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**CITY OF SPRINGFIELD EMERGENCY MANAGEMENT PLAN****19. ANNEX M: Medical Care & Transport**

→Lead Department: Fire & Life Safety  
→Lead ICS Section: Operations

**19.1 PURPOSE**

The Medical Care and Transport annex is designed to provide a formal operational plan to organize and effectively manage the use of emergency medical personnel, facilities, and supplies. Efficient use of medical resources will assist in minimizing casualties and disabilities from injury and illness. The checklist format is designed to serve strictly as a memory guide and is in no way intended to require implementation of every step or to necessarily list all the steps that may be needed to effectively provide emergency medical care and transport to the citizens of Springfield and the surrounding community in the event of a disaster.

**19.2 SITUATION AND ASSUMPTIONS****19.2.1 Situation**

Springfield Fire & Life Safety is engaged in providing emergency medical care and transport during normal everyday operations. During periods of disaster, resources adequate to provide everyday service become overloaded, and the department will be unable to deliver the same level of service. In the event of a multi-casualty incident, affected areas are notified, and, if needed based on their status, the Hospital Disaster Plan will be activated.

**19.2.2 Assumptions**

During a disaster period it may become necessary to request outside assistance from other local, state, and/or federal agencies.

**19.3 GENERAL PROCEDURES AND RESPONSIBILITIES**

Upon the occurrence of a multi-casualty disaster, the Field Medical Branch Director will communicate to the Control Center at McKenzie Willamette Hospital or Sacred Heart Medical Center the number of casualties and other pertinent data. The Medical Branch Director will then coordinate the transport of patients to the area hospitals.

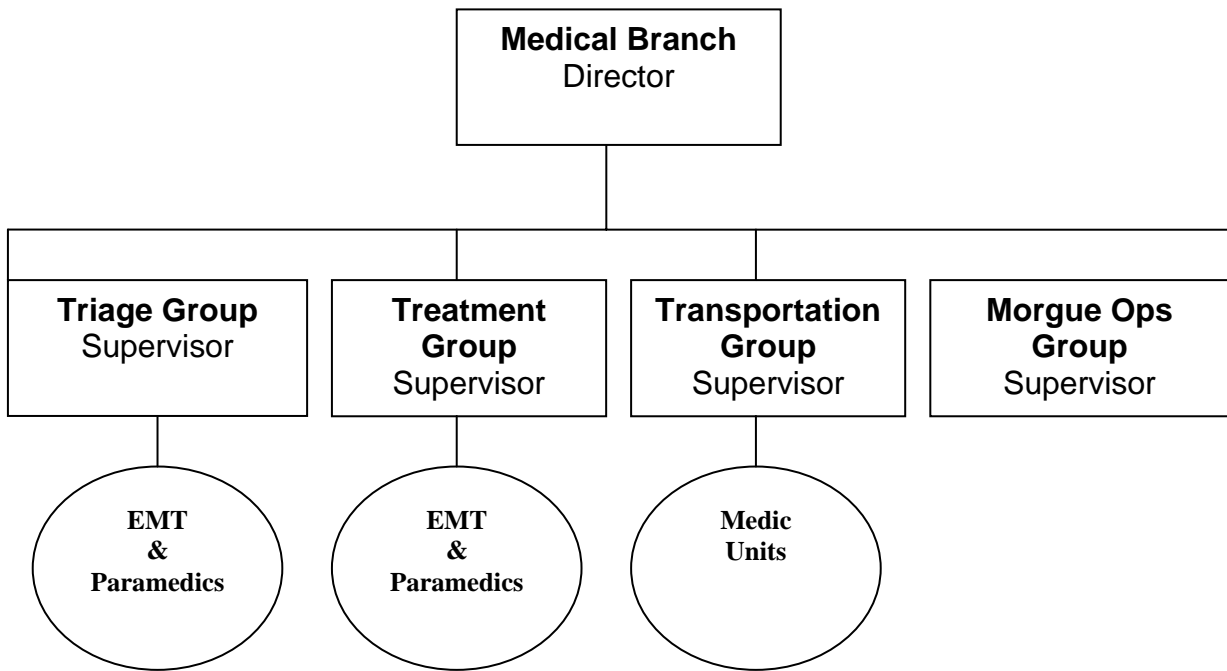
When the Hospital Disaster Plan is activated, the following functions will be performed at the Control Center:

- Activate the Med-Net Radio system to receive and monitor Fire & Life Safety medic units radio communications;
- Notify all area hospital emergency departments by phone or by Med-Net radio system on "Group Call" if phones are inoperative;
- Advise other hospitals of emergency situation and request that each hospital monitor radio transmissions in emergency mode and stand by for further information and instructions;
- Establish the Control Center and assign a person to gather information from area hospitals as follows:
  - ◆ Number of casualties that can be accepted for effective treatment in 60 minutes;
  - ◆ Number of doctors, by specialty, on the premises at this time;
  - ◆ Present inventory of hospital beds available by type;
  - ◆ Inventory of blood expanders on hand.

### **19.3.1 Medical Care & Transport Annex Organizational Chart**

See the next page for the organizational chart.

**CHAIN OF COMMAND**  
**Emergency Medical Care & Transport Annex**  
*Organizational Chart*



**19.4 PHASES OF EMERGENCY MANAGEMENT**

**19.4.1 Preparedness**

**→ Departments Involved: Fire & Life Safety**

- Identify resources necessary to accomplish emergency response activities, including personnel, facilities, equipment, and materials;
- Establish procedures for securing emergency resources;
- Conduct periodic review of availability and operational readiness of all medical facilities, equipment, and supplies;
- Conduct periodic review of and update emergency medical plans and agreements;
- Participate in area emergency medical exercises;
- Provide periodic training for emergency response personnel in multi-casualty disasters;
- Provide means of prioritizing phone calls in the event of overloading;
- Predetermine location of community resources that may be needed in dealing with emergency medical disasters;
- Equip and maintain disaster trailer for dealing with multi-casualty incidents;
- Develop plans for establishing, staffing, and stocking emergency clinics.

**19.4.2 Response**

**→ Departments Involved: Fire & Life Safety**

**19.4.2.1 Medical Branch Director**

|   |                                |
|---|--------------------------------|
| <b>Position:</b>                        | <b>Medical Branch Director</b> |
| <b>Responsible Department/Division:</b> | Fire & Life Safety             |
| <b>Emergency Supervisor (title):</b>    | Operations Section Chief       |
| <b>Reports to (location):</b>           | EOC or Field Command Post      |
| <b>Applicable ICS Section:</b>          | Operations                     |

- Obtain briefing from Operations Chief;
- Assign specific work tasks to group supervisors;
- Resolve logistic problems reported by subordinates;
- Report to Operations Chief when Incident Action Plan is to be modified, additional resources are needed, surplus resources are available or hazardous situations or significant events occur;
- Maintain activity log of all significant events occurring at Medical Branch.

**19.4.2.2 Multi-Casualty Incident**

- Maintain coordination regarding medical aspect of incident;
- Request additional personnel and other resources from operations as needed to control incident;
- Assign personnel to perform the following functions:
  - ◆ Triage;
  - ◆ Maintain patient count;
  - ◆ Establish treatment areas;
  - ◆ Establish staging area for apparatus and equipment;
  - ◆ Supervise loading of patients;
  - ◆ Record patient disposition;
  - ◆ Maintain communication with area hospitals.

**19.4.2.3 Triage Group Supervisor**

|   |                                |
|---|--------------------------------|
| <b>Position:</b>                        | <b>Triage Group Supervisor</b> |
| <b>Responsible Department/Division:</b> | Fire & Life Safety             |
| <b>Emergency Supervisor (title):</b>    | Medical Branch Director        |
| <b>Reports to (location):</b>           | Medical Branch Headquarters    |
| <b>Applicable ICS Section:</b>          | Operations                     |

- Obtain briefing from Medical Branch Director;
- Implement action plan for group;
- Provide incident action plan to subordinates;
- Assign personnel to perform triage;
- Determine appropriate tagging procedures and dispense materials (tape, tags, etc.);
- Determine patient priority by appropriately tagging patients;
- Assign personnel to move patients to treatment area;
- Coordinate activities with adjacent groups;
- Determine need for assistance on assigned tasks;
- Submit situation and resource status reports to Medical Branch Director;
- Resolve logistics problems within group;
- Maintain activity log of triage group activities.

**19.4.2.4 Treatment Group Supervisor**

|   |                                   |
|---|-----------------------------------|
| <b>Position:</b>                        | <b>Treatment Group Supervisor</b> |
| <b>Responsible Department/Division:</b> | Fire & Life Safety                |
| <b>Emergency Supervisor (title):</b>    | Medical Branch Director           |
| <b>Reports to (location):</b>           | Medical Branch Headquarters       |
| <b>Applicable ICS Section:</b>          | Operations                        |

- Obtain briefing from Branch Director;
- Implement action plan for treatment group;
- Provide incident action plan to subordinates;

- Establish specific treatment areas (immediate and delayed); make personnel assignments for treatment of patients;
- Supervise and monitor treatment of patients in immediate and delayed zones;
- Recommend priority of patients to be transported;
- Coordinate activities within treatment areas with adjacent groups;
- Determine need for assistance on assigned tasks;
- Submit situation and resource status reports to Medical Branch Director;
- Resolve logistical problems within group;
- Maintain activity log of treatment group activities.

**19.4.2.5 Transportation Group Supervisor**

|   |  |
|---|--|
| <b>Position:</b>                        | <b>Transportation Group Supervisor</b> |
| <b>Responsible Department/Division:</b> | Fire & Life Safety                     |
| <b>Emergency Supervisor (title):</b>    | Medical Branch Director                |
| <b>Reports to (location):</b>           | Medical Branch Headquarters            |
| <b>Applicable ICS Section:</b>          | Operations                             |

- Obtain briefing from Medical Branch Director;
- Implement action plan for group;
- Provide incident action plan to subordinates;
- Maintain communications with area hospitals and other agencies involved in incident;
- Maintain patient log, including where transported for treatment;
- Direct medic units, air E-Vac units, buses, etc. to treatment facilities;
- Coordinate transportation group activities with adjacent groups operating at incident;
- Determine need for additional resources;
- Submit situation and resource status reports to Medical Branch Director;
- Resolve logistical problems within group;
- Maintain activity log of activities occurring in transportation area;
- Request LTD transportation assistance through HR Liaison at EOC if necessary.

**19.4.2.6 Morgue Operations Supervisor**

|   |                                     |
|---|-------------------------------------|
| <b>Position:</b>                        | <b>Morgue Operations Supervisor</b> |
| <b>Responsible Department/Division:</b> | Fire & Life Safety                  |
| <b>Emergency Supervisor (title):</b>    | Medical Branch Director             |
| <b>Reports to (location):</b>           | Medical Branch Headquarters         |
| <b>Applicable ICS Section:</b>          | Operations                          |

**19.4.3 Recovery**

**→ Departments Involved: Fire & Life Safety**

- Return to normal operation as soon as possible;
- Assess and prioritize apparatus and equipment repairs;
- Evaluate supply levels and re-supply as necessary;
- Conduct debriefing sessions with all involved personnel; make psychological counseling available to personnel;
- Conduct post incident analysis session to critically evaluate overall operational effectiveness; identify areas where improvement is needed;
- Prepare a summary report critiquing entire incident;
- Complete all documentation reports necessary for records and reimbursement;
- Evaluate operations and all information collected during response; make necessary improvements and revisions; submit to City's EMP.

|  |                  |                                  |      |
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