

INCIDENT COMMAND SYSTEM

MULTI-CASUALTY

POSITION MANUAL

GROUND AMBULANCE COORDINATOR

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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.

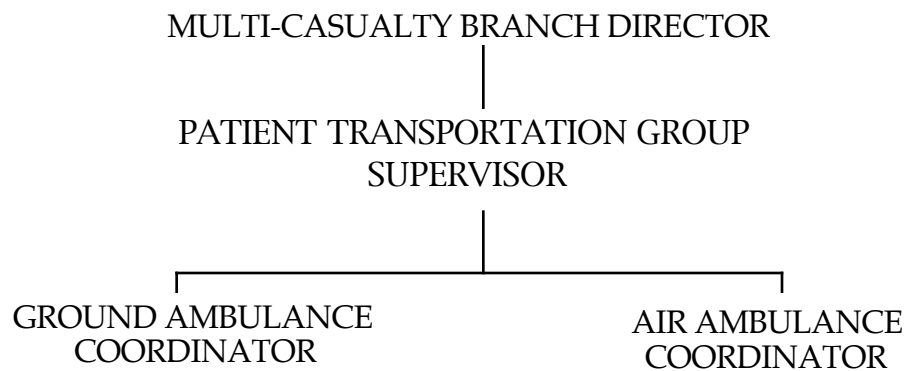
1.2 GROUND AMBULANCE COORDINATOR CHECKLIST The Ground Ambulance Coordinator is responsible for the dispatch of ground ambulances on the incident.

- a. Check-in and obtain briefing from Patient Transportation Group Supervisor.
- b. Establish appropriate Staging Area for ground ambulances.
- c. Establish routes of travel for ambulances for incident operations.
- d. Establish and maintain communications with the Medical Communications Coordinator and Treatment Dispatch Manager. Provide ambulances upon request from the Medical Communications Coordinator.
- e. Maintain records as required.
- f. Assure that necessary equipment is available in the ambulance for patient needs during transportation.
- g. Establish immediate contact with ambulance agencies at the scene.
- h. Request additional transportation resources as appropriate.
- i. Provide an inventory of medical supplies available from ambulance units at the scene.

CHAPTER 2 - ORGANIZATION, PERSONNEL, AND PROCEDURES

2.1 ORGANIZATION

- a. The Ground Ambulance Coordinator is primarily responsible to:
 - 1. Manage ground ambulance staging area activities.
 - 2. Develop an organization sufficient to handle the assignment.
 - 3. Coordinate activities with the Patient Transportation Group Supervisor.
 - 4. Plan the layout of the staging area, considering immediate and future needs.
 - 5. Request additional resources as necessary.
 - 6. Establish location of staging area and notify incident personnel of location when established.
 - 7. Provide ground ambulances upon request.
 - 8. Assure that necessary equipment is available in the ambulance for patient needs during transportation.
 - 9. Provide a Medical Supply Resource Inventory at ambulance staging area.
- b. The Ground Ambulance Coordinator reports to the Patient Transportation Group Supervisor or the Multi-Casualty Branch Director, and may organize the Loading Area as follows:



2.2 PERSONNEL The number of personnel needed to perform the major responsibilities of the Ground Ambulance Coordinator varies based on the size and complexity of the incident. Personnel recommended for each 12 hour operational period is presented in Table 2-1.

Table 2-1 Ground Ambulance Personnel Recommendations (per 12 hour operational period)
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UNIT POSITION	SIZE INCIDENT (number of AMBULANCEs)		
	1-10	11-20	21-30
Coordinator	1	1	2
Assistants	0	--as needed--	

2.3 MAJOR ACTIVITIES AND PROCEDURES The major activities of the Ground Ambulance Coordinator are stated below. Following each activity are procedures for implementing the activity.

- a. Check-in and obtain briefing from the Patient Transportation Group Supervisor.
 1. Your briefing should include the following:
 - (a) Location of your Loading Area
 - (b) Expected number and type of resources
 - (c) Anticipated duration/operational period
 - (d) The need for temporary logistical support (i.e. fuel tender)
 - (e) Food delivery
 - (f) Communications
 - (g) Incident frequency to communicate with Patient Transportation Group Supervisor, Medical Communications Coordinator and Treatment Dispatch Manager.
 - (h) Sanitation
- b. Establish appropriate staging Area for ground ambulances.
 1. Location may have already been determined prior to your arrival.

2. Considerations for locating staging areas include:
 - (a) Tactical requirements of the incident
 - (b) Ease of locating the staging area for incoming resources
 - (c) Adequate parking
 - (d) Access to the incident
 - (e) Security
 - (f) Logistical support
- c. Establish routes of travel for ambulances for incident operations.
 1. Routes for ground ambulances reporting into the incident.
 2. Routes into all Patient Treatment Areas.
 - (a) Immediate Treatment Area
 - (b) Delayed Treatment Area
 - (c) Minor Treatment Area
 3. Routes away from Patient Treatment Areas.
 - (a) Toward air ambulance staging area
 - (b) Toward receiving hospitals
 4. Routes for ground ambulances returning to the incident.
- d. Establish and maintain communications with the Medical Communications Coordinator, Treatment Dispatch Manager, and Staging Area Manager. Provide ambulances upon request from Medical Communications Coordinator.
 1. Follow Incident Communications Plan (ICS Form 205).
 2. Ensure that ambulances in the staging area are available for a immediate response.
- e. Maintain records as required.
 1. Ambulance Loading Resource Status

2. Resource status change
3. Check-In List (ICS Form 211)

A Check-In Status Recorder may be obtained from the Resources Unit in the Plans Section.

- f. Assure that necessary equipment is available in the ambulance for patient needs during transportation.
- g. Establish immediate contact with ambulance agencies at the scene.
- h. Recommend additional transportation resources as appropriate.
 1. Additional ambulances
 2. Ground ambulances for hospital helipads, depending upon local needs
 3. Buses
 4. Vans
 5. Vehicles with wheelchair lifts
 6. Logistical support vehicles
 - (a) Fuel tenders
 - (b) Mechanic
- i. Provide an inventory of medical supplies available at the ambulance staging area for use at the scene.