

WISCONSIN
EMERGENCY MEDICAL SERVICES
MASS CASUALTY INCIDENT
RESPONSE PLAN GUIDE

State of Wisconsin

Emergency Medical Services Advisory Board

EMS Special Operations Committee

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TABLE OF CONTENTS

INFORMATION	PAGE(S)
Purpose of EMS Mass Casualty Incident Response Plan Guide	3
Definition of Mass Casualty Incident	3
Notification of Incident	3
Incident Command System	3-4
Incident Command Structure	4
Initial actions for the Incident Commander	4
EMS Branch Operations	4
Transport Units	4
Recovery	4
First In Checklist	5
EMS Branch Positions Duties and Responsibilities Checklists	7-12
EMS Branch Director Duties and Responsibilities Checklist	8
Triage Group Supervisor Duties and Responsibilities Checklist	9
Treatment Group Supervisor Duties and Responsibilities Checklist	10
Transportation Group Supervisor Duties and Responsibilities Checklist	11-12
Triage Information/Patient Routing Worksheet	13-18
SALT Mass Casualty Triage	14
START (Simple Triage And Rapid Treatment)	15
JumpSTART Pediatric MCI Triage	16
General Instructions for Triage Identification	17
Patient Routing Worksheet	18
Miscellaneous Sample Forms	19-26
Hospital Capability Tracking Form	20
Radio Programming Worksheet	21
Employee Contact Information	22
Ambulance Resource List	23
Air Medical Resource List	23
Other Transport Resource list	24
Receiving Hospital Resource List	24
Fire Department Resource List	25
Law Enforcement Agency Resource List	25
Other Response Planning Information	26

EMS Mass Casualty Incident Response Plan Guide

The purpose of this planning guide is to assist Emergency Medical Services providers in developing a response plan to address management of a mass casualty incident during the preliminary stages when first on scene, using the principles of the Incident Command System (ICS).

I. Definition of a Mass Casualty Incident (MCI)

An MCI is an incident with multiple casualties that overwhelms the resources of the responding agencies.

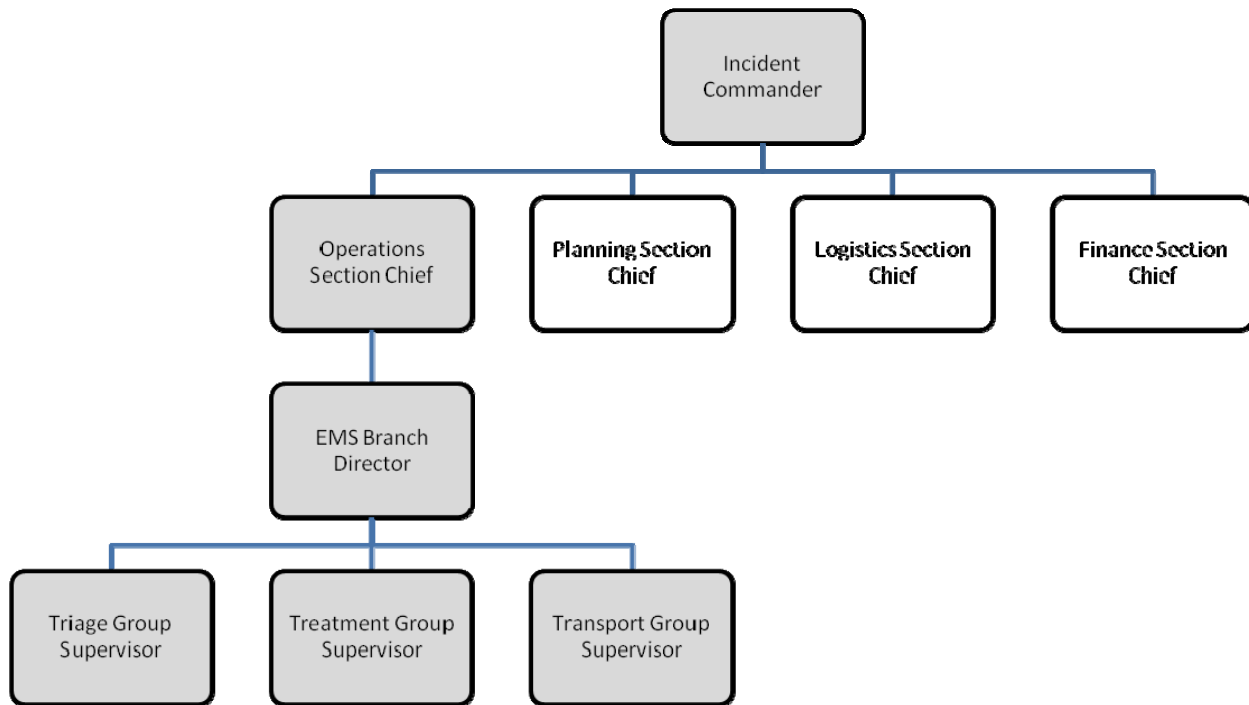
II. Notification of Incident

1. A “caller” notifies 911 that an incident has occurred.
2. The dispatch center dispatches the agencies necessary to respond to the incident.
3. The dispatch center provides updates to responding agencies.
4. The first agency on scene assumes the role of Incident Commander.
5. The incident commander will notify the closest or designated hospital is notified of the estimated number of patients involved.

III. Incident Command System

1. The **Incident Commander** is in charge of the incident.
2. The **Operations Section Chief** manages the operations of the incident. The Operations Chief receives direction from the Incident Commander.
3. The **EMS Branch Director** is responsible for the Emergency Medical Operations during the incident. Depending on the size of the incident and available personnel, the EMS Branch Director may further delegate and assign duties to the Triage Group Supervisor, the Treatment Group Supervisor and the Transportation Group Supervisor. The EMS Branch Director receives direction from the Operations Section Chief.
4. The **Triage Group Supervisor** is responsible for initiating and directing the Triage Group which is responsible for the rapid assessment and categorization of all patients. The Triage Group Supervisor receives direction from the EMS Branch Director.
5. The **Treatment Group Supervisor** is responsible for initiating and directing the Treatment Group, which will provide on-scene treatment of patients. The Treatment Group Supervisor receives direction from the EMS Branch Director.
6. The **Transportation Group Supervisor** is responsible for ensuring that all patients are transported to the appropriate facility. The Transportation Group Supervisor receives direction from the EMS Branch Director.

Incident Command Structure



IV. Initial Actions for the Incident Commander

Refer to the First in Checklist for EMS MCI Response page 5.

The checklist presents the minimum initial tasks for an Incident Commander to perform during the first minutes of an MCI. It is imperative that persons assuming command have a working knowledge of the *Emergency Response Guidebook* and/or the *Pocket Response Guide to Terrorist Incidents* for the safety of all responders in the event of a possible hazardous materials spill or chemical attack.

V. EMS Branch Operations

Refer to the Duties and Responsibilities checklist for each position pages 7-12.

Refer to Triage Information pages 13-18.

VI. Transport Units

1. Ambulance personnel are to maintain radio silence unless patient care requires emergency on line medical control intervention.
2. Ambulances will return to staging after transport of patients to the hospital and remain until released by the EMS Branch Director.

VII. Recovery

1. Each service is to assess the need for staff rehabilitation and rotation/replacement.

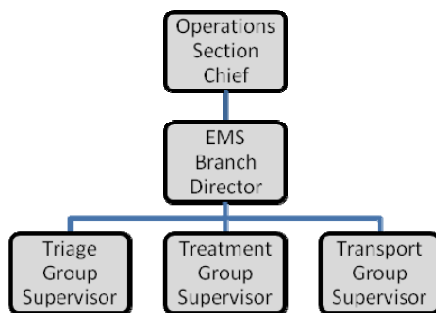
2. Ambulance supplies, both disposable and permanent equipment, are to be restocked according to pre-incident standards before returning the ambulances to active status.
3. Each service is to assess the need for Critical Incident Stress Debriefing.
4. Document actions and submit required reports

FIRST IN CHECKLIST FOR EMS MCI RESPONSE	
CHECKLIST	TASKS
ARRIVAL	Park vehicle and position yourself and other responders upwind and updrift and at a safe distance.
FIRST-IN REPORT	<ol style="list-style-type: none"> 1. Identify yourself and your unit via radio. 2. Give the “First In Report” via radio to include the following information: <ul style="list-style-type: none"> • Description and exact location of the incident • Possibility of chemical exposure or terrorist attack if suspected • Type or types of structures/vehicles involved • Presence of fire, spilled liquids, vapor leaks, or other hazards • Estimated number of injuries or casualties • Need for evacuation of public
ESTABLISH COMMAND	<ol style="list-style-type: none"> 1. If first agency to arrive, state that you are assuming command by identifying yourself and naming command (“...and I will be Stoughton Command”) or integrate into the unified command already established. 2. Give exact location of command post 3. Request additional resources needed immediately (bomb squad, hazmat unit, search and rescue, medical teams, ambulances, law enforcement, traffic control etc.) 4. Identify route of approach for other responders (i.e. wind direction, etc.) 5. Identify staging area location 6. Request initial notification of closest hospital or medical control facility
INCIDENT ASSESSMENT	<ol style="list-style-type: none"> 1. Determine safety hazards <ul style="list-style-type: none"> • Stay out of zone of possible contamination! • Determine need for immediate evacuation • Try to determine the type of contaminant – by placard number, witness statements, type of container or facility, etc. • Determine isolation zone as necessary • Determine downwind evacuation needs if necessary • Determine medical, fire, or explosion implications of the contaminant. Establish Perimeters and isolation zones. • Do not allow any other responders or bystanders to enter the

FIRST IN CHECKLIST FOR EMS MCI RESPONSE	
CHECKLIST	TASKS
	<p>possibly contaminated area.</p> <ul style="list-style-type: none"> • If you become contaminated, take care of yourself and other responders immediately. <ol style="list-style-type: none"> 2. Estimate the scope and magnitude of the incident <ul style="list-style-type: none"> • How many injuries? • Severity of injuries? • Nature of injuries – burns, blast trauma, and water related, etc. • Entrapment of victims • Imminent dangers – further chemical release, structural collapse, explosion, secondary devices, etc. • Request notification of closest/medical control hospital (injured may arrive by private vehicle) 3. Determine immediate priorities. 4. Ensure staging area is in a safe location 5. Request communication center to notify all responding units to maintain radio silence unless extremely emergent and report face-to-face to the staging area officer for assignment. Do not go directly to the scene. 6. Designate radio frequencies for use on scene. 7. Designate staging area manager
INITIAL ACTIONS	<ol style="list-style-type: none"> 1. If EMS personnel <i>cannot</i> enter the area due to potential danger: <ul style="list-style-type: none"> • Establish perimeters and isolation zones using the <i>Emergency Response Guidebook</i> • Assess the situation <i>from a distance</i> to get approximate number of patients and potential resources required to manage the incident. 2. If the event <u>does not</u> have the possibility for contamination of responders: <ul style="list-style-type: none"> • The first EMS crew is to begin the process of triage and patient care activities as appropriate for the circumstances.

EMS Branch Operations Positions Duties and Responsibilities Checklists

EMS BRANCH DIRECTOR



Ensure that you have the following equipment and supplies available:

- | | |
|---|--|
| <input type="checkbox"/> EMS Branch Director Vest | <input type="checkbox"/> Paper |
| <input type="checkbox"/> Communications Equipment | <input type="checkbox"/> Pens |
| <input type="checkbox"/> Clipboard | <input type="checkbox"/> Pencils |
| <input type="checkbox"/> Flashlight | <input type="checkbox"/> Highlighter |
| | <input type="checkbox"/> Personal Protective Equipment |

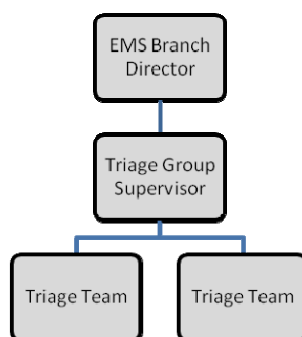
Initial Duties and Responsibilities:

- Size-up incident area (including scene safety)
- Put on the EMS Branch Director vest
- Read through this Duties and Responsibilities checklist
- Remain in contact with the Operations Section Chief
- Supervise personnel assigned to EMS Branch
- Ensure safety of EMS responders and others under your command
- Assign and direct Triage, Treatment, Transportation Supervisors
- Determine Treatment and Transport areas, including air medical landing zone
- Request patient count, including the number of pediatric patients, by triage code from Triage Group Supervisor. Information is then relayed to the transportation supervisor. Notify closest/medical control hospital with total patient count by category and obtain information regarding hospital capacity to accept patients
- Using information from Triage Group Supervisor, estimate number of transport units needed and request from Operations Section Chief
- Request non EMS transportation resources for injured from Operations Section Chief if needed

Extended Duties and Responsibilities:

- Request additional medical supplies as needed. Consider mass casualty trailer.
- Request additional ambulances if needed
- Estimate and request additional personnel from Operations Section Chief, indicate type and function needed
- Request status up-dates, as necessary, from Triage, Treatment and Transportation Supervisors
- Provide updates to the Operations Section Chief
- Request Medical Examiner/Coroner and communicate need for temporary morgue if needed
- Monitor EMS personnel for rehabilitation and replacement needs
- Report to Operations Section Chief when triage duties are completed

TRIAGE GROUP SUPERVISOR



Ensure that you have the following equipment and supplies available:

- Triage Group Supervisor Vest
- Communications Equipment
- Clipboard
- Paper
- Pens
- Pencils
- Highlighter
- Flashlight
- Bull Horn
- Patient Triage Tags/Marking System
- Triage Area Identification Markers
- Personal Protective Equipment

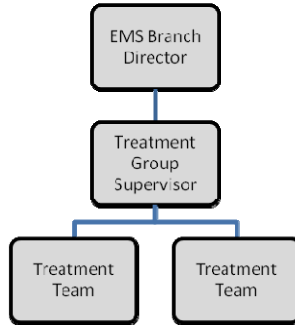
Initial Duties and Responsibilities

- Size-up incident area (including scene safety).
- Put on the Triage Group Supervisor vest
- Read through this Duties and Responsibilities checklist
- Remain in contact with the EMS Branch Director
- Establish contact with Treatment Group Supervisor
- Supervise personnel assigned to the triage group
- Ensure safety of all members of Triage Teams and others under your command
- Assign staff, select and mark GREEN collection area and announce that anyone who is able to walk is to get up and move to the GREEN collection area.
- Estimate patient count, including the number of pediatric patients, by triage category and report numbers to EMS Branch Manager.
- Assemble and direct Triage Teams.
 - a. Each patient triaged using a triage system
 - b. Triage identification is to be placed visibly
 - c. Triage teams report patient count to Triage Group Supervisor
 - d. Re-triage as necessary

Extended Duties and Responsibilities

- Establish system to move patients from Triage to Treatment area. Deceased patients should not be moved.
- Request adequate personnel to provide triage and movement of all patients
- Monitor the supply of patient triage supplies and tags/markings system
- Provide updates when requested to EMS Branch Director
- Monitor personnel for rehabilitation and replacement needs
- Report to EMS Branch Director when triage duties are completed

TREATMENT GROUP SUPERVISOR



Ensure that you have the following equipment and supplies available:

- Treatment Group Supervisor Vest
- Communications Equipment
- Clipboard
- Paper
- Pens
- Pencils
- Highlighter
- Flashlight
- Tarps
- Barricade Tape
- Traffic Cones
- Patient Care Equipment And Supplies
- Personal Protective Equipment

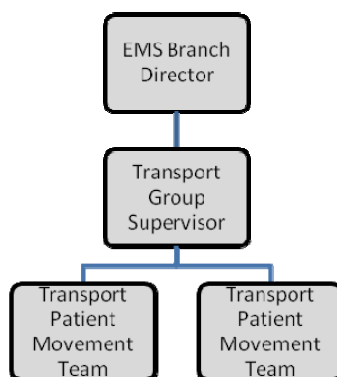
Initial Duties and Responsibilities

- Size-up incident area (including scene safety).
- Put on the Treatment Group Supervisor vest
- Read through this Duties and Responsibilities checklist
- Supervise personnel assigned to treatment group
- Ensure safety of all members of Treatment Teams and others under your command
- Select and mark treatment areas - maintain 3 ft between patients. Advise EMS Branch Director of treatment area locations.
- Assign treatment team leaders to each area if personnel allows
- Ensure completion of triage tags and retriage of patients as needed

Extended Duties and Responsibilities

- Request adequate personnel to provide treatment of all patients
- Monitor supply of patient treatment equipment and supplies. Request additional equipment and supplies, as needed, from EMS Branch Director.
- Establish an area for incoming medical supplies
- Prioritize patients for movement to Transport Area. Direct patient movement from Treatment area to Transport area.
- Keep Transportation Group Supervisor and EMS Branch Director informed of number and category of patients in treatment area.
- Provide updates when requested to EMS Branch Director
- Monitor personnel for rehabilitation and replacement needs
- Report to EMS Branch Director when treatment duties are completed

TRANSPORTATION GROUP SUPERVISOR



Ensure that you have the following equipment and supplies available:

- Transportation Group Supervisor Vest
- Communications Equipment
- Clipboard
- Paper
- Pens
- Pencils
- Flashlight
- Large Envelope
- Highlighter
- Traffic Cones
- Personal Protective Equipment
- Patient Routing Worksheet

Initial Duties and Responsibilities

- Size-up incident area (including scene safety).
- Put on the Transportation Group Supervisor vest
- Read through this Duties and Responsibilities checklist
- Ensure safety of members of Transport Patient Movement Teams and others under your command
- Establish ambulance staging in a safe area. Avoid the backing of transport units.
- Assemble and stage Transport Patient Movement Teams.
- Assign crew to manage landing zone if air transport is to be used.
- Request hospital capability information from EMS Branch director and record information on the Patient Routing Worksheet.
- Direct Transport Patient Movement Teams in moving patients from Treatment area to Transport area.

Extended Duties and Responsibilities

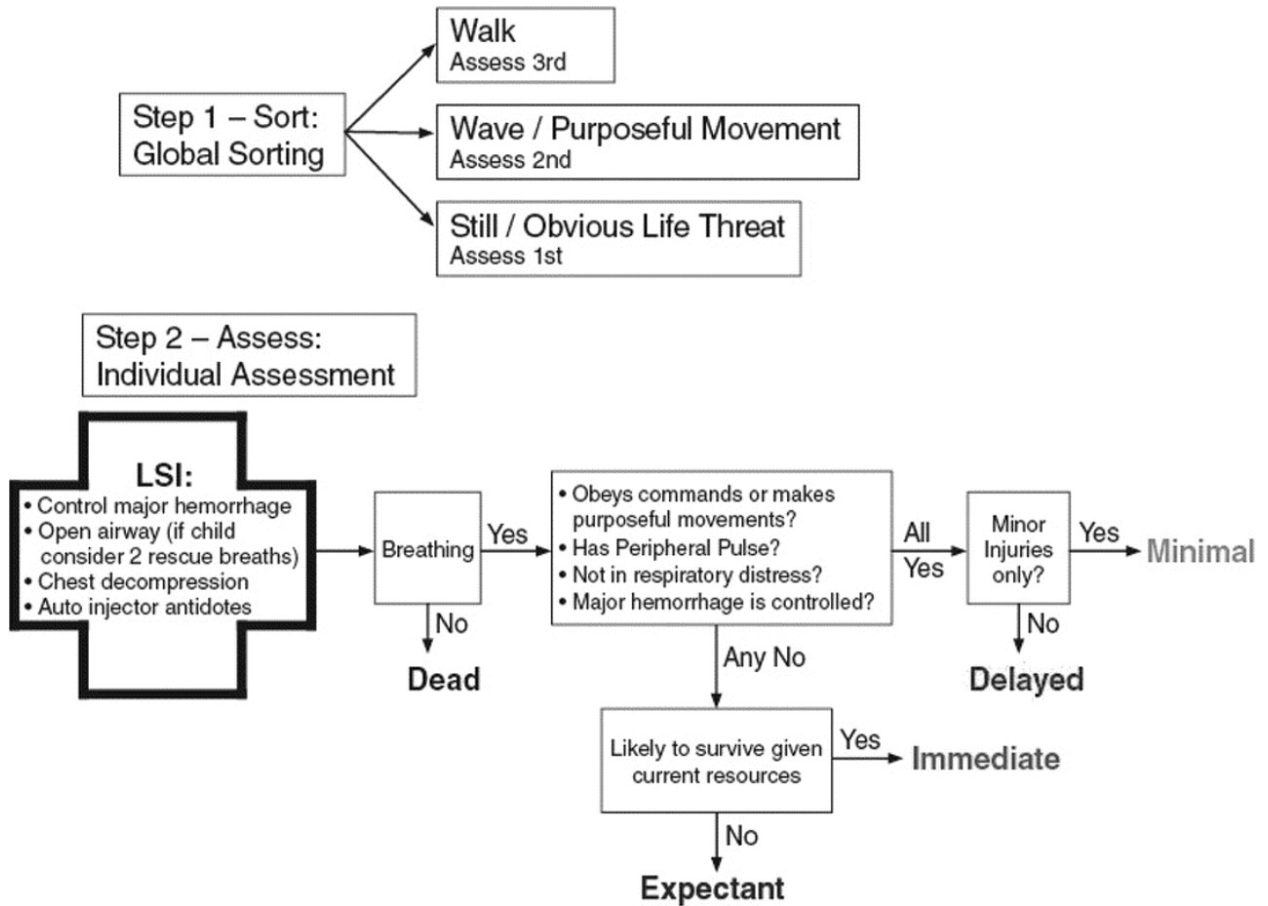
- Request adequate personnel to provide movement and transportation of patients
- Request transport units from EMS Branch Director, as needed.
- Direct movement of transport vehicles in Transport area. **One member of the transport unit must remain with the vehicle.**
- Direct removal of patient care equipment and supplies from transport units, if needed. Stockpile for delivery to patient treatment area.
- Direct movement of patients from Transport area to transport vehicles. The stretchers/cots must be matched to their home vehicles for transport safety.
- Direct transport units to designated hospitals based on capabilities

Transportation Group Supervisor Extended Duties and Responsibilities (cont.)

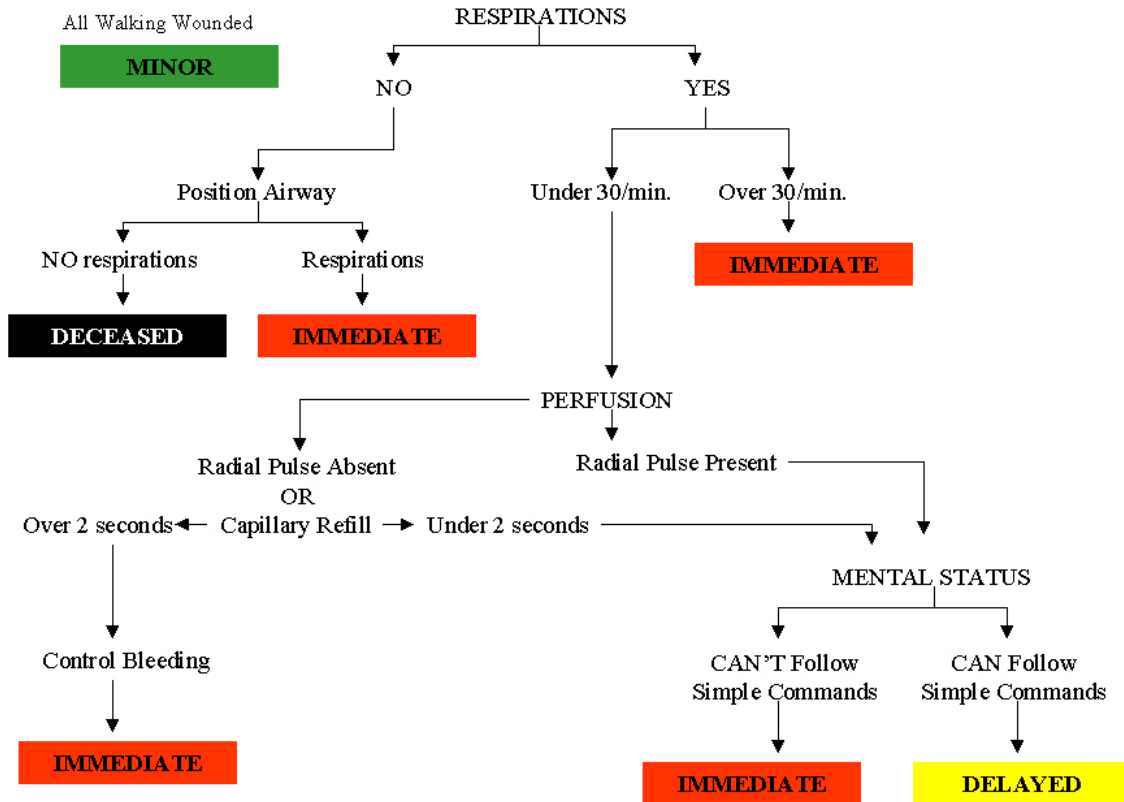
- ❑ Record the transportation of all patients using the Patient Routing Worksheet including the triage/patient identification number.
- ❑ When patient transport is begun relay to the receiving hospitals the number of victims by treatment priority category (triage tag color) and estimated time of arrival. Provide a *brief* report with minimum required information.
- ❑ Remind transport unit personnel to maintain radio silence unless care requires emergency medical control intervention
- ❑ Instruct transport unit personnel to return to staging when patient transport has been completed
- ❑ Provide updates when requested to EMS Branch Director
- ❑ Monitor personnel for rehabilitation and replacement needs
- ❑ Notify hospital(s) and EMS Branch Director when all patients have been transported
- ❑ Report to EMS Branch Director when transport duties are completed

Triage Information Patient Routing Worksheet

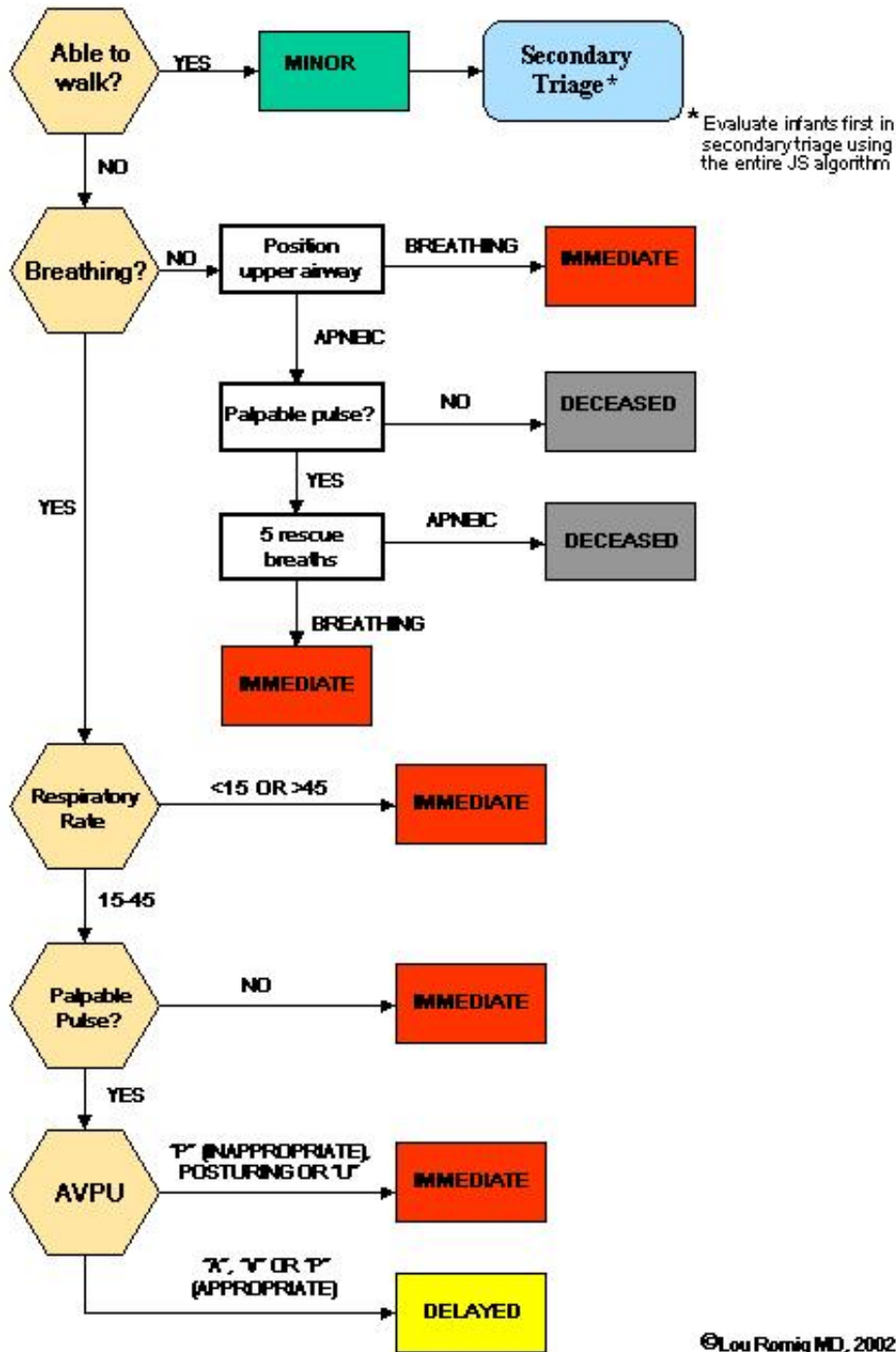
SALT TRIAGE



S.T.A.R.T. (Simple Triage and Rapid Treatment)



JumpSTART Pediatric MCI Triage®



GENERAL INSTRUCTIONS FOR TRIAGE IDENTIFICATION

Color wrist bands:

Red	Immediate
Yellow	Delayed
Green	Minor
Gray	Expectant
Black	Deceased

- Banding of patients should be on the wrist, or ankle if necessary.
- If patient's limbs are missing, place the band in an obvious spot where responders will easily see it.

Triage Tags:

1. Fill in as much information as available.
 - Enter time tag applied
 - Name of patient (identify male/female)
 - Enter home city and state. (In all cases)
 - Indicate injuries on diagram on the reverse side of the tag
 - Enter intravenous, intramuscular treatment
2. Tear off all colored tabs below the determined priority and retain the stubs.
3. Attach the tag securely to either the clothing or the body, so that it is clearly visible.
4. Identifying numbers should be left with Transportation Group.

PATIENT ROUTING WORKSHEET

Hospital Name: _____ Capability Red: _____
Yellow: _____
Green: _____

Triage /Patient Number	Category R = Red Y = Yellow G = Green	Time of Transport (Use Military time)	Ambulance Service Name and Number

Miscellaneous Sample Forms

Transportation Officer Worksheet

Triage - Total Number of Patients

Phone #		CAN TAKE #		
Unit	Time	Red	Yellow	Green

Phone #		CAN TAKE #		
Unit	Time	Red	Yellow	Green

Phone #		CAN TAKE #		
Unit	Time	Red	Yellow	Green

Phone #		CAN TAKE #		
Unit	Time	Red	Yellow	Green

Phone #		CAN TAKE #		
Unit	Time	Red	Yellow	Green

Phone #		CAN TAKE #		
Unit	Time	Red	Yellow	Green

Phone #		CAN TAKE #		
Unit	Time	Red	Yellow	Green

Phone #		CAN TAKE #		
Unit	Time	Red	Yellow	Green

AMBULANCE RESOURCE LIST

PROVIDER	RESOURCES

AIR MEDICAL RESOURCE LIST

NAME	CONTACT NUMBER

OTHER TRANSPORT RESOURCES

NAME	CONTACT NUMBER

RECEIVING HOSPITALS RESOURCE LIST

NAME	CONTACT NUMBER

FIRE DEPARTMENT RESOURCE LIST

NAME	CONTACT NUMBER

LAW ENFORCEMENT AGENCY RESOURCE LIST

NAME	CONTACT NUMBER

Other response planning information can be found at:

<http://training.fema.gov/IS/NIMS.asp>

http://training.fema.gov/EMIWeb/IS/ICSResource/ICSResCntr_Forms.htm

http://www.mass.gov/Eeohhs2/docs/dph/emergency_services/ambulance_mass_casualty_planning.pdf

<http://www.ejems.com/Protocols/MCI/mass%20cas.htm>

<http://www.kcoem.org/Library/Mass%20Cas%20Plan%207-2-07.pdf>