders.
- l. Assess danger to those in area.
- m. Assess number and type of casualties.
- n. Determine Casualty Collection Point.
- n. Determine if Personal Protective Equipment (PPE) is required.
- p. Consider tactical protection equipment (vests, helmets, body armor, etc.).
- q. Consider assignment of a Safety Officer.
- r. Determine area to be isolated and access.
- s. Determine size of area to be secured.
- t. Coordinate credentials for access.
- u. Determine safety zone to operate.
- v. Determine communications issues.
- w. Determine access routes.
- x. Consider need for maps, building plans, etc.
- y. Advise location of casualty collection points and media staging areas.
- z. Determine ingress and egress points.
- aa. Determine equipment and supplies needed.
- bb. Determine prevailing and predicted weather conditions.
- cc. Assess staffing needs.
- dd. Determine if the Incident Command Post needs security.
- ee. Determine if Staging Areas need security.
- ff. Determine how to secure overall scene.
- gg. Determine if special facilities need security (hospitals, etc.).

- hh. Develop security information for the Incident Action Plan and coordinate with Law Enforcement Branch Director and Planning Section.
- ii. Identify areas for fuel, food and rest.
- jj. Consider nutrition, hydration and rest needs and coordinate with Logistics Section.
- kk. Maintain Unit/Activity Log (ICS Form 214).

EVACUATION GROUP SUPERVISOR: The Evacuation Group Supervisor is responsible to organize and direct public evacuation operations during the incident. This includes coordination with the Traffic Control Group to limit entry into controlled areas and to identify egress routes.

- a. Review Common Responsibilities (Page 1-2).
- b. Obtain a briefing from the Law Enforcement Branch Director or supervisor.
- c. Develop evacuation plan to meet incident objectives by:
 - Identify number and location of those at risk.
 - Determine the appropriate action to shelter in place or evacuate those at risk (immediate vs. planned with trigger point).
 - Identify and obtain necessary resources.
 - Identify evacuation route(s) to be used.
 - Coordinate with DEM / Red Cross to request shelter activation.
 - Notify those at risk to shelter in place or evacuate.
 - Activate the Emergency Alert System (EAS) and reverse 911 as appropriate.
 - Verify evacuation / shelter in place status (complete / in progress).
 - Establish and maintain perimeter control (consider plume / spread potential).
 - Coordinate with animal rescue personnel as necessary.
 - Provide for security of evacuated areas (perimeter / area) and the evacuation shelters.
 - Develop the access / re-entry criteria in cooperation with the Operations Section Chief and IC.
 - Brief the PIO on evacuation plan and progress.
- d. Brief assigned resources.
- e. Implement the evacuation plan (immediate/planned).
- f. Supervise Group activities.
- g. Review assignments for effectiveness and modify as needed.
- h. Report progress and needs to the Law Enforcement Branch Director or supervisor.
- i. Provide input to the Branch Director for the Incident Action Plan.
- j. Request additional logistical support such as transportation busses to move large numbers of people.
- k. Develop re-entry protocol and non-emergent access (i.e., pets, prescription drugs, mail, contractors).
- l. Provide for orderly repopulation of evacuated area as appropriate.
- m. Maintain Unit Log (ICS Form 214).

TACTICAL GROUP SUPERVISOR: The Tactical Group Supervisor is responsible to organize and direct police tactical operations during the incident. Tactical groups may be SWAT, TAC, DIVE, Bomb Disposal and other special operation groups.

- a. Review Common Responsibilities (Page 1-2).
- b. Review assignments for effectiveness of current operation and modify as needed.
- c. Supervise Group activities and staff with assigned personnel and request additional personnel and resources sufficient to handle the magnitude of the incident.
- d. Report to the Law Enforcement Branch Director on group activities.
- e. Provide input to the Branch Director for the Incident Action Plan.
- f. Develop a plan to utilize the Tactical Operation Group.

- g. Assemble special equipment and trained personnel.
- h. Coordinate activities with other operational elements at the incident.
- i. Determine location for response.
- j. Consider staging areas.
- k. Assess situation.
- l. Determine communication issues.
- m. Determine staffing needs.
- n. Determine equipment needs.
- o. Determine if Personal Protective Equipment (PPE) is needed.
- p. Consider tactical equipment needs (armor, vests, helmets, etc.).
- q. Determine type of tactical response resources required.
- r. Consider needs for maps and building plans.
- s. Determine support needs and location for support resources.
- t. Determine mission and projected length.
- u. Consider crowd control and riot control issues.
- v. Consider evidence issues.
- w. Consider nutrition, hydration and rest needs and coordinate with Logistics Section.
- x. Report status of mission.
- y. Maintain Unit/Activity Log (ICS Form 214).