

In the event of a Mass Casualty
Incident

**DO NOT READ THIS MANUAL
IN ITS ENTIRETY**

**Go directly to your job action
sheet!!!**



MedStatStudio

ICED

Incident Command Emergency Department

ICED Incident Command Emergency Department

Version 3.0.0

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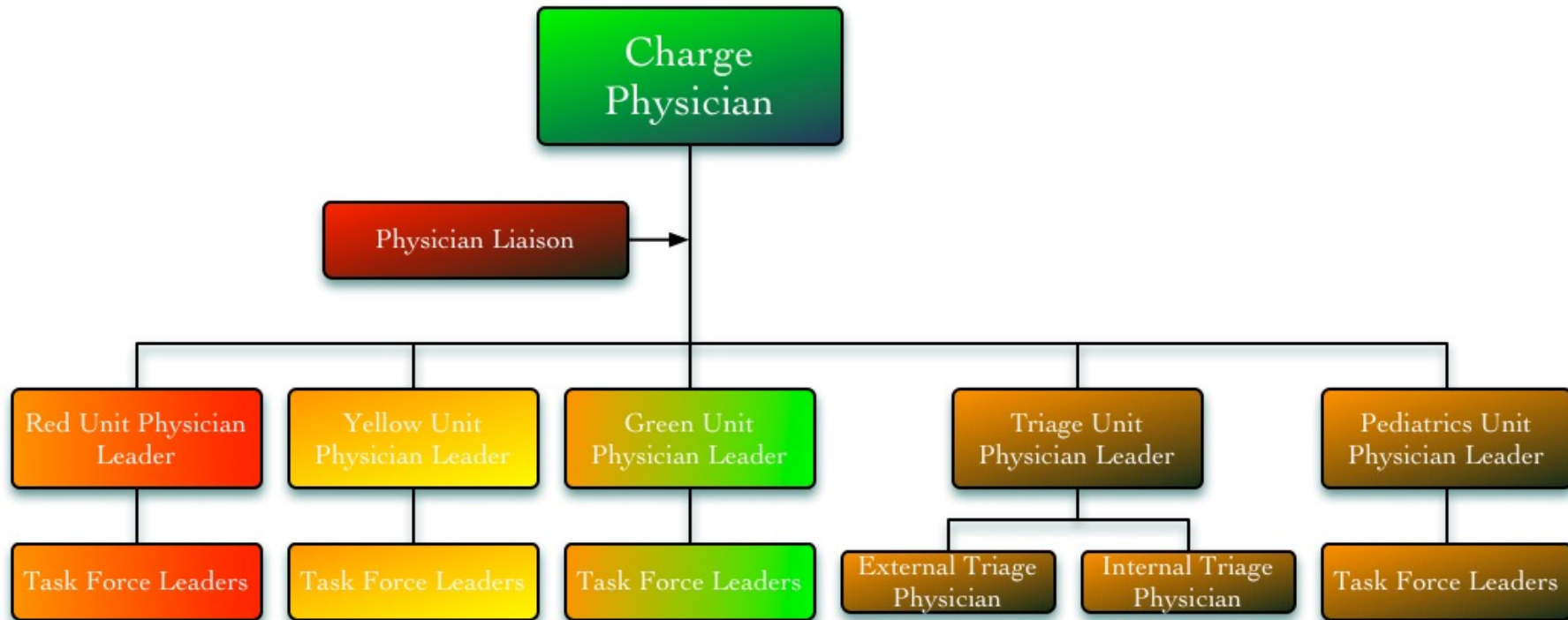
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Table of Contents

1. Introduction
2. Organizational Structure
3. Job Action Sheets
 - a. Emergency Department Charge Physician
 - b. Physician Liaison Officer
 - c. Red Unit Physician Leader
 - d. Yellow Unit Physician Leader
 - e. Green Unit Physician Leader
 - f. Triage Unit Leader
 1. External Triage Officer
 - g. Pediatric Unit Physician Leader
 - h. Task Force Leader
4. Forms
 - a. Form I: Organizational Structure
 - b. Form II: Communications Log
 - c. Form III: Incident Check In
 - d. Form IV: Task Force Assignment List
 - e. Form V: Supplies Worksheet
 - f. Form VI: Pre-Triage Tags and Worksheet
5. Appendix: START Triage
6. Identification Labels

Incident Command Organizational Chart



Note that as per ICS guidelines, only the Charge Physician position is mandatory with other positions added only when needed.



Emergency Department Charge Physician

Mission Statement: Give overall direction to the Emergency Department response. Work as a Dyad with the Emergency Department Charge Nurse

Name: _____	Date: _____
	Dyad: <u>Emergency Department Charge Nurse</u>

	Time	Initials
Immediate <ul style="list-style-type: none">○ Verify information if necessary and initiate the hospital disaster plan by Declaring a Major Incident○ Read this entire job action sheet○ Put on identification tag or vest as well as your Hospital Name Tag○ Meet with your Dyad Partner (Emergency Department Charge Nurse)○ Establish a location for the Emergency Department incident command post○ Using Form 1 (Incident Command Organizational Chart) place your name as Charge Physician○ Meet with the Charge nurse and decide what level of preparedness will be required.○ Decide with the Charge Nurse what additional staff and equipment resources will be required and develop a plan to obtain them.○ Ensure all emergency staff are aware of the Disaster Plan Activation○ Designate the following if sufficient staffing exists usually in this order:<ol style="list-style-type: none">1. Red Unit Leader2. Pediatric Unit Leader3. Yellow Unit Leader4. Triage Unit Leader5. Green Unit Leader○ Advise all newly appointed staff to read their job action sheets○ Assign additional staff as they arrive to the appropriate units. Maintain a list of staff using Form 3 (Incident Check In). Assign each staff to a Unit Leader, and ask all assigned staff to report to their Unit Leader for further instructions.		
Intermediate <ul style="list-style-type: none">○ Meet with the Unit Leaders:<ul style="list-style-type: none">○ Discuss which areas will receive patients○ Decide on guidelines for designating patients to appropriate areas.○ Ensure that Unit Leaders notify their staff of these guidelines.○ Encourage early discharge of existing patients when possible○ Meet with Triage Unit Leader to discuss<ul style="list-style-type: none">○ How patients will be triaged○ How triaged patients will be assigned to beds○ Opening of External Triage if the usual (internal) triage becomes overwhelmed○ Establish contact with the scene directly or through EMS		
Extended		



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<ul style="list-style-type: none">○ Meet with Hospital Executive to formulate general guidelines for the medical response.○ Designate a Liaison officer if necessary to facilitate communication with other departments or agencies including:<ul style="list-style-type: none">○ Radiology○ Trauma Team○ Blood Bank○ Surgery Staff○ Critical Care○ Inform the media, or designate a media representative○ If alternate care areas must be opened, discuss with Charge Nurse and ensure appropriate hospital staff are advised		
Demobilization		
<ul style="list-style-type: none">○ Together with hospital executive declare deactivation of the Disaster Plan when appropriate○ Identify the need for possible Post Incident Debriefing		

Tools / Documentation

- Form 1: Incident Command Organizational Chart



Physician Liaison Officer

Mission Statement: Function as the Incident Commander's representative for communication with other departments within the hospital and with outside agencies

Name: _____	Date: _____
Reports to: <u>Charge Physician</u>	Dyad: NONE

	Time	Initials
Immediate		
<ul style="list-style-type: none">○ Read this entire Job Action Sheet○ Put on identification tag or vest○ Obtain briefing from the Charge Physician○ Using Form 2 (Communication Worksheet) indicate your name,○ Contact Hospital Administrative lead and inform them of your role as Liaison Officer for the Emergency Department Response○ Establish contact with Emergency Medical Services to obtain the following information:<ul style="list-style-type: none">○ (M) Major incident standby or declared?○ (E) Exact Location○ (T) Type of incident○ (H) Hazards (present and potential)○ (A) Access routes and difficulties○ (N) Number of Casualties○ (E) Emergency services presently on site○ Establish contact with the following departments / agencies<ul style="list-style-type: none">○ Trauma Team○ Radiology○ Blood Bank○ Critical Care Staff Lead○ Surgical Staff Lead○ Any outside agencies who will be involved in the response		
Intermediate		
<ul style="list-style-type: none">○ Establish contact with the media directly, or through the hospital's media representative○ Meet routinely with the Charge Physician and relay necessary information to the appropriate agencies		
Extended		
Demobilization		

Tools / Documentation

- Form 2: Communication Worksheet



Red Unit Physician Leader

Mission Statement: Supervise all aspects of patient care and organization for the Red Unit. Be prepared to provide direct patient care until sufficient resources arrive and allow you to assume solely a supervisory role. Work closely as a Dyad with the Red Unit Nurse Leader.

Name: _____	Date: _____
Reports to: <u>Charge Physician</u>	Dyad: <u>Red Unit Nurse Leader</u>

	Time	Initials
Immediate		
<ul style="list-style-type: none">• Read this entire Job Action Sheet• Put on identification tag or vest as well as your hospital name tag• Obtain briefing from the Charge Physician• Meet with your Dyad Partner (Red Unit Nurse Leader)• Ensure that all staff working in your area are informed that the Disaster Plan has been activated• Using Form 4 indicate your unit assignment as Red Unit (Task Force Assignment List) and place your name as Unit Leader• When staff are assigned to your Unit by the Charge Physician, assign each to a task force using Form 4.• Advise all assigned staff to read their job action sheets.• Be prepared to provide direct patient care to patients in your unit until sufficient staffing arrives.		
Intermediate		
<ul style="list-style-type: none">• Meet with the Charge Physician to discuss which patients the Red Unit will receive• Meet with your task force leaders:<ul style="list-style-type: none">◦ Inform them what type of patients they will be receiving◦ Advise them to discharge current patients if appropriate• Meet with the Triage Unit Leader to discuss how patients will be assigned to available beds in the Red Unit.		
Extended		
<ul style="list-style-type: none">◦ Assess personal and equipment needs for your area. If additional resources are required, notify the Charge Physician		
Demobilization		
<ul style="list-style-type: none">◦ When the Disaster Plan is deactivated ensure your staff are aware◦ Assist staff in returning to normal Emergency Department operations◦ Identify need for post incident debriefing if necessary		

Tools / Documentation
<ul style="list-style-type: none">◦ Form 4: Task Force Assignment List



Yellow Unit Physician Leader

Mission Statement: Supervise all aspects of patient care and organization for the Emergent Treatment Unit. Be prepared to provide direct patient care until sufficient resources arrive and allow you to assume solely a supervisory role. Work closely as a Dyad with the Yellow Unit Nurse Leader.

Name: _____	Date: _____
Reports to: <u>Charge Physician</u>	Dyad: <u>Yellow Unit Nurse Leader</u>

	Time	Initials
Immediate		
<ul style="list-style-type: none">• Read this entire Job Action Sheet• Put on identification tag or vest as well as your hospital name tag• Obtain briefing from the Charge Physician• Meet with your Dyad Partner (Yellow Unit Nurse Leader)• Ensure that all staff working in your area are informed that the Disaster Plan has been activated• Using Form 4 indicate your unit assignment as Yellow Unit (Task Force Assignment List) and place your name as Unit Leader• When staff are assigned to your Unit by the Charge Physician, assign each to a task force using Form 4.• Advise all assigned staff to read their job action sheets.• Be prepared to provide direct patient care to patients in your unit until sufficient staffing arrives.		
Intermediate		
<ul style="list-style-type: none">• Meet with the Charge Physician to discuss which patients the Yellow Unit will receive• Meet with your task force leaders:<ul style="list-style-type: none">○ Inform them what type of patients they will be receiving○ Advise them to discharge current patients if appropriate• Meet with the Triage Unit Leader to discuss how patients will be assigned to available beds in the Yellow Unit.		
Extended		
<ul style="list-style-type: none">○ Assess personal and equipment needs for your area. If additional resources are required, notify the Charge Physician		
Demobilization		
<ul style="list-style-type: none">○ When the Disaster Plan is deactivated ensure your staff are aware○ Assist staff in returning to normal Emergency Department operations○ Identify need for post incident debriefing if necessary		
Tools / Documentation		
<ul style="list-style-type: none">○ Form 4: Task Force Assignment List		

Green Unit Physician Leader

Mission Statement: Supervise all aspects of patient care and organization for the Green Unit. Be prepared to provide direct patient care until sufficient resources arrive and allow you to assume solely a supervisory role. Work closely as a Dyad with the Green Unit Nurse Leader.

Name: _____	Date: _____
Reports to: <u>Charge Physician</u>	Dyad: <u>Green Unit Nurse Leader</u>

	Time	Initials
Immediate		
<ul style="list-style-type: none"> Read this entire Job Action Sheet Put on identification tag or vest as well as your hospital name tag Obtain briefing from the Charge Physician Meet with your Dyad Partner (Green Unit Nurse Leader) Ensure that all staff working in your area are informed that the Disaster Plan has been activated Using Form 4 indicate your unit assignment as Green Unit (Task Force Assignment List) and place your name as Unit Leader When staff are assigned to your Unit by the Charge Physician, assign each to a task force using Form 4. Advise all assigned staff to read their job action sheets. Be prepared to provide direct patient care to patients in your unit until sufficient staffing arrives. 		
Intermediate		
<ul style="list-style-type: none"> Meet with the Charge Physician to discuss which patients the Green Unit will receive Meet with your task force leaders: <ul style="list-style-type: none"> Inform them what type of patients they will be receiving Advise them to discharge current patients if appropriate Meet with the Triage Unit Leader to discuss how patients will be assigned to available beds in the Green Unit. 		
Extended		
<ul style="list-style-type: none"> Assess personal and equipment needs for your area. If additional resources are required, notify the Incident Commander 		
Demobilization		
<ul style="list-style-type: none"> When the Disaster Plan is deactivated ensure your staff are aware Assist staff in returning to normal Emergency Department operations Identify need for post incident debriefing if necessary 		

Tools / Documentation
<ul style="list-style-type: none"> Form 4: Task Force Assignment List



Triage Unit Physician Leader

Mission Statement: Supervise all aspects of patient care and organization for the Triage Unit. Be prepared to provide patient triage until sufficient resources arrive and allow you to assume solely a supervisory role. Switch to the two-step triage process (Internal and External) when needed. Work closely as a Dyad with the Triage Nurse Unit Leader

Name: _____	Date: _____
Reports to: <u>Charge Physician</u>	Dyad: <u>Triage Unit Nurse Leader</u>

	Time	Initials
Immediate <ul style="list-style-type: none">• Read this entire Job Action Sheet• Put on identification tag or vest as well as your hospital name tag• Obtain briefing from the Charge Physician• Meet with your Dyad partner (Triage Nurse Leader)• Ensure that all staff working in your area are informed that the Disaster Plan has been activated• Using Form 4 indicate your unit assignment as Triage (Task Force Assignment List) and place your name as Unit Leader• When staff are assigned to your Unit by the Incident Commander, assign each to a task force using Form 4.• Advise all assigned staff to read their job action sheets.		
Intermediate <ul style="list-style-type: none">• Meet with the Charge Physician to discuss:<ul style="list-style-type: none">○ How patients will be triaged○ How triaged patients will be assigned to beds• Meet with your Task Force Leaders to discuss:<ul style="list-style-type: none">○ How patients will be triaged○ How triaged patients will be assigned to beds• Meet with the Unit Leaders to discuss how patients will be assigned to available beds in the Unit• Supervise the triage of arriving patients using the hospital's usual practice (CTAS) unless triage personnel are overwhelmed.• If triage personnel are overwhelmed at the traditional triage point, discuss with the Charge Physician to appoint an External Triage officer to apply the START criteria to determine the priority for patients to proceed to triage.		
Extended <ul style="list-style-type: none">○ Assess personal and equipment needs for your area. If additional resources are required, notify the Charge Physician○ Review waiting room charts for patients who may be suitable for management in other facilities or areas, or delegate one of your staff to do so. Advise any discharged patients to report to the discharge area before leaving the facility.		
Demobilization <ul style="list-style-type: none">○ When the Disaster Plan is deactivated ensure your staff are aware○ Assist staff in returning to normal Emergency Department operations		



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<ul style="list-style-type: none">○ Identify need for post incident debriefing if necessary		
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Tools / Documentation

<ul style="list-style-type: none">○ Form 4: Task Force Assignment List
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External Triage Officer

Mission Statement: Supervise all aspects of patient care and organization from the External Triage Unit. Classify arriving patients by the START criteria in the External Triage area. Ensure that those patients who are of highest in acuity by the START Criteria proceed first to the internal triage process. Work closely as a Dyad with the External Triage Nurse Leader

Name: _____	Date: _____
Reports to: <u>Triage Unit Leader</u>	Dyad: <u>External Triage Nurse Leader</u>

	Time	Initials
Immediate		
<ul style="list-style-type: none">• Read this entire Job Action Sheet• Put on identification tag or vest as well as your hospital name tag• Obtain briefing from the Triage Unit Leader• Meet with your Dyad Partner (External Triage Nurse Leader)• Ensure that all staff working in your area are informed that the Disaster Plan has been activated• Obtain form 6 and the triage tags from resources		
Intermediate		
<ul style="list-style-type: none">• As patients arrive, assign them to a START color code using the START criteria• Apply the appropriately colored tag to each patient and label with the patient number.• Record the patient number and color code assigned on Form 6• Ensure that patients triages as most acute proceed first to the traditional (internal) triage area.		
Extended		
<ul style="list-style-type: none">○ Assess personal and equipment needs for your area. If additional resources are required, notify the Charge Physician○ Review waiting room charts for patients who may be suitable for management in other facilities or areas, or delegate one of your staff to do so. Advise any discharged patients to report to the discharge area before leaving the facility.		
Demobilization		
<ul style="list-style-type: none">○ When the Disaster Plan is deactivated ensure your staff are aware○ Assist staff in returning to normal Emergency Department operations○ Identify need for post incident debriefing if necessary		

Tools / Documentation
<ul style="list-style-type: none">○ Form 6: External Triage Record○ Triage Tags



Pediatric Unit Physician Leader

Mission Statement: Supervise all aspects of patient care and organization for the Pediatric Unit. Be prepared to provide direct patient care until sufficient resources arrive and allow you to assume solely a supervisory role. Work closely as a Dyad with the Pediatric Charge Nurse.

Name: _____	Date: _____
Reports to: <u>Charge Physician</u>	Dyad: <u>Pediatric Charge Nurse</u>

	Time	Initials
Immediate		
<ul style="list-style-type: none">• Read this entire Job Action Sheet• Put on identification tag or vest as well as your hospital name tag• Obtain briefing from the Charge Physician• Meet with your Dyad Partner (Pediatric Charge Nurse)• Ensure that all staff working in your area are informed that the Disaster Plan has been activated• Using Form 4 indicate your unit assignment as Pediatric (Task Force Assignment List) and place your name as Unit Leader• When staff are assigned to your Unit by the Charge Physician, assign each to a task force using Form 4.• Advise all assigned staff to read their job action sheets.• Be prepared to provide direct patient care to patients in your unit until sufficient staffing arrives.		
Intermediate		
<ul style="list-style-type: none">• Meet with the Charge Physician to discuss which patients the Pediatric Unit will receive• Meet with your task force leaders:<ul style="list-style-type: none">◦ Inform them what type of patients they will be receiving◦ Advise them to discharge current patients if appropriate• Meet with the Triage Unit Leader to discuss how patients will be assigned to available beds in the Pediatric Unit.		
Extended		
<ul style="list-style-type: none">◦ Assess personal and equipment needs for your area. If additional resources are required, notify the Charge Physician		
Demobilization		
<ul style="list-style-type: none">◦ When the Disaster Plan is deactivated ensure your staff are aware◦ Assist staff in returning to normal Emergency Department operations◦ Identify need for post incident debriefing if necessary		

Tools / Documentation
<ul style="list-style-type: none">◦ Form 4: Task Force Assignment List



Task Force Physician Leader

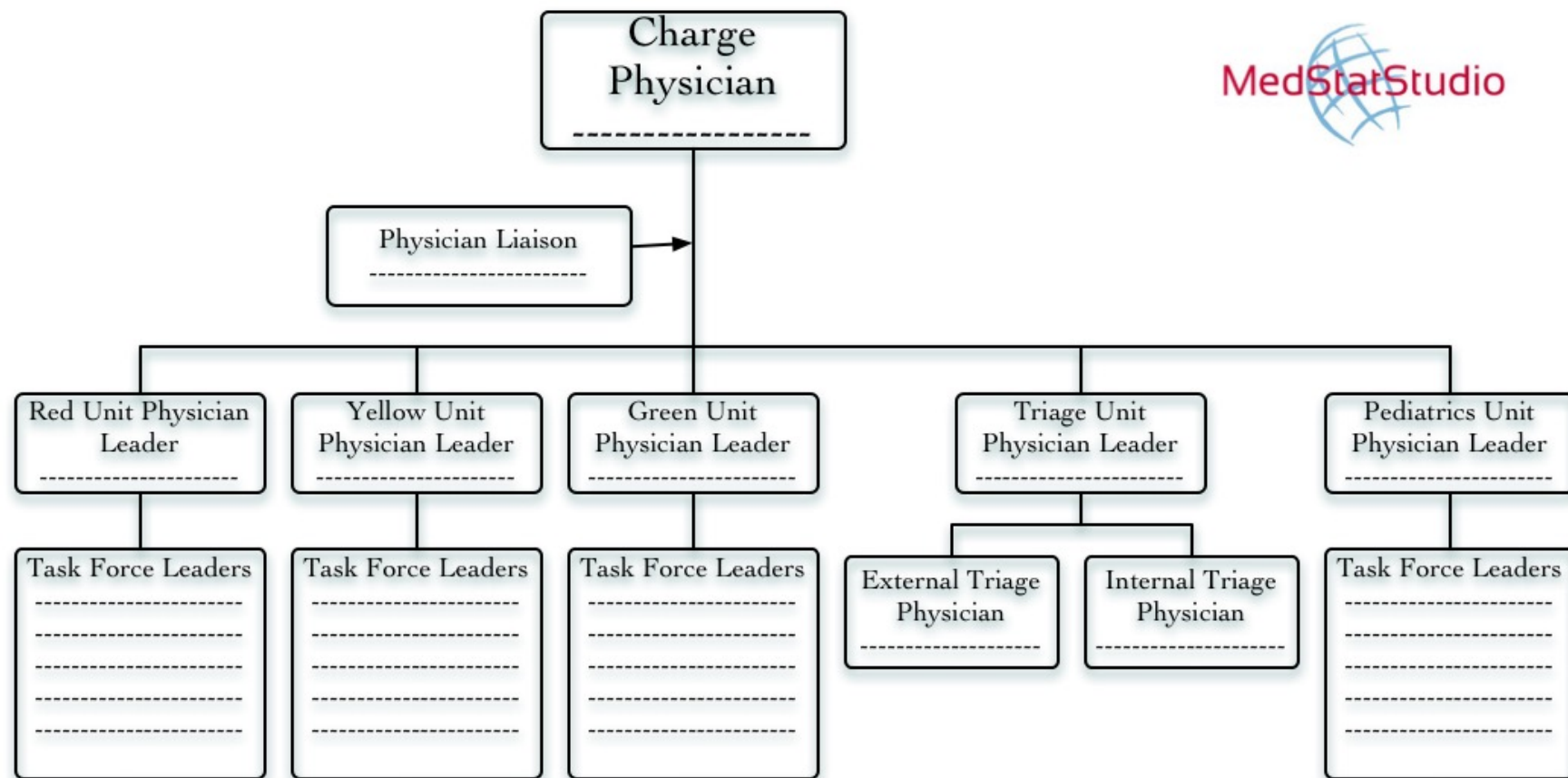
Mission Statement: Work as a team with the other task force members in providing direct patient management to patients under your care. Serve as the representative for you task force and point of contact for the Unit Leader. Each task force may include physicians, nurses, or any other allied health professionals as assigned by the Charge Physician.

Name: _____	Date: _____
Reports to: <u>Unit Leader</u>	Dyad: NONE

	Time	Initials
Immediate		
<ul style="list-style-type: none">• Read this entire Job Action Sheet• Put on identification tag or vest as well as your hospital name tag• Ensure that all staff working in your Task Force are aware		
Intermediate		
<ul style="list-style-type: none">• Meet with the Unit Leader to discuss:<ul style="list-style-type: none">○ Which type of patients your Task Force will receive.○ How patients will be assigned to your Task Force• Meet with your Task Force Members to discuss:<ul style="list-style-type: none">○ Which type of patients your Task Force will receive○ How each member will contribute to the team		
Extended		
<ul style="list-style-type: none">○ Assess personal and equipment needs for your Task Force. If additional resources are required, notify the Unit Leader○ Advise any discharged patients to report to the discharge area before leaving the facility.		
Demobilization		
<ul style="list-style-type: none">○ When the Disaster Plan is deactivated ensure your Task Force Members are aware○ Assist staff in returning to normal Emergency Department operations○ Identify need for post incident debriefing if necessary		

Tools / Documentation
<ul style="list-style-type: none">○ None

Incident Command Organizational Chart





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Communications Log

Incident Name:

Date:

	Name	Agency	Message	Action	Action Completed?	
					Initials	Time
1						
2						
3						
4						
5						



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Incident Check In

Incident Name:

Date:

	Name	Agency	Initial Assignment	Contact Phone/pager/etc		Time	
						IN	OUT
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

Form 3: Incident Check In

5/6/15

Page ____ of ____



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Task Force Assignment List

UNIT (check)

- ☐ Resuscitation Unit
- ☐ Emergent Treatment Unit
- ☐ Urgent Treatment Unit
- ☐ Non-Urgent Treatment Unit
- ☐ Pediatrics
- ☐ Triage

Unit Leader: _____

Date: _____

Reports to: _____

Task Force #1		Task Force #2		Task Force #3	
MD		MD		MD	
Nurse		Nurse		Nurse	
Resident		Resident		Resident	
Student		Student		Student	
RT		RT		RT	
Other		Other		Other	

Task Force #4		Task Force #5		Task Force #6	
MD		MD		MD	
Nurse		Nurse		Nurse	
Resident		Resident		Resident	
Student		Student		Student	
RT		RT		RT	
Other		Other		Other	



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Supplies Worksheet

Incident Name:

Date:

	Name	Unit	Supply Requested	#	Action	Action Completed?	
						Initials	Time
1							
2							
3							
4							
5							



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Pre-Triage Worksheet

Incident Name:

Date:

	Patient Number	START CODE	Triage Operator	Other		Time	
						IN	OUT
1		B R Y G					
2		B R Y G					
3		B R Y G					
4		B R Y G					
5		B R Y G					
6		B R Y G					
7		B R Y G					
8		B R Y G					
9		B R Y G					
10		B R Y G					
11		B R Y G					
12		B R Y G					
13		B R Y G					
14		B R Y G					
15		B R Y G					
16		B R Y G					

Form 6: Pre-Triage 2015-05-06

Page ____ of ____