



Indiana Department of Homeland Security

District Programs Information Bulletin

Date: February 10, 2011

Bulletin No: 11-002

TO: All District Administrative Coordinators
All District Coordinators
All District Fiscal Agents
All District Planning Council Members
All District Planning Oversight Committee Members
All District Response Task Force Commanders
All District Response Task Force EMS Element Members
All Emergency Management Directors

From: John Copeland
Field Services Planner, Field Services Division
Indiana Department of Homeland Security

Subject: DRTF EMS Group Transportation Team Leader Position Guidance

Attachment: EMS Group – Transportation Team Leader.doc

Purpose

The purpose of this Information Bulletin is to obtain feedback on the *District Response Task Force EMS Group Position Description – Transportation Team Leader* draft one. This position description should serve as a guidance document outlining the roles and responsibilities of the Transportation Team Leader under the DRTF EMS Group.

General

To continue development of the District Response Task Force EMS Groups, position-specific and Group guidance documents have and will continue to be composed. These documents serve as a guide to district response leadership to facilitate development and implementation specific to EMS Groups.

The EMS Group Transportation Team Leader is responsible for the coordination of patient transportation and maintenance of records relating to patient identification, injuries, mode of off-incident transportation, and destination. This team leader reports to the EMS Group Supervisor under the Incident Command System Operations Section Chief. The team leader must coordinate with the Air Operations Director (if activated) or the Operations Sections Chief for air ambulance operations

This Informational Bulletin is intended to communicate guidance and clarification of District Programs. The information contained herein supersedes all previous information or guidance pertaining to the subject. This information is intended to help districts plan, prepare, take appropriate actions and collaborate. Any questions pertaining to this bulletin may be directed to the Field Services Division at 317-234-7228. To be added to the District Informational Bulletins distribution list, please send an email to fieldservices@dhs.in.gov.

and coordinate laterally with the Mass Casualty Team Leader or Treatment Boss to acquire patients for transport and Ambulance Strike Team Leader for ground ambulance operations.

The Transportation Team Leader will further serve as the linkage between field EMS resources and the Indiana State Department of Health District Hospital Coordinator, which coordinates patient receiving facilities. The relationship between these two positions will be integral in appropriately coordinating patient transportation and distribution during mass casualty incidents and definitive care facility evacuations. As with most other DRTF positions, the Transportation Team Leader should roster three (3) individuals deep. The objective under the Indiana Disaster Medical System is to identify these individuals by the end of September 2011.

Feedback on this guidance draft is requested and submission made back to John Copeland at jocopeland@dhs.in.gov no later than **March 4th, 2011**.

Questions

Any questions, please contact John Copeland at jocopeland@dhs.in.gov or 317-234-7729.



District Response Task Force EMS Group Position Description

Transportation Team Leader

Draft 1

Division of Field Services

January 2011

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POSITION CHECKLIST

The checklist presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary.

- Check-in and obtain briefing from the EMS Group Supervisor or Operations Section Chief.
- Designate ambulance staging area(s) in conjunction with the Staging Area Manager (if activated).
- Establish communications with the District Hospital Coordinator to assess hospital availability.
- Direct the transportation of patients as determined by Treatment Unit Leader(s) or Mass Casualty Team Leader.
- Assure that patient information and destination is recorded.
- Establish communications with Ambulance Strike Team Leader(s).
- Request additional ambulance, as required.
- Notify Ambulance Strike Team Leader(s) of ambulance requests.
- Coordinate requests for air ambulance transportation through the Air Operations Director or Operations Section Chief.
- Establish Air Ambulance Helispot with the EMS Group Supervisor and Air Operations Director or Operations Section Chief.
- Maintain Unit Log (ICS-214).

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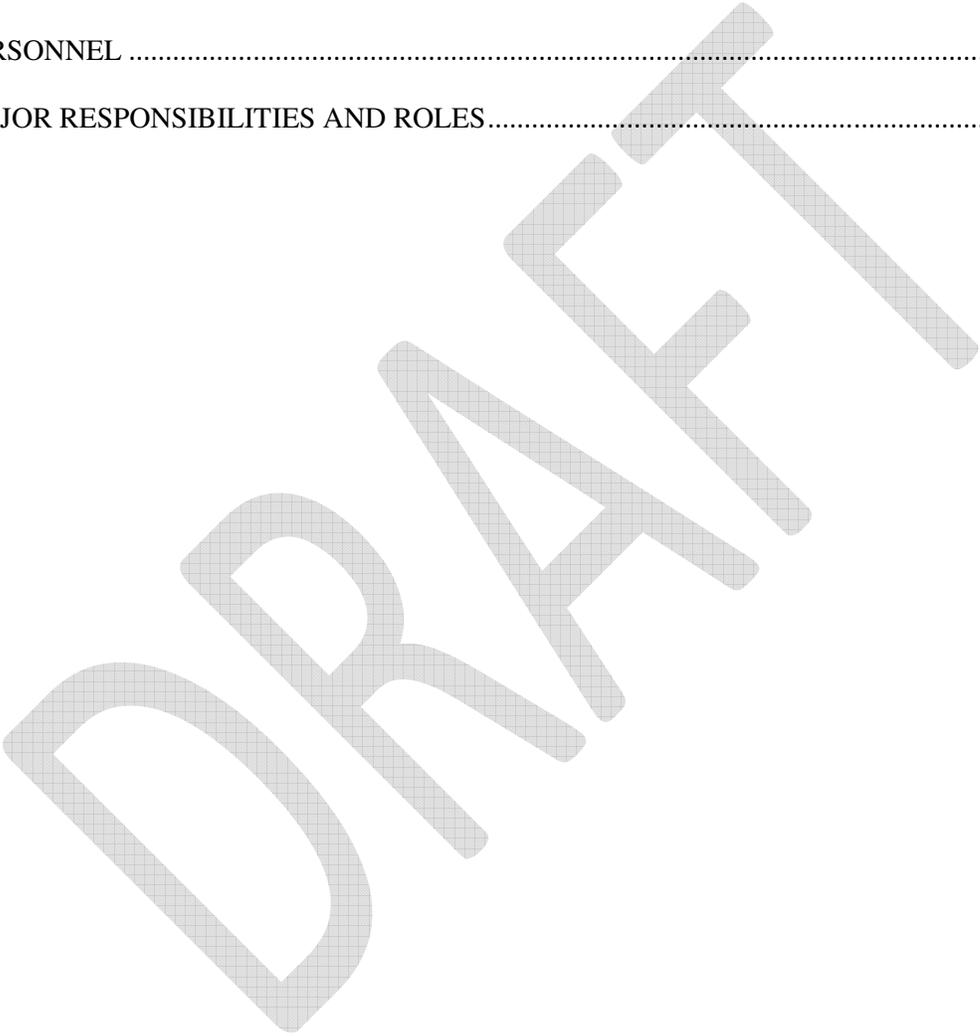
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ORGANIZATION, PERSONNEL, RESPONSIBILITIES, AND PROCEDURES

ORGANIZATION

The Transportation Team Leader (hereinafter “Team Leader”) is assigned to the EMS Group of the Operations Section. The Team Leader is responsible for the coordination of patient transportation and maintenance of records relating to patient identification, injuries, mode of off-incident transportation and destination. The Team Leader reports to the EMS Group Supervisor or the Operations Section Chief.

Normally only one patient transportation team is established, even when there are multiple medical group/divisions, as patient transportation must be carefully coordinated to prevent overloading of hospitals. The Team Leader must coordinate with the Air Operations Director (if activated) or Operations Section Chief for air ambulance operations. The Team Leader must also coordinate laterally within the EMS Group with the Mass Casualty Team Leader or Treatment Boss to acquire patients for transport and the Ambulance Strike Team Leader for ground ambulance operations.

During level three (3) and four (4) mass casualty incident (MCI) activations with multiple medical groups/divisions or ambulance strike teams responding, the patient transportation team should be expanded past the Team Leader to maintain proper span of control over patients. Team positions should be expanded to include a Transportation Communication Coordinator (hereinafter “Communications Coordinator”), Ground Ambulance Coordinator (hereinafter “Ground Coordinator”), and Transportation Recorder (hereinafter “Recorder”), at a minimum. Each of these positions will report to the Team Leader.

PERSONNEL

The transportation group organization structure is designed to provide the Operations Section Chief or Incident Commander with a basic expandable system for coordinated transportation of any number of patients in a mass casualty incident. Because of the coordination needed to prevent overloading of hospitals, normally only one transportation team is established and with only one Communications Coordinator; however multiple Ground and/or Air Ambulance staging areas and Recorders may be needed depending on the geography of the incident.

1 Expanding the transportation group to include the Communications Coordinator, Ground
2 Coordinator, and Recorder will be made upon the authority of the EMS Group Supervisor,
3 Operations Section Chief, or Incident Commander at the request of the Team Leader. This
4 expansion will typically only occur for level three (3) or four (4) MCI responses.
5

6 MAJOR RESPONSIBILITIES AND ROLES

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8 The major responsibilities of the Team Leader are stated below. Following each responsibility
9 are procedures for implementing the activity.
10

- 11 1 Check-in and obtain briefing from EMS Group Supervisor, Operations Section Chief
12 (if activated), or Incident Commander.
 - 13 1.1 Complete ICS 211 (Check-in Form).
 - 14 1.2 If reporting direct to assignment, check-in via radio.
 - 15 1.3 Request and receive briefing which includes:
 - 16 1.3.1 Incident Briefing Form (ICS 201) or that information verbally
 - 17 1.3.2 Initial instructions concerning work activities
 - 18 1.4 Obtain Incident Action Plan when available.
- 19 2 Establish communications with District Hospital Coordinator to assess hospital
20 availability.
 - 21 2.1 Establish data and voice connection with District Hospital Coordinator.
 - 22 2.2 Activate patient tracking system
 - 23 2.3 Activate Transportation Communications Coordinator position if necessary.
- 24 3 Designate ambulance staging area(s).
 - 25 3.1 Designate location(s) consistent with safe and efficient operations.
 - 26 3.2 Activate Ground Ambulance Coordinator positions if necessary.
- 27 4 Direct the transportation of patients as determined by the Treatment Boss.
 - 28 4.1 Ensure patients' priorities are matched to hospitals prepared to accept patients
29 of the same priorities.
 - 30 4.2 Ensure that appropriate hospital information is relayed to the Treatment Boss.

- 1 4.2.1 Transportation Communications Coordinator responsibility if
2 activated.
- 3 4.3 Ensure that ambulance operators are directed to the proper hospitals.
- 4 5 Assure that patient information and destination is recorded.
- 5 5.1 Update patient status in the patient tracking system and triage card.
- 6 5.2 Coordinate patient information gathering with Treatment Unit.
- 7 5.3 Activate Transportation Recorder Position(s) if necessary.
- 8 6 Establish communications with Ambulance Strike Team Leader(s).
- 9 7 Request additional ambulances, as required.
- 10 7.1 Make requests through normal channels.
- 11 7.2 Evaluate recommendations of Ground and Air Coordinator(s) if activated.
- 12 7.3 Notify Ambulance Coordinator(s) of ambulance requests if activated.
- 13 8 Coordinate requests for air ambulance transportation through the Air Operations
14 Director (if activated) or Operations Section Chief.
- 15 8.1 Evaluate recommendations of Air Ambulance Coordinator.
- 16 8.2 Make requests through Air Operations Branch.
- 17 9 Establish Air Ambulance Helispot with EMS Group Supervisor and Air Operations
18 Director (if activated) or Operations Section Chief.
- 19 9.1 EMS Group considerations should include patient conditions and operational
20 efficiency.
- 21 9.2 Air Operations considerations should include safety and operational
22 limitations.
- 23 10 Maintain Unit Log.
- 24 10.1 Record significant events or action taken on the Unit Log (ICS Form 214).
- 25 10.2 Submit Unit Logs through your supervisor to Documentation Unit at the
26 end of each operational period.
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