

INCIDENT COMMAND SYSTEM
POSITION MANUAL

TRIAGE UNIT LEADER

ICS-MC-222-5

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CONTENTS

	Page
1.1 CHECKLIST USE.....	1
1.2 TRIAGE UNIT LEADER'S CHECKLIST.....	1
1.3 MORGUE MANAGER'S CHECKLIST	1
2.1 ORGANIZATION.....	2
2.2 PERSONNEL	2
2.3 MAJOR ACTIVITIES AND PROCEDURES	3

CHAPTER 1 - CHECKLIST

1.1 CHECKLIST USE The checklist of activities below should be considered minimum requirements for this position. Users of this manual should feel free to augment the list as necessary. Note that some activities are one-time actions and others are on-going or repetitive for the duration of an incident.

1.2 TRIAGE UNIT LEADER'S CHECKLIST

- a. Check-in and obtain briefing from Medical Group/Division Supervisor.
- b. Develop organization sufficient to handle assignment.
- c. Inform Medical Group/Division Supervisor of resource needs.
- d. Implement Triage Process.
- e. Coordinate movement of patients from the Triage Area to the appropriate Treatment Area.
- f. Give periodic status reports to Medical Group/Division Supervisor.
- g. Maintain security and control of the Triage Area.
- h. Establish Morgue.
- i. Maintain Unit Log (ICS-214).

1.3 MORGUE MANAGER'S CHECKLIST

- a. Check-in and obtain briefing from Triage Unit Leader.
- b. Assess resource/supply needs and order as needed.
- c. Coordinate all Morgue Area activities.
- d. Keep area off limits to all but authorized personnel.
- e. Coordinate with law enforcement and assist the Coroner's Office as necessary.
- f. Keep identity of deceased persons confidential.
- g. Maintain appropriate records.

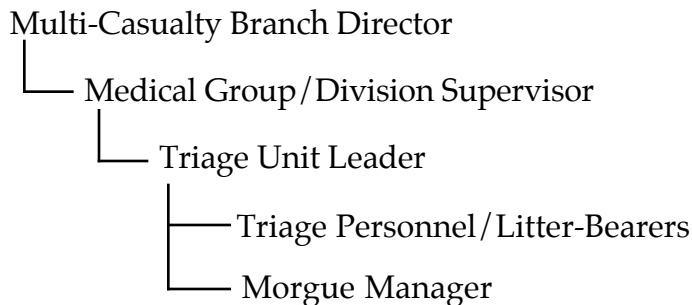
CHAPTER 2 - ORGANIZATION, PERSONNEL, AND PROCEDURES

2.1 ORGANIZATION

The Triage Unit Leader is primarily responsible to:

1. Manage all Triage activities within the Medical Group/Division.
2. Direct the Triage and movement of injured from the Triage Area to designated Treatment Areas.
3. Provide direction and guidance to personnel working on scene.
4. Establish a safe Triage Area. SAFETY SHALL BE OF PARAMOUNT CONSIDERATION.
5. Establish Morgue location.

The Triage Unit Leader reports to the Medical Group/Division Supervisor, and may organize the unit as illustrated below:



2.2 PERSONNEL The number of personnel needed to perform the major responsibilities assigned to the unit varies based on the Triage Unit Leader's requirements and the size and complexity of the incident. Personnel recommended for initial Triage is presented in Table 2-1. Triage Personnel are all located in the area of responsibility assigned to the Triage Unit.

Table 2-1 Triage Unit Minimum Recommended Personnel Requirements per Medical Group/Division

UNIT POSITION	NUMBER OF PERSONNEL RECOMMENDED
Triage Unit Leader	1
Triage Personnel	1 for every 10 patients
Litter-Bearers	2 for every 10 non-ambulatory patients
Morgue Manager	1

2.3 MAJOR ACTIVITIES AND PROCEDURES/TRIAGE UNIT LEADER The major activities of the Medical Triage Unit Leader are stated below. Following each activity are procedures for implementing the activity.

- a. Check-in and obtain briefing from Medical Group/Division Supervisor.
 1. Request and receive briefing which includes:
 - (a) Incident Briefing Form (ICS-201) or that information verbally.
 - (b) Initial instructions concerning work activities.
 2. Obtain Position Kit.
- b. Develop organization sufficient to handle assignment.

(Refer to Table 2-1)
- c. Inform Medical Group/Division Supervisor of resource needs.
 1. Triage Personnel/Litter-Bearers
 2. Treatment Teams for trapped victims
 3. Other resource needs (Heavy Rescue, Hazardous Materials Team, etc.)
 4. Medical Cache/Supplies
- d. Implement Triage process.
 1. Brief and supervise Triage Personnel. Instructions to Triage Personnel should include the following:
 - (a) Any stubs removed from Triage Tags need to be returned to the Triage Unit Leader.
 - (b) Triage personnel need to note where field patient extrication problems exist.
 2. Provide materials required to perform Triage function. Materials needed include Triage Tags and pens or pencils to write on Triage Tags.
 3. Give job assignments.
 4. Provide for personnel relief on extended incidents.
 5. Release personnel to the Medical Group/Division Supervisor, when they are no longer needed.

- e. Coordinate movement of patients from the Triage Area to the appropriate Treatment Area.
 - 1. Determine Treatment Area locations from the Treatment Unit Leader.
 - 2. Brief Litter-Bearers.
- f. Give periodic status reports to Medical Group/Division Supervisor.
 - 1. Number of patients and severity of their injuries
 - 2. Location and types of special problems (Heavy Rescue, Hazardous Materials, etc.).
- g. Maintain security and control of the Triage Area.
- h. Establish Morgue.
 - 1. Morgue Area should be located remote from Triage Area, not readily available to other victims.
 - 2. Give Morgue location to Medical Group/Division Supervisor.
 - 3. Keep Morgue Area off limits to all personnel, except those authorized.
 - 4. Morgue Area needs to be accessible to vehicles.
 - 5. Assign Morgue Manager.
 - 6. Do not allow deceased persons to be moved from their original locations unless absolutely necessary.
 - 7. If possible, take pictures and mark location of deceased. This information is essential to the Coroner.
 - 8. Upon arrival of the Coroner's Office, the Coroner will take charge of Coroner related functions in the Morgue Area.

- i. Maintain Unit Log (ICS-214).
 - 1. Record significant events or action taken on the Unit Log (ICS Form 214).
 - 2. Submit Unit Logs through your supervisor to Documentation Unit at the end of each operational period.