

TRIAGE UNIT LEADER POSITION CHECKLIST

The Triage Unit Leader reports to the Medical Group Supervisor and supervises Triage Personnel/Litter Bearers 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.

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 Operations Section Chief or Incident Commander.

2. Develop organization sufficient to handle assignment.

3. Inform Medical Group Supervisor of resource needs.

4. Implement triage process.

5. Coordinate movement of patients from the Triage Area to the appropriate Treatment Area.

- Immediate Treatment Area.

- Minor Treatment Area.

- Delayed Treatment Area.

6. Give periodic status reports to Medical Group Supervisor.

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7. Maintain security and control of the Triage Area.

8. Establish Morgue.

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

10. Forward all records and/or reports to Medical Group Supervisor.