



Foothills RETAC



MCI FIELD OPERATION GUIDE

2011

Policy Statement

The goal of the Foothills Regional Emergency Medical & Trauma Advisory Council (FRETAC) in creating and distributing a “Regional MCI Plan” and “MCI Field Guide” is to integrate this multi-patient/mass casualty plan and guide into each agency’s own MCI response plan. Each agency that provides care to patients during an MCI event should utilize these documents as a framework to build their own document within their own system. This field guide and all agency plans should work within the framework of the National Incident Management System (NIMS) in conjunction with the Colorado State approved triage tags and the START triage system.

PURPOSE

The purpose of this MCI Field Guide is to provide an operational reference for agencies to supplement our Regional MCI plan. This reference guide is intended to assist first responders, EMS personnel and regional facilities by providing a quick reference and access to resources to begin managing an MCI event in the field.

SCOPE

This guide book establishes a standard structure for operations at multi-patient/mass casualty incidents and is NIMS compliant. It includes checklists commonly used during the initial response phase of a multiple casualty incident. As the incident expands, it is recommended that the Incident Commander utilize the full version of their Regional MCI plan and the NIMS expanded ICS structure.

Full versions of the FRETAC Regional MCI plan are available by links to the RETAC website at <http://www.foothillsretac.com> or by contacting the RETAC Home Office at: 970-724-3870

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Initial actions shall not be directed toward patient care. The first arriving officer on scene must confirm the incident location, give a visual size-up, assumes and announces command, and then....the 5 S's

SAFETY assessment:

- Assess the scene for hazards.
- Initiate actions as necessary to minimize risks to respondents. Other protocols may need to be integrated.
- HAZMAT and WMD incidents will require the use of local or regional HAZMAT teams.
- Appoint Safety Officer

SIZE UP the scene:

Survey scene for:

- Type and/or cause of incident
- Approximate number of patients
- Severity level of injuries
(i.e.: Reds, Yellows, Greens, and Blacks)
- Area involved, including problems with scene

SEND information

- Contact dispatch with your size-up information
- Declare “MCI” and request resources
- Assure that the Communication Center posts the incident to EMSsystem

SETUP the scene

- Establish and protect perimeter
- Identify ingress and egress routes
- Delegate personnel to key roles:
 - Triage Unit Leader
 - Transportation Unit Leader
 - Medical Group Supervisor
 - Treatment Area Manager
- Establish staging area(s) as needed

START and **SHUTTLE**

- In an orderly fashion, assure START triage for *every* victim.
- As personnel become available, organize Shuttle Teams to move victims to Triage Funnel point and/or to Patient Collection Areas.

FIRST ARRIVING OFFICER

The first arriving officer on scene shall be responsible for the initial scene assessment and coordination of the MCI response. He/she will assume Incident Command (IC) per Department Policy and Procedure and notify the Communications Center, designating the incident as an “MCI.” (He/she will maintain Incident Command until relieved.) The size-up report should include the nature of the incident, an approximation of the number of victims, and identification of the need for any specific resources, thus allowing the Communications Center to make the appropriate requests.

First Arriving Officer Checklist

Mission: *Responsible for initiating an MCI response.*

Tasks:

1. Initially assume Incident Command and maintain role until relieved.
2. Assess scene and provide Situational Report to Dispatch. Identify hazards and request specific resources as necessary.
3. Designate “MCI” and communicate the nature of incident and approximate number of patients to Dispatch.
4. Request resources for medical transport.
5. Designate routes of ingress and egress and notify Dispatch.
6. Assign personnel to:
 - Triage Unit Leader
 - Transportation Unit Leader
7. Designate Helicopter landing zone as necessary.

Incident Command

The IC shall direct and coordinate all scene operations, initially assuring that all tasks of the First Arriving Officer have been completed. The IC shall assure assignment of personnel to fill the roles of Triage Unit Leader and Transportation Unit Leader. The needs of the scene will help the IC decide the most appropriate personnel to fill these roles. Typically, these assignments will be given to the crew of the first arriving ambulance, allowing those individuals to maintain supervision of medical operations from their arrival until the last patient is transported from the scene (“First in, last out”). In some cases, the assignments may be given to other adequately trained personnel, thus allowing the ambulance crew to remain with their ambulance and available to transport patients. Another factor that may influence the assignment of personnel would be an inexperienced ambulance crewmember that is not yet prepared to solely assume one of these assignments.

INCIDENT COMMAND CHECKLIST

Mission: *Responsible for the overall management and coordination of personnel and resources responding to the incident.*

Tasks:

- ❑ Assume command and announce identification to the Communications Center
- ❑ Identify yourself with I.C. Vest
- ❑ Assess scene and assure completion of ***the 5 S's***
- ❑ Designate a visible command post (and establish Unified Command as appropriate)
- ❑ Continually reassess and request additional resources as needed
- ❑ Initiate, maintain, and control communications on scene
- ❑ Consider mobilizing the regional MCI trailers
- ❑ Assign and direct resources as they become available on scene
- ❑ Track current resources committed
- ❑ Develop, evaluate and revise operational plans
- ❑ Coordinate with other agencies
- ❑ Control and facilitate media

ICS Assignment List

<u>Name</u>	<u>Position</u>	<u>Radio Freq</u>
_____	Staging Area Mgr	_____
_____	Medical Group Supv.	_____
_____	Triage	_____
_____	Treatment	_____
_____	Transportation	_____
_____	Rescue/Extrication	_____
_____	Fire Group Supv.	_____
_____	Public Info Officer	_____
_____	Safety Officer	_____
_____	HAZMAT Team	_____
_____	Other	_____

HELPFUL HINTS

- Protect ingress and egress routes
- Assign a Staging Area Manager early
- If IC has not assigned Medical Group Supervisor, assume Medical Group Supervisor duties

MEDICAL GROUP SUPERVISOR **CHECKLIST**

MISSION: *To provide supervision and coordination of triage, treatment, and transportation units.*

Tasks:

- ❑ The Medical Group Supervisor role may be assumed by the Incident Commander on small incidents
- ❑ Liaison between Medical Group and IC/Operations
- ❑ Dress in identifying vest
- ❑ Locate in a visible position
- ❑ Assign radio channel for MCI/MEDICAL GROUP
- ❑ Appoint and assign UNIT LEADERS and support staff
- ❑ Coordinate all medical operations
- ❑ Account for all personnel assigned to this group
- ❑ Request additional resources and supplies as necessary
- ❑ Consider mobilizing the regional MCI trailers

MEDICAL GROUP SUPERVISOR
ASSIGNMENT CHECKLIST

<u>Name/ID#</u>	<u>Position</u>	<u>Radio Freq</u>
_____	Triage	_____
_____	Treatment	_____
_____	Transportation	_____
_____	Extrication	_____
_____	Helispot Mgr	_____
_____	Medical Comm	_____

HELPFUL HINTS

- ***COACH* the Unit Leaders as appropriate**
- On small incidents the Incident Commander may serve as Medical Group Supervisor

Triage Unit Leader

The attendant on the first arriving ambulance assumes the role of Triage Unit Leader until the IC makes the official assignment. Once assigned, the Triage Unit Leader shall don the appropriate vest, so as to be easily recognizable to all incoming ambulance crews. The Triage Unit Leader's first responsibility is the provision of rapid triage using the Simple Triage and Rapid Treatment (START) system.

Triage Unit Leader Checklist

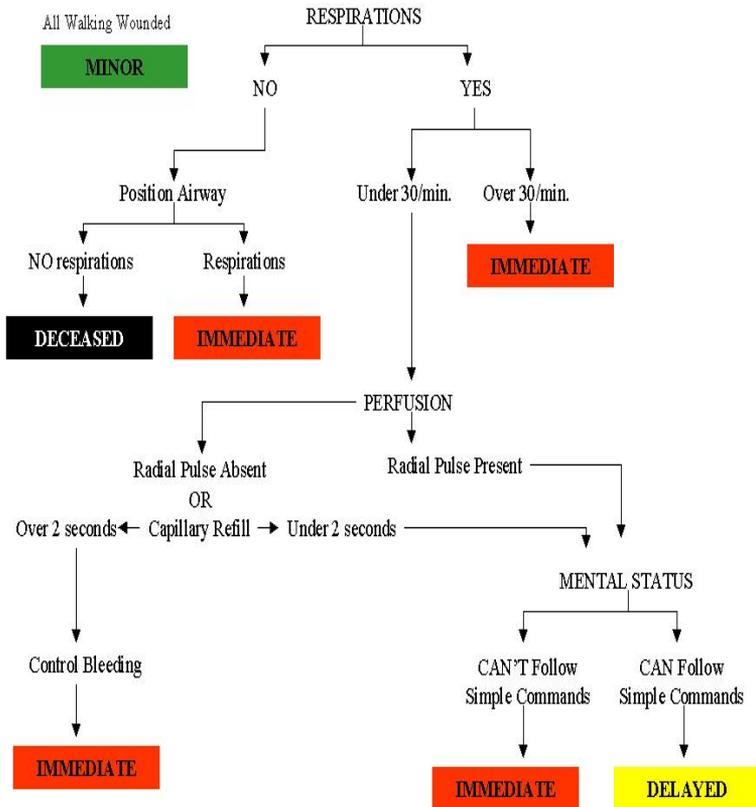
MISSION: *To triage all victims and to provide priority treatment and transportation.*

- ❑ Assure triage of all victims utilizing START/JUMPSTART triage system and triage tags
- ❑ Report, provide updates, and request additional resources to IC or Medical Group Supervisor.
- ❑ Dress in identifying vest.
- ❑ Organize shuttle teams as needed and designate triage funnel. Locate in a visible position at funnel point.
- ❑ If danger exists, ensure all patients are moved out of hazard area before establishing TRIAGE.
- ❑ Establish Patient Collection and Treatment Areas for each triage category.
- ❑ Designate (and communicate to the Transportation Unit Leader) the order of patients to be transported and which patients may require helicopter transportation.
- ❑ Assign personnel to provide patient care.
- ❑ Assign TREATMENT AREA MANAGERS to each Patient Collection and Treatment Area.
- ❑ Resume original assignment when the last patients are prepared for transport.

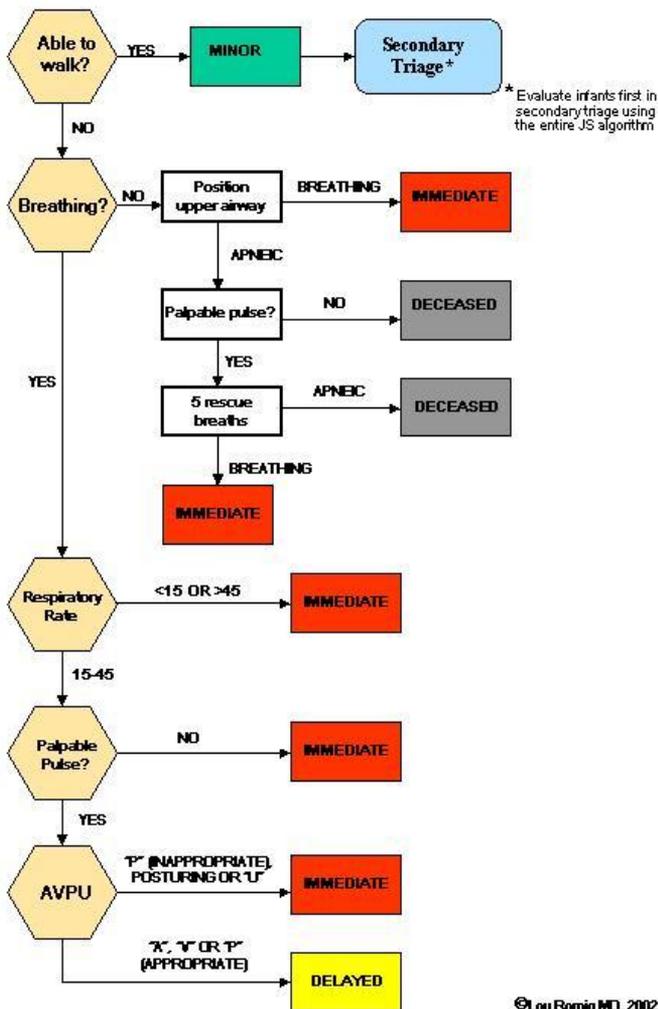
S.T.A.R.T – Simple Triage and Rapid Treatment

Remember RPM

(Respirations, Perfusion, Mental Status)



JumpSTART Pediatric MCI Triage®



TREATMENT AREA MANAGER CHECKLIST *(For Red, Yellow, and Green)*

MISSION: *Provide continuing assessment, triage and care to patients awaiting transportation.*

Tasks:

- ❑ Dress in identifying vest
- ❑ Report to and provide updates to Triage Unit Leader
- ❑ If not already done, establish TREATMENT AREAS and designate with colored tarps or flagging
- ❑ Request resources as needed to provide patient care in Treatment Areas
- ❑ Assign priority of patient transport
- ❑ Maintain Secure treatment area
- ❑ Request resources as needed from Triage Unit Leader
- ❑ Assure ongoing reassessment of victims and re-triage as appropriate.
- ❑ Direct movement of re-triaged victims to appropriate Treatment Area.

Transportation Unit Leader

The driver of the first arriving ambulance will assume the role of Transportation Unit Leader until IC makes the official assignment. When arriving first on scene, the Transportation Unit Leader may be responsible for initiating the duties of the First Arriving Officer. Once officially assigned, the Transportation Unit Leader shall don the appropriate vest, so as to be easily recognizable to all incoming ambulance crews. The Transportation Unit Leader is responsible for requesting additional EMS transportation resources (through the Communications Center, MGS, or IC). The Transportation Unit Leader must also assure notification of potential receiving hospitals and instruct the Communications Center to alert them of the scope of the incident and to request capability reports. He/she must also designate the Ambulance Loading Zone and routes of ingress and egress for responding ambulances.

Transportation Unit Leader Checklist

Mission: To assure that all Transportation needs are met.

- ❑ If first on scene, initiate duties of First Arriving Officer.
- ❑ Dress in identifying vest.
- ❑ Responsible for requesting additional EMS transportation resources.
- ❑ Instruct the Communications Center to contact potential receiving hospitals to alert them of the scope of the incident, to determine their divert status, and to request capability reports.
- ❑ Designate Ambulance Loading Zone and inform IC.
- ❑ Consult with IC and establish Helispot, as necessary.
- ❑ Consult with Triage Unit Leader and assign patients to EMS transport units.
- ❑ Assign hospital destinations.
- ❑ Maintain MCI Transportation Form.

Transport Unit Crews

Transport Unit Crews shall respond to the MCI as assigned. When summoned to the designated Ambulance Loading Zone, transport unit crews will park their ambulances and immediately contact the Transportation Unit Leader. The crews should anticipate the rapid assignment of patients along with a hospital destination from the Transportation Unit Leader. Transport unit crews must avoid becoming separated from their ambulance. Once enroute, hospital notifications should be as concise as possible.

AMBULANCE STAGING AREA MANAGER **CHECKLIST**

MISSION: *To coordinate ambulance personnel & equipment at a staging area away from the incident.*

Tasks:

- ❑ Report to INCIDENT COMMANDER (or OPERATIONS if appointed)
- ❑ Dress in identifying vest
- ❑ Locate in a visible position
- ❑ Establish AMBULANCE STAGING AREA in conjunction with INCIDENT COMMAND/Operations
- ❑ Maintain communications & accessibility with Transportation Unit Leader to deploy ambulances to Ambulance Loading Zone
- ❑ Order all personnel to remain with their units until assigned
- ❑ Establish an equipment pool location
- ❑ Control and document all resources entering and leaving the STAGING AREA
- ❑ Coordinate security for staging area

HELISPOT ZONE MANAGER

Mission: *To coordinate scene Air medical Helispot for the MCI*

Tasks:

- ❑ Report to Transportation Unit Leader or Medical Unit Leader
- ❑ Dress in identifying vest
- ❑ Establish dedicated Air Medical communication channel for Helispot
- ❑ Establish location for Helispot, establish GPS
- ❑ Coordinate and report to incoming helicopters
- ❑ Identify hazards, report location and continually monitor same
- ❑ No bright Lights around area
- ❑ Only ONE person should be the designated contact on-site with a radio

COMMUNICATIONS CENTERS

When personnel at the scene designate an “MCI,” the Communications Center is responsible for entering the incident on the EMSsystems website. They will then dispatch available resources to meet the initial needs of the scene per their procedures/protocol. The Communications Center contacts other transport agencies to inform them of the incident and to determine available resources as necessary. They will then communicate to all responding ambulances designated routes for ingress and egress. They will continue monitoring EMSsystems website or contacting area hospitals to determine capabilities for receiving patients (number per triage category) and relay information to the Transportation Unit Leader. The Communications Center should communicate to the IC and on-scene resources as appropriate, maintain the MCI Transportation Form to record number and type of patients, transport units, hospital destinations and appropriate times. They may make recommendations for hospital destinations to the Transportation Unit Leader based upon information from the MCI Transportation Form and EMSsystems. When requested by the Transportation Unit Leader, personnel in the Communications Center will make hospital notifications that should be concise and include:

- Identification of the transport unit
- Number of patients with their triage category designation
- ETA for each transport unit

COMMUNICATION CENTER CHECKLIST

MISSION: *To coordinate all resources and communications between all participants in an MCI event*

- ❑ Dispatch available resources as requested.
- ❑ Enter the incident on the EMSsystems website.
- ❑ Contact other transport agencies to inform them of the incident and to determine available resources as necessary.
- ❑ Dispatch additional resources as requested by Incident Command or designee.
- ❑ Communicate to all responding ambulances designated routes for ingress and egress
- ❑ Monitor EMSsystems website or contact area hospitals as necessary to determine capabilities for receiving patients (number per triage category) and relay information to Transportation Unit Leader.
- ❑ Maintain MCI Transportation Form to record number and type of patients, transport units, and hospital destinations.
- ❑ Make recommendations for hospital destinations to the Transportation Unit Leader based upon information from the MCI Transportation Form and hospital capability reports on the EMSsystems website.
- ❑ When requested by the Transportation Unit Leader, make hospital notifications that should be concise and include:
 - Identification of the transport unit
 - Number of patients with their triage category designation
 - ETA for each transport unit

EMERGENCY MCI COMMUNICATIONS SYSTEM

RADIO LANGUAGE - In the event of a multiple casualty incident in the region where more than one EMS agency is responding, "***PLAIN ENGLISH***" will be used (NO codes). The units will identify themselves using the Agency's name as a prefix i.e. "Clear Creek Ambulance Unit 1" "ALS Unit" or "BLS Unit"

COMMUNICATIONS ORDER - Briefly restate an order received to allow confirmation that the receiver did receive the order, understands the order, and is proceeding with correct action.

**INSERT Your Local/Regional
Communications Plan Here**

**You May Insert Your Individual Contact
Information Here**

**(See Medical Resource Guide for More
Information)**

County	Telephone	VHF/UHF	800 MHz	GPS Coord.
Boulder County				
OEM				
Hospitals				
Clear Creek County				
OEM				
Gilpin County				
OEM				
Grand County				
OEM				

Hospitals/Facilities				
Jefferson County				
OEM				
Hospitals				
Additional Resources				
Air Medical				
Mobile Communication Center				
Regional Mobile Command Post				
American Red Cross				
Others				