

## AMBULANCE COORDINATOR POSITION CHECKLIST

The Ambulance Coordinator reports to the Patient Transportation Unit Leader, manages the Ambulance Staging Area(s), and dispatches ambulances as requested.

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### Task

1. Obtain briefing from Patient Transportation Unit Leader.

2. Establish appropriate staging area for ambulances. Consider:

- Safety and accessibility.
- Traffic control must be monitored and directed.
- Area and resource location identifiers must be visible.

3. Establish appropriate routes for travel for ambulances for incident operations.

4. Establish and maintain communications with Air Operations Branch Director regarding Air Ambulance Transportation assignments.

5. Establish and maintain communications with the Medical Communications Coordinator and Treatment Dispatch Manager.

6. Provide ambulances upon request from the Medical Communications Coordinator.

**AMBULANCE COORDINATOR POSITION CHECKLIST (CONT)**

7. Assure that necessary equipment is available in the ambulance for patient needs during transportation.

8. Establish contact with ambulance providers at the scene.

9. Request additional transportation resources as appropriate.

- Consider equipment/time limitations.

10. Provide an inventory of medical supplies available at ambulance Staging Area for use at scene.

- Anticipate and advise on changing resource requirements.

11. KEEP RECORD OF RESOURCE MOVEMENT – staffing/equipment.

- Establish check-in/check-out function.

12. Maintain/document all activity on Unit/Activity Log (ICS Form 214).

13. Forward all reports and/or records to Patient Transportation Unit Leader/Group Supervisor.